

ANNOTATED MINUTES

Tuesday, July 9, 1996 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

LAND USE PLANNING MEETING

Vice-Chair Dan Saltzman convened the meeting at 9:32 a.m., with Commissioners Sharron Kelley, Gary Hansen and Tanya Collier present, and Chair Beverly Stein excused.

- P-1 First Reading and Adoption of an ORDINANCE Amending the Commercial Forest Use Section of MCC 11.15 and Comprehensive Framework Plan Policy 11, Commercial Forest Use to Include Mandatory Provisions of Oregon Revised Statutes and Oregon Administrative Rules Regarding Land Uses on Forest Lands, and Declaring an Emergency

ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF FIRST READING AND ADOPTION. GARY CLIFFORD EXPLANATION, DISCUSSION OF PLANNING COMMISSION RECOMMENDATION TO LEAVE THE LOT OF RECORD LANGUAGE AS IS PENDING EVALUATION IN THE RURAL AREA PLANS PROCESS NOW IN PROGRESS, AND RESPONSE TO BOARD QUESTIONS. COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF AN AMENDMENT TO PAGE 23 OF THE PROPOSED ORDINANCE, WHICH WOULD LEAVE THE LOT OF RECORD CODE SECTION LANGUAGE UNCHANGED. ARNOLD ROCHLIN AND CHRIS FOSTER TESTIMONY IN SUPPORT OF ORDINANCE AND PLANNING COMMISSION RECOMMENDED AMENDMENT. MR. CLIFFORD AND GORDON HOWARD RESPONSE TO BOARD QUESTIONS AND DISCUSSION REGARDING EMERGENCY CLAUSE, COUNTY OPTION TO LOOSEN CRITERIA FOR LOT OF RECORD AND DENSITY STANDARDS, AND PROCESS AND TIMELINES FOR COMPLETION OF

**THE WEST HILLS AND EAST OF SANDY RIVER
RURAL AREA PLANS. COMMISSIONER KELLEY
DISCUSSED CONTROVERSIAL PLANNING
PROCESS ISSUES, NEED FOR CONTINUED
EFFORT TO REACH CONSENSUS WITH
COMMUNITY PRIOR TO BOARD ACTION, AND
ASKED STAFF TO PROVIDE IMPACT
INFORMATION REGARDING ACTUAL NUMBER OF
NEW DWELLINGS IF LOOSER STANDARDS ARE
ADOPTED. PAGE 23 LOT OF RECORD
AMENDMENT UNANIMOUSLY APPROVED.
ORDINANCE 859 UNANIMOUSLY APPROVED, AS
AMENDED.**

P-2 CU 1-96, HV 1-96, SEC 1-96 Regarding Appeal of Hearings Officer Decision DENYING Request for a Conditional Use Permit for a Single Family Residence Not Related to Forest Management, Lot Size and Setback Variances, and a Significant Environmental Concern Permit in the Commercial Forest Use CFU-80 and SEC-h Wildlife Habitat Zones Located at 3130 NW FOREST LANE, PORTLAND, Testimony Limited to 15 Minutes Per Side.

**AT THE REQUEST OF VICE-CHAIR SALTZMAN,
AND UPON MOTION OF COMMISSIONER KELLEY,
SECONDED BY COMMISSIONER COLLIER, IT WAS
UNANIMOUSLY APPROVED THAT THE DE NOVO
HEARING BE RESCHEDULED FOR 9:30 AM,
TUESDAY, AUGUST 13, 1996, WITH TESTIMONY
LIMITED TO 15 MINUTES PER SIDE.**

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

Thursday, July 11, 1996 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

REGULAR MEETING

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

CONSENT CALENDAR

***UPON MOTION OF COMMISSIONER KELLEY,
SECONDED BY COMMISSIONER HANSEN, THE
CONSENT CALENDAR (ITEMS C-1 THROUGH C-5)
WAS APPROVED, WITH COMMISSIONERS KELLEY,
HANSEN, COLLIER AND STEIN VOTING AYE.***

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES

- C-1 Renewal of Intergovernmental Agreement 101177 with the Oregon Commission for the Blind for Employment Services for Individuals with Developmental Disabilities

DEPARTMENT OF HEALTH

- C-2 Renewal of Intergovernmental Agreement 200117 with Clackamas County for the Provision of Essential Health and Support Services for Persons Living with HIV/AIDS
- C-3 Renewal of Intergovernmental Agreement 200347 with Oregon Health Sciences University for the Provision of Hospital Services for Multnomah County Corrections Inmates

DEPARTMENT OF JUVENILE JUSTICE SERVICES

- C-4 Renewal of Intergovernmental Agreement 101466 with the Oregon Youth Authority for Evaluation and Diagnostic Services, Disposition of Parole Violations, Detention Backup, Community Programs and Services, and a Process for Making Training School and Parole Placement Decisions
- C-5 Renewal of Intergovernmental Agreement 102304 with the Oregon Youth Authority for Funding to Internal and Community Based Providers to Allow Services to Gang-Involved Youth and the Consolidation of Gang Transition Services

REGULAR AGENDA

PUBLIC COMMENT

- R-1 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.

NO ONE WISHED TO COMMENT.

DEPARTMENT OF SUPPORT SERVICES

- R-2 Presentation of Employee Service Awards Honoring Multnomah County Employees with 5 to 25 Years of Service

Vice-Chair Dan Saltzman arrived at 9:37 a.m.

WITH THE ASSISTANCE OF SHERY STUMP AND GAIL FOSTER, THE BOARD GREETED, ACKNOWLEDGED AND PRESENTED 5 YEAR AWARDS TO REYNOLD BRANCHE, NEAL KUSHIYAMA, NANCY MILLIGAN-MOCK, CYNTHIA ROSE AND LYNN STOTT OF DCFS; RHONE LORENZO WILLIAMS OF DCC; NANCY WILER OF DA; KURTIS CALVIN HAMM, MARIE KATONA AND LESLIE KORBE OF DES; PAULA WATARI OF DSS; 10 YEAR AWARDS TO SARA FIX, JOHN FLANAGAN AND NORMA JAEGER OF DCFS; NANCY LUARCA OF DCC; ANNETTE ADAMS AND VANESSA WITKA OF DES; 20 YEAR AWARDS TO JO'EY STEWART OF DA; TOM GUINEY AND DAVID LESTIKO OF DES; 25 YEAR AWARD TO LON STRATTON OF JJD.

NON-DEPARTMENTAL

- R-3 Board Decision and Consideration of an ORDER in the Matter of the Appeal of Valerie Young from Hearings Officer Decision on an Adult Care Home License, Hearing Numbers 154115 and 154134. **OPTION 1** Schedule a Hearing to Accept Evidence or Argument on this Appeal; OR **OPTION 2** Decide this Appeal on the Record that has Already Been Created. MCC Section 8.90.090 (J) and Section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes Give the Board Discretion to Follow Either Course.

CHAIR STEIN AND ACTING BOARD COUNSEL PETE KASTING EXPLANATION OF PROCESS AND BOARD OPTIONS. LINDA SHELTON, DIANNA ROBERTS AND VALERIE YOUNG TESTIMONY IN SUPPORT OF NEW HEARING. MR. KASTING RESPONSE TO OBJECTION OF COUNSEL KATIE GAETJENS. MS. GAETJENS TESTIMONY IN

SUPPORT OF BOARD AFFIRMATION OF HEARINGS OFFICER DECISION. MR. KASTING RESPONSE TO BOARD QUESTIONS. COMMISSIONER COLLIER MOVED AND COMMISSIONER SALTZMAN SECONDED, AFFIRMATION OF HEARINGS OFFICER DECISION. BOARD COMMENTS. ORDER 96-121 AFFIRMING DECISION UNANIMOUSLY APPROVED.

DEPARTMENT OF AGING SERVICES

- R-4 Second Reading and Adoption of an ORDINANCE Repealing Multnomah County Code Chapter 8.90, Adult Care Homes, and Adopting Chapter 8.91, Updated and Expanded Adult Care Home Licensure Requirements that Conform to Revisions in State Law and Changes in Practice

ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF SECOND READING AND ADOPTION. JEAN DEMASTER EXPLANATION. ESTIL DIETZ, THELMA SKELTON, JIM DUNCAN, NICOLETA MURZEA, JOE MAHONEY AND GROVER SIMMONS TESTIMONY IN SUPPORT. MS. DEMASTER, KATIE GAETJENS AND MARY FASSELL RESPONSE TO BOARD QUESTIONS AND DISCUSSION. COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED AMENDMENT TO NOT REMOVE BOARD FROM APPEAL PROCESS. COUNTY COUNSEL LARRY KRESSEL ADVISED APPROVAL OF AMENDMENT WOULD REQUIRE AN ADDITIONAL READING. ESTIL DEITZ COMMENTS IN SUPPORT OF EXPEDITING PROCESS. JIM MCCONNELL, MS. DEMASTER, MS. GAETJENS, MR. KRESSEL, MR. SIMMONS, MR. MAHONEY AND MS. FASSEL RESPONSE TO BOARD QUESTIONS AND DISCUSSION. BOARD COMMENTS. AMENDMENT FAILED, WITH COMMISSIONERS KELLEY AND COLLIER VOTING AYE, AND COMMISSIONERS HANSEN, SALTZMAN AND STEIN VOTING NO.

**COMMISSIONER KELLEY SUGGESTED
REVIEWING PROCESS IN ONE YEAR. BOARD
COMMENTS IN SUPPORT. ORDINANCE 860
UNANIMOUSLY APPROVED.**

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5 Intergovernmental Agreement 301916 with the Oregon Department of Transportation, Accepting Immediate Opportunity Grant Funding for the Improvement of NE Glisan Street from NE 223rd to NE 242nd, in Association with Development of the LSI Logic Integrated Circuits Plant

**COMMISSIONER KELLEY MOVED AND
COMMISSIONER COLLIER SECONDED, APPROVAL
OF R-5. JOHN DORST EXPLANATION.
AGREEMENT UNANIMOUSLY APPROVED.**

PUBLIC CONTRACT REVIEW BOARD

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

- R-6 First Reading and Adoption of an ORDINANCE Amending Ordinance 807, Division 60, Affirmative Action in Public Contracts, of the Multnomah County Public Contract Review Board Rules, and Declaring an Emergency

**ORDINANCE READ BY TITLE ONLY. COPIES
AVAILABLE. COMMISSIONER KELLEY MOVED
AND COMMISSIONER HANSEN SECONDED,
APPROVAL OF FIRST READING AND ADOPTION.
FRANNA HATHAWAY EXPLANATION AND
RESPONSE TO BOARD QUESTIONS AND COMMENTS
IN SUPPORT. NO ONE WISHED TO TESTIFY.
ORDINANCE 861 UNANIMOUSLY APPROVED.**

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

DEPARTMENT OF SUPPORT SERVICES

- R-7 Intergovernmental Agreement 500057 with the City of Portland to Administer Equal Employment Opportunity Certification Program and

Workforce Hiring and Training Program for County Contracts and Construction Projects

COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-7. JERRY WALKER EXPLANATION. AGREEMENT UNANIMOUSLY APPROVED.

- R-8 Second Reading and Adoption of an ORDINANCE Amending Multnomah County Code Chapter 5.30 (Motor Vehicle Fuel Tax) to Authorize the Transfer of a Portion of the Revenues Collected to Metro

ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF SECOND READING AND ADOPTION. NO ONE WISHED TO TESTIFY. ORDINANCE 862 UNANIMOUSLY APPROVED.

- R-9 RESOLUTION Adopting and Defining the Various County Funds for 1996-97

COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-9. DAVE BOYER EXPLANATION. RESOLUTION 96-122 UNANIMOUSLY APPROVED.

- R-10 RESOLUTION Levying Ad Valorem Property Taxes for Multnomah County, Oregon for Fiscal Year 1996-97

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-10. DAVE WARREN EXPLANATION. COMMISSIONER COLLIER MOVED, SECONDED BY COMMISSIONER KELLEY, TO AMEND RESOLUTION AS FOLLOWS: LIBRARY GENERAL OBLIGATION BONDS EXCLUDED FROM THE LIMITATION CORRECTED TO \$5,037,607; PUBLIC SAFETY GENERAL OBLIGATION BONDS EXCLUDED FROM THE LIMITATION CORRECTED TO \$7,373,545; CATEGORY TOTAL EXCLUDED FROM THE LIMITATION CORRECTED TO \$12,411,152; AND TOTAL LEVY CORRECTED TO

**\$165,534,666. AMENDMENT UNANIMOUSLY
APPROVED. RESOLUTION 96-123 UNANIMOUSLY
APPROVED, AS AMENDED.**

NON-DEPARTMENTAL

R-11 Briefing and Request for Policy Direction Regarding Submission of a Grant to the Oregon Department of Human Resources for the Welfare Reform Reinvestment Waiver Grant Program. Presented by Maureen Casterline, Donna Beegle, Peggy Schultz, Howard Klink and Norm Monroe.

**NORM MONROE, DONNA BEEGLE, MAUREEN
CASTERLINE JUDITH ALBOY, JASON MUNSON,
CRYSTAL RICHARD, SUSAN DAMEWOOD, MIKE
PETERSON, MOLLY COOLEY AND TOM DARBY
PRESENTATION AND RESPONSE TO BOARD
QUESTIONS AND DISCUSSION.**

Chair Stein was excused at 11:56 a.m.

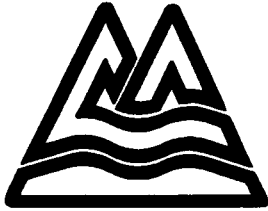
**UPON MOTION OF COMMISSIONER HANSEN,
SECONDED BY COMMISSIONER COLLIER,
APPROVAL OF AUTHORITY TO APPLY FOR PART
OF THE AVAILABLE \$7 MILLION AND AUTHORITY
FOR THE COUNTY TO ACT AS FISCAL AGENTS
FOR 45 COMMUNITY BASED AGENCIES APPLYING
TO THE STATE FOR FISCAL SUPPORT WAS
APPROVED, WITH COMMISSIONERS KELLEY,
HANSEN, COLLIER AND SALTZMAN VOTING AYE.**

There being no further business, the meeting was adjourned at 12:07 p.m.

OFFICE OF THE BOARD CLERK
FOR MULTNOMAH COUNTY, OREGON

Deborah L. Bogstad

Deborah L. Bogstad



MULTNOMAH COUNTY OREGON

OFFICE OF THE BOARD CLERK
SUITE 1510, PORTLAND BUILDING
1120 SW FIFTH AVENUE
PORTLAND, OREGON 97204
CLERK'S OFFICE • 248-3277 • 248-5222
FAX • (503) 248-5262

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

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

JULY 8, 1996 - JULY 12, 1996

Tuesday, July 9, 1996 - 9:30 AM - Land Use Planning.....Page 2

Thursday, July 11, 1996 - 9:30 AM - Regular Meeting.....Page 3

*Thursday Meetings of the Multnomah County Board of Commissioners
are *cablecast* live and taped and can be seen by Cable subscribers in Multnomah
County at the following times:*

Thursday, 9:30 AM, (LIVE) Channel 30

Friday, 10:00 PM, Channel 30

Sunday, 1:00 PM, Channel 30

Produced through Multnomah Community Television

**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.**

AN EQUAL OPPORTUNITY EMPLOYER

*Tuesday, July 9, 1996 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland*

LAND USE PLANNING MEETING

- P-1 First Reading and Adoption of an ORDINANCE Amending the Commercial Forest Use Section of MCC 11.15 and Comprehensive Framework Plan Policy 11, Commercial Forest Use to Include Mandatory Provisions of Oregon Revised Statutes and Oregon Administrative Rules Regarding Land Uses on Forest Lands, and Declaring an Emergency*
- P-2 CU 1-96, HV 1-96, SEC 1-96 PLEASE NOTE: APPELLANT REQUESTS THAT BOARD RESCHEDULE THIS DE NOVO HEARING TO 9:30 AM, TUESDAY, AUGUST 13, 1996, Regarding Appeal of Hearings Officer Decision DENYING Request for a Conditional Use Permit for a Single Family Residence Not Related to Forest Management, Lot Size and Setback Variances, and a Significant Environmental Concern Permit in the Commercial Forest Use CFU-80 and SEC-h Wildlife Habitat Zones Located at 3130 NW FOREST LANE, PORTLAND, Testimony Limited to 15 Minutes Per Side.*

Thursday, July 11, 1996 - 9:30 AM
Multnomah County Courthouse, Room 602
1021 SW Fourth, Portland

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES

- C-1 *Renewal of Intergovernmental Agreement 101177 with the Oregon Commission for the Blind for Employment Services for Individuals with Developmental Disabilities*

DEPARTMENT OF HEALTH

- C-2 *Renewal of Intergovernmental Agreement 200117 with Clackamas County for the Provision of Essential Health and Support Services for Persons Living with HIV/AIDS*
- C-3 *Renewal of Intergovernmental Agreement 200347 with Oregon Health Sciences University for the Provision of Hospital Services for Multnomah County Corrections Inmates*

DEPARTMENT OF JUVENILE JUSTICE SERVICES

- C-4 *Renewal of Intergovernmental Agreement 101466 with the Oregon Youth Authority for Evaluation and Diagnostic Services, Disposition of Parole Violations, Detention Backup, Community Programs and Services, and a Process for Making Training School and Parole Placement Decisions*
- C-5 *Renewal of Intergovernmental Agreement 102304 with the Oregon Youth Authority for Funding to Internal and Community Based Providers to Allow Services to Gang-Involved Youth and the Consolidation of Gang Transition Services*

REGULAR AGENDA

PUBLIC COMMENT

- R-1 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

DEPARTMENT OF SUPPORT SERVICES

- R-2 *Presentation of Employee Service Awards Honoring Multnomah County Employees with 5 to 25 Years of Service*

NON-DEPARTMENTAL

- R-3 *Board Decision and Consideration of an ORDER in the Matter of the Appeal of Valerie Young from Hearings Officer Decision on an Adult Care Home License, Hearing Numbers 154115 and 154134. **OPTION 1** Schedule a Hearing to Accept Evidence or Argument on this Appeal; OR **OPTION 2** Decide this Appeal on the Record that has Already Been Created. MCC Section 8.90.090 (J) and Section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes Give the Board Discretion to Follow Either Course.*

DEPARTMENT OF AGING SERVICES

- R-4 *Second Reading and Adoption of an ORDINANCE Repealing Multnomah County Code Chapter 8.90, Adult Care Homes, and Adopting Chapter 8.91, Updated and Expanded Adult Care Home Licensure Requirements that Conform to Revisions in State Law and Changes in Practice*

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5 *Intergovernmental Agreement 301916 with the Oregon Department of Transportation, Accepting Immediate Opportunity Grant Funding for the Improvement of NE Glisan Street from NE 223rd to NE 242nd, in Association with Development of the LSI Logic Integrated Circuits Plant*

PUBLIC CONTRACT REVIEW BOARD

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

- R-6 *First Reading and Adoption of an ORDINANCE Amending Ordinance 807, Division 60, Affirmative Action in Public Contracts, of the Multnomah County Public Contract Review Board Rules, and Declaring an Emergency*

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

DEPARTMENT OF SUPPORT SERVICES

- R-7 *Intergovernmental Agreement 500057 with the City of Portland to Administer Equal Employment Opportunity Certification Program and Workforce Hiring and Training Program for County Contracts and Construction Projects*
- R-8 *Second Reading and Adoption of an ORDINANCE Amending Multnomah County Code Chapter 5.30 (Motor Vehicle Fuel Tax) to Authorize the Transfer of a Portion of the Revenues Collected to Metro*
- R-9 *RESOLUTION Adopting and Defining the Various County Funds for 1996-97*
- R-10 *RESOLUTION Levying Ad Valorem Property Taxes for Multnomah County, Oregon for Fiscal Year 1996-97*

NON-DEPARTMENTAL

- R-11 *Briefing and Request for Policy Direction Regarding Submission of a Grant to the Oregon Department of Human Resources for the Welfare Reform Reinvestment Waiver Grant Program. Presented by Maureen Casterline, Donna Beegle, Peggy Schultz, Howard Klink and Norm Monroe. 30 MINUTES REQUESTED.*

MEETING DATE: JUL 11 1996

AGENDA NO: C-1

ESTIMATED START TIME: 9:30

(Above space for Board Clerk's Use Only)

AGENDA PLACEMENT FORM

SUBJECT: *Ratification of an annual Agreement with the Oregon Commission for the Blind for FY 96-97.*

BOARD BRIEFING

Date Requested: _____

Requested By: _____

Amount of Time Needed: _____

REGULAR MEETING

Date Requested: Next available date

Amount of Time Needed: Consent

DEPARTMENT: Community and Family Services

DIVISION: _____

CONTACT: Lorenzo Poe/Dennis Adams

TELEPHONE: 248-3691

BLDG/ROOM: B166/7th

PERSON(S) MAKING PRESENTATION: Lorenzo Poe/Dennis Adams

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE

Ratification of the annual agreement between the Department of Community and Family Services' Developmental Disabilities Program and the Oregon Commission for the Blind for the period of July 1, 1996 through June 30, 1997. Oregon Commission for the Blind provides employment services for individuals with developmental disabilities.

7/15/96 ORIGINALS to ESTHER THOUTAYER-THORALES

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: _____

Lorenzo Poe

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUL -1 AM 11:46



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES
421 SW SIXTH AVENUE, SUITE 700
PORTLAND, OREGON 97204
PHONE (503) 248-3691
FAX (503) 248-3379
TDD (503) 248-3598

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 *Lorenzo Poe MB*
Department Community and Family Services

DATE: June 21, 1996

SUBJECT: Renewal Agreement with Oregon Commission for the Blind

I. Recommendation/Action Requested: The Department of Community and Family Services recommends Board of County Commissioner approval of an annual Intergovernmental Agreement with Oregon Commission for the Blind, for the period July 1, 1996 through June 30, 1997.

II. Background/Analysis: The Department of Community and Family Services is renewing an annual agreement for the provision of Employment Services for persons with developmental disabilities. This service enables individuals go to work.

III. Financial Impact: This is a requirements contract budgeted at approximately \$441,226.00. These funds are involved in the County Budget.

IV. Legal Issues: None

V. Controversial Issues: None

VI. Link to Current County Policies: The contract supports the County's efforts to maintain or enhance the quality of life and independence for the citizens of Multnomah County.

VII. Citizen Participation: N/A

VIII. Other Government Participation: N/A



MULTNOMAH COUNTY OREGON

DEPARTMENT OF COMMUNITY AND FAMILY SERVICES
421 SW SIXTH AVENUE, SUITE 700
PORTLAND, OREGON 97204
PHONE (503) 248-3691
FAX (503) 248-3379
TDD (503) 248-3598

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

June 21, 1996

Oregon Commission for the Blind
Ms. June Klee
535 SE 12th
Portland, OR 97214

RE: Multnomah County Contract Memo from Oregon Risk Management Division

Dear Ms. Klee:

In response the letter you faxed us on June 19, 1996 regarding the comments Risk Management Division had on our contract with your Program, enclosed is a copy of the revised copy. Per our attorney's recommendation the following changes were made:

- Item 11. Indemnification:* It was reworded to meet both parties interests.
- Item 12. Independent Contractor Status:* The phrase State of Oregon was deleted.
- Item 13. Insurance, Bonding, and Workers Compensation, g.* First sentence was changed to what Risk Management had suggested.
- Item 13. Insurance, Bonding, and Workers Compensation, h.* Your attention to this clause was appreciated and the Certificate of Coverage is in our files.

Please review and contact me if you have any further questions at (503) 492-6457 extension 4194

Respectfully yours,

Esther Montanez-Morales
Program Development Specialist

Enclosure

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Contract 101177

Prior-Approved Contract Boilerplate: xxx Attached: Not Attached

Amendment # 0

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000 <input type="checkbox"/> Intergovernmental Agreement 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 checked="" type="checkbox"/> Intergovernmental Agreement <input type="checkbox"/> Intergovernmental Revenue Agreement <p align="center">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>C-1</u> DATE <u>7/11/96</u> <u>DEB BOGSTAD</u> BOARD CLERK</p>

Department: Community & Family Services

Division: _____

Date: June 21, 1996

Administrative Contact: Esther Montanez-Morales

Phone: 248-3691 ext 4194

Bldg/Room 166/7th

Description of Contract:

Contract Renewal for Employment services for FY 96-97.

RFP/BID #: RFP 4P2251 valid through 6/99 Date of RFP/BID: N/A Exemption Expiration Date: _____
 ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRF ☐ N/A ☒ None

Contractor Name: OREGON COMMISSION FOR THE BLIND Mailing Address: 535 SE 12th Portland, Oregon 97282 Phone: (503) 238-8375 Employer ID# or SS#: 93-6001718 Effective Date: July 1, 1996 Termination Date: June 30, 1997 Original Contract Amount: \$ _____ Total Amt of Previous Amendments: \$ _____ Amount of Amendment: \$ _____ Total Amount of Agreement: \$ Requirements	Remittance Address (if different) _____ <table> <tr> <th>Payment Schedule</th> <th>Terms</th> </tr> <tr> <td><input type="checkbox"/> Lump Sum \$ _____</td> <td><input type="checkbox"/> Due on Receipt</td> </tr> <tr> <td><input type="checkbox"/> Monthly \$ _____</td> <td><input type="checkbox"/> Net 30</td> </tr> <tr> <td><input checked="" type="checkbox"/> Other \$ <u>Allotment</u></td> <td><input type="checkbox"/> Other</td> </tr> </table> <input type="checkbox"/> Requirements contract - Requisition Required Purchase Order No. _____ <input checked="" type="checkbox"/> Requirements Not to Exceed \$ <u>See Attached</u> Encumber: Yes <input type="checkbox"/> No <input type="checkbox"/>	Payment Schedule	Terms	<input type="checkbox"/> Lump Sum \$ _____	<input type="checkbox"/> Due on Receipt	<input type="checkbox"/> Monthly \$ _____	<input type="checkbox"/> Net 30	<input checked="" type="checkbox"/> Other \$ <u>Allotment</u>	<input type="checkbox"/> Other
Payment Schedule	Terms								
<input type="checkbox"/> Lump Sum \$ _____	<input type="checkbox"/> Due on Receipt								
<input type="checkbox"/> Monthly \$ _____	<input type="checkbox"/> Net 30								
<input checked="" type="checkbox"/> Other \$ <u>Allotment</u>	<input type="checkbox"/> Other								

REQUIRED SIGNATURES:

Department Manager: Lolung Poe mbs

Date: 6/24/96

Purchasing Director:

Date: _____

(Class II Contracts Only)

County Counsel: Katri Burtz

Date: 7/1/96

County Chair/Sheriff:

Kevin Allen

Date: July 11, 1996

Contract Administration:

Date: _____

(Class I, Class II Contracts Only)

VENDOR CODE 740414A				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.
								See	Attached		

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

DISTRIBUTION: Contracts Administration, Initiator, Finance

F:\ADMIN\CEU\CONT97\OCB97.CAF

COMMUNITY AND FAMILY SERVICES DEPARTMENT
CONTRACT APPROVAL FORM SUPPLEMENT
Contractor : OREGON COMMISSION FOR THE BLIND
Vendor Code : 740414A

Page 1 of 1
6/21/96

Fiscal Year : 95/96

Amendment Number : 0

Contract Number : 100586

LINE	FUND	AGEN	ORG CODE	ACTIVITY CODE	OBJECT CODE	REPORTING CATEGORY	LGFS DESCRIPTION	ORIGINAL AMOUNT	AMENDMENT AMOUNT	FINAL AMOUNT	REQ'TS ESTIMATE
51	156	010	1510	D53X	6060	9501X	DD SMHD DD Transportation	Requirements		Requirement	\$0.00
52	156	010	1510	D54S	6060	9501X	DD SMHD DD Employment & Alternative	Requirements		Requirement	\$1,000.00
53	156	010	1510	D54X	6060	9501X	DD SMHD DD Employment & Alternative	Requirements		Requirement	\$441,226.72
TOTAL								\$0.00	\$0.00	\$0.00	\$442,226.72

CONTRACT FOR SERVICES
MULTNOMAH COUNTY COMMUNITY AND FAMILY SERVICES DIVISION

#100177

TERM OF CONTRACT: From July 1, 1996
CONTRACTOR NAME: Oregon Commission for the Blind
CONTRACTOR ADDRESS: 535 SE 12th
Portland, Oregon 97214

To: June 30, 1997
TELEPHONE: 238-8375
IRS NUMBER: 93-6001718

This contract is between Community and Family Services Division, acting on behalf of Multnomah County, a political subdivision of the State of Oregon, hereinafter referred to as "COUNTY", and Oregon Commission for the Blind, hereinafter referred to as "CONTRACTOR".

This contract contains the following documents, which are herein incorporated by reference:

• Part A.	Statement of Work	Pages A1 - A2
• Attachment A.	Service Elements and Contract Amounts	Attach A, Page 1
• Part B.	General Conditions	Pages B1 - B14
• Part C.	Program General Conditions	Pages , DD-1
• Part D.	Certifications	Pages D1-D7
• Part E.	Signatures	Page E-1

PART A. STATEMENT OF WORK

1. Services

CONTRACTOR agrees to provide services as summarized below and detailed in Attachment A: Service Elements and Contract Amounts. COUNTY agrees to reimburse CONTRACTOR for providing COUNTY-funded services under the payment terms and up to the amounts specified in Attachment A. As applicable, and subject to program instructions, by this reference made part of this contract, CONTRACTOR agrees to also provide Title XIX services within the service element(s) marked **State Payment** in Attachment A. For these Title XIX services, CONTRACTOR acknowledges its status as a Performing Provider under OAR 309-16-000 through 130. Payment rates and requirements are identified in the Oregon Mental Health and Developmental Disability Services Division's *Medicaid Rehabilitative Services Procedures Codes and Reimbursement Rates*. All funds identified for **State Payment** are disbursed by the Oregon Office of Medical Assistance Programs (OMAP).

Service	Service Description (Procurement Authorization)
Developmental Disabilities Services	
Employment and Alternative Services	RFP 4P2251 valid through 6/99

2. Service Standards

a. CONTRACTOR agrees to provide the above services consistent and in compliance with the applicable COUNTY and State service definitions, Administrative Rules, priorities, policies, procedures, program instructions, and service manuals; with contract conditions; and with the specifications and evaluation criteria contained in the applicable Request for Proposal and contractor's response to that proposal, Contract Renewal Package, and other program documents and manuals, all of which are incorporated herein by this reference and are binding on the CONTRACTOR. This includes program instructions/special conditions on mental health service elements.

b. CONTRACTOR shall provide written notice and obtain written COUNTY approval prior to implementing any substantive program change and/or change in method of service delivery that affects level, scope, or outcome of client services funded under this contract.

3. Program Outcomes

a. CONTRACTOR shall track, at a minimum, the outcomes identified below and detailed in program instructions prepared by COUNTY and incorporated into this contract by reference. CONTRACTOR shall document and report this outcome data to COUNTY at least quarterly, or as instructed by COUNTY.

Program Office/Project Name	Outcome	Target # or %
Employment Services	Those individuals who are receiving funded employment services will report, at their ISP, that they are satisfied with their employment situation.	50%

b. CONTRACTOR agrees to participate with the COUNTY in evaluation of contracted project/service outcomes or performance, and to make available all information required by such evaluation process. This includes providing COUNTY with data necessary to verify client counts, service provision, and outcome measures.

4. Advances

Depending on funding source rules and method of payment, upon written request from CONTRACTOR, an advance may be made to cover the cost of CONTRACTOR'S initial expenses for operation, up to 30 days of the contract funding amount, not to exceed \$0. An additional advance up to 15 days of the contract funding amount, \$0, may be made upon receipt and COUNTY approval of a spending plan showing unusual operating expenses. The total advance shall not exceed \$0. Such advances shall be recovered against expenditures in accordance with a schedule established by the COUNTY.

5. Special Conditions

See Developmental Disabilities Special Conditions #2.1 through 2.2.6, incorporated herein by this reference.

CONTRACT FOR SERVICES
MULTNOMAH COUNTY COMMUNITY AND FAMILY SERVICES DEPARTMENT

Attachment A:
Service Elements and Contract Amounts

Contractor Name : OREGON COMMISSION FOR THE BLIND	Vendor Code: 740414A
Contractor Address : 535 SE 12TH PORTLAND OR 97214	
Telephone : 236-2147	Fiscal Year : 95/96
Federal ID # : 93-6001718	

Program Office Name : Developmental Disabilities Vocational Services

Service Element Name : DD Transportation (D53X)

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	7/1/95	6/30/96	Monthly Allotment	Serv. Capacity	Req't's	per client sche		Req't's
Total					Req't's			Req't's

Service Element Name : DD Employment & Alternative Svc/Start-up (D54S)

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	7/1/95	6/30/96	Per Invoice	Cost Reimbursement	Req't's	per appr budg		Req't's
Total					Req't's			Req't's

Service Element Name : DD Employment & Alternative Service (D54X)

<u>Mod. #</u>	<u>Begin Date</u>	<u>End Date</u>	<u>Payment Method</u>	<u>Payment Basis</u>	<u># of Units</u>	<u>Unit Description</u>	<u>Unit Rate</u>	<u>Amount</u>
0	7/1/95	6/30/96	Monthly Allotment	Serv. Capacity	Req't's	per client sche		Req't's
Total					Req't's			Req't's

PART B. DIVISION-WIDE GENERAL CONDITIONS

1. Amendments and Renewals

a. This contract, its conditions, statement of work, and budget may be amended by written mutual agreement of the parties. Amendments shall be valid only when reduced to writing, approved as required, and signed. CONTRACTOR shall not transfer contract funds from one service to another without a contract amendment and/or written COUNTY approval.

b. Subject to the approval of COUNTY and CONTRACTOR, this contract may be renewed for a period described in the Request for Proposal. Conditions within the Request for Proposal, Contract Renewal Package, and contract continue to apply. In the event of renewal, CONTRACTOR shall continue existing client load to this contract to ensure continuity of service.

2. Assignment and Subcontracting

This contract is personal between the parties, and CONTRACTOR shall not assign or subcontract in whole or in part, any contractual duties without prior approval by COUNTY. CONTRACTOR expressly acknowledges responsibility for performance of any subcontractor chosen without prior COUNTY approval. CONTRACTOR shall require its subcontractors to comply with the same terms and provide the same assurances as the CONTRACTOR must in its use of federal and state funds. CONTRACTOR shall not be relieved of any responsibility for the performance of its duties under the contract, regardless of any subcontract it enters into.

3. Authority of Designated Representatives

CONTRACTOR agrees to recognize the Director of the Department of Community and Family Services and designated representatives as COUNTY'S administrative authority for services provided under this contract.

4. Availability of Funds

Both parties agree that this contract is subject to the availability of funds. In the event that funds do not become available to the COUNTY in the amounts anticipated, the COUNTY may, by amendment, reduce funding or terminate the contract as appropriate. COUNTY shall notify CONTRACTOR as soon as it receives notice of reductions from the fund source(s). Reduction or termination shall not affect payment for contract services provided prior to the effective date of such action. In addition, CONTRACTOR acknowledges that funding under this contract is conditional upon continued funding source approval of COUNTY'S work plans and the continued allowability of planned services under local, state or federal statutes, regulations, or policies. COUNTY makes no commitment to future support and assumes no obligation for future support of activities under this contract except as expressly set forth in this contract.

5. Compliance with Laws

a. CONTRACTOR agrees to comply with all applicable federal, state, COUNTY, and city statutes, rules, and funding criteria governing services, facilities, employment opportunities, and operations. This contract shall be governed and construed in accordance with the laws of the State of Oregon.

b. CONTRACTOR hereby certifies that, to the best of its knowledge, it is in compliance with all relevant portions of "Certificate of Compliance with Special State and Federal Requirements", "Certificate Regarding Nondiscrimination", and "Certificate Regarding Debarment, Suspension, and Other Responsibility Matters". These certificates are included in Part D of this contract.

c. CONTRACTOR further agrees to comply with all applicable licensing and certification requirements.

6. Confidentiality

a. CONTRACTOR shall keep all client records confidential in accordance with state and federal statutes and rules governing confidentiality and applicable provisions in Part C, Program General Conditions of this contract..

b. CONTRACTOR shall not require mandatory or universal HIV testing or discriminate against individuals with respect to their rights and entitlements on the basis of their actual or presumed HIV status. Such testing or discrimination will constitute grounds for immediate termination or withholding of contract funds by the COUNTY for this contract.

Records of HIV-related information shall be kept in a place with medical information only, separate from personal information. This information shall not be available to employees of the agency, except as provided by law or through consent. In most circumstances, it is presumed that only the agency executive and medical staff shall have access to information relating to the HIV status of individuals served. CONTRACTOR is responsible for employees' actions relating to control and/or unauthorized release or disclosure of information to others unless written consent is given. Consent for HIV testing or release of HIV-related information must be documented and must:

- 1) Be given voluntarily, without pressure or coercion;
- 2) Be informed (i.e., the person receives and can understand sufficient information);
- 3) Include the name of the specific persons or job title per agency to whom the information shall be released and the specific purpose for disclosure;
- 4) Include an expiration date.

7. Contract Between State and County

If CONTRACTOR is paid with funds COUNTY receives by contract from other funding sources, CONTRACTOR agrees to be bound by any applicable terms and conditions of those contracts. For alcohol and drug and mental health programs funded through the State, CONTRACTOR agrees that it will provide services to Care Oregon and other health plan clients, in accordance with applicable County, State, and federal contracts, statutes, and regulations.

8. Contractor Publicity

CONTRACTOR shall reference the Multnomah County Department of Community and Family Services as a funding source in all flyers and brochures that advertise the contracted services program. CONTRACTOR should also reference the specific program area or service system, e.g., Community Action; Behavioral Health; Child, Youth, and Family Programs, funding the contracted services. COUNTY reserves the right to approve the language used to reference Multnomah County.

9. Fiscal, Administrative, and Audit Requirements

a. CONTRACTOR agrees to use, document, and maintain accounting policies, practices, and procedures, and cost allocations, and to maintain fiscal, clinical, and other records pertinent to this contract consistent with Generally Accepted Accounting Principles (GAAP), Office of Management and Budget (OMB) Circulars, Oregon Administrative Rules, COUNTY financial procedures as contained in the Department of Community and Family Services *Subcontractors Financial Policy and Procedures Manual*, and applicable federal rules and regulations, including Single Audit Act of 1984; other records shall be maintained to the extent necessary to clearly reflect any actions taken. Accounting records shall be up-to-date and shall accurately reflect all revenue by source, all expenses by object of expense, all assets, liabilities and equities consistent with Generally Accepted Accounting Principles, Oregon Administrative Rules, and COUNTY procedures. Reports and fiscal data generated by the CONTRACTOR under this contract shall be accessible to COUNTY upon request.

b. CONTRACTOR represents that prices and costs established for each service under this contract are reasonable and equitable. COUNTY shall have the right, at reasonable times during this contract, to conduct site visits and audits of all CONTRACTOR'S books, documents, papers, and records necessary to establish that such charges to COUNTY are reasonable

in relation to costs incurred by CONTRACTOR in providing such services under this contract. CONTRACTOR further agrees to provide access to any books, documents, papers, and records of CONTRACTOR which are pertinent to this contract, and further, to allow the making of audits, examinations, excerpts, and transcripts. Such access shall be freely allowed to state, federal, and COUNTY personnel and their duly authorized agents. Contract costs disallowed as a result of such audits, reviews, or site visits shall be the sole responsibility of the CONTRACTOR. If a contract cost is disallowed after reimbursement has occurred, the CONTRACTOR shall make prompt repayment of such cost.

c. CONTRACTOR shall be subject to a COUNTY administrative and fiscal review to monitor compliance with the COUNTY'S administrative qualifications requirements as contained in the current version of the "Application for Qualified Vendor Status." The review shall be conducted generally no more than once every two years, unless warranted by administrative changes by CONTRACTOR or deficiencies in results of a prior review.

d. CONTRACTOR shall be subject to a COUNTY fiscal compliance review to monitor compliance with the COUNTY'S financial reporting and accounting requirements. The review shall be conducted annually except under certain circumstances as described in the COUNTY'S financial procedures (*Subcontractors Financial Policy and Procedures Manual*).

e. CONTRACTOR shall be subject to Audit Requirements pursuant to the COUNTY financial procedures (Department of Community and Family Services' current *Subcontractor's Financial Policy and Procedures Manual*). Audits must meet criteria outlined in these Procedures. CONTRACTOR shall be required to conduct an external limited scope audit under the following conditions:

- 1) Multnomah County contract funds exceed \$25,000 and total agency budget is \$150,000 to \$500,000; or
- 2) Multnomah County contract funds exceed \$100,000 and total agency budget is less than \$500,000.

f. CONTRACTOR shall be required to conduct an external full scope audit if the total agency budget exceeds \$500,000.

g. CONTRACTOR agrees that Limited Scope and Full Audits will be performed by a qualified and independent external Certified Public Accountant and that CONTRACTOR shall secure such an audit. If CONTRACTOR is a state or local government, such audit shall be performed in conformity with the federal Single Audit Act of 1984, Public Law 98-502, Title 31, Section (2),v, Chapter 75, U.S.C. If CONTRACTOR is a private non-profit entity, the auditor shall meet the independence criteria of Chapter 3, Part 3 of the U.S. General Accounting Office publication, "Standards for Audit of Governmental Organizations, Programs, Activities and Functions". If CONTRACTOR is a non-profit sub-recipient of federal funds, CONTRACTOR shall submit an annual federal compliance audit to COUNTY in conformity with OMB Circular A-133, which applies the federal Single Audit Act of 1984, Public Law 98-502, to non-profit organizations. Except for federal compliance audits, if CONTRACTOR is a profit-making entity, it shall comply with audit requirements for non-profit organizations for the purposes of this contract. The audit shall include, at a minimum, assurances that: 1) financial statements present fairly the financial position of the CONTRACTOR; 2) costs charged to COUNTY are appropriate; and 3) CONTRACTOR is complying with conditions of the contract. The CONTRACTOR is responsible for either including subcontractors within its own annual audit or assuring that separate independent audits are conducted and submitted to COUNTY for each subcontractor.

h. Limited Scope and Full Audits, including the Management Letter associated with the audit and all specifications identified in the COUNTY financial procedures (*Subcontractors Financial Policy and Procedures Manual*) shall be submitted to the COUNTY within two weeks from the date of the report, but in no case later than the 20th calendar day of the 6th month after the end of the CONTRACTOR'S fiscal year. If CONTRACTOR'S fiscal year ends during the term of this contract, the audit may cover the CONTRACTOR'S fiscal year. Failure to submit required audits and Management Letter by specified deadlines shall be cause for withholding of contract payments until audits are submitted.

i. CONTRACTOR, if it is a nonprofit organization, shall submit its annual Federal 990 Tax forms and Oregon State CT-12 Tax forms to COUNTY within 30 calendar days of their due date.

j. CONTRACTOR shall establish and maintain systematic written methods to assure timely and appropriate resolution of review/audit findings and recommendations.

10. Grievances

CONTRACTOR must establish a system of written procedures through which a client or family member may present grievances about the operation of CONTRACTOR'S services, consistent with applicable provisions in Part C., Program General Conditions, of this contract. CONTRACTOR shall provide these written procedures to the COUNTY and shall make them readily accessible and available to clients, such as through the posting or distribution of the procedures in areas frequented by clients. CONTRACTOR shall, upon request, provide advice to such persons as to the grievance procedure.

11. Indemnification

CONTRACTOR agrees to indemnify, defend, and save harmless COUNTY, the State of Oregon, and other funding sources, and their agents and employees against all liability, loss, and costs arising from actions, suits, claims, or demands attributable to or allegedly attributable to acts or omissions of CONTRACTOR, its employees, agents, or subcontractors. CONTRACTOR further agrees to defend COUNTY, the state, and other funding sources, their agents and employees, against all suits, actions, or proceedings brought against them in connection with CONTRACTOR'S performance of its duties under this contract. This indemnification is limited to the extent permitted by the Oregon Tort Claim Act and the Oregon Constitution.

12. Independent Contractor Status

CONTRACTOR is an independent contractor and is solely responsible for the conduct of its programs. CONTRACTOR, its employees and agents shall not be deemed employees or agents of COUNTY, or the federal government for any purpose. CONTRACTOR is responsible for all federal, state, and local taxes and fees applicable to payments for services under this contract.

13. Insurance, Bonding, and Workers Compensation

a. If CONTRACTOR provides transportation under this contract, CONTRACTOR, shall maintain in effect during the term of this contract Automobile Liability Insurance limits per the terms of ORS 30.270. Insurance coverage shall be provided by companies admitted to do business in Oregon or, in the alternative, rated "B+ or better" by Best's Insurance Rating. The COUNTY reserves the right to reject all or any insurance carriers with an unacceptable financial rating. Such liability insurance shall have limits provided therein of at least \$50,000 to any claimant for any number of claims for damage to or destruction of property, including consequential damages, arising out of a single accident or occurrence, \$200,000 for injury to any one person, and \$500,000 for total injuries and/or damages arising out of a single accident or occurrence. These limits shall not limit indemnities under the Indemnification section of this contract. COUNTY, and the State of Oregon if contract funds come through that office, shall be named as an additional certificate holder on the insurance policy. CONTRACTOR shall not receive reimbursement under this contract until proof of current liability insurance coverage as defined in this section has been submitted to COUNTY. CONTRACTOR shall also submit proof of insurance renewal if the insurance period ends during the contract period.

b. While this contract continues in effect, the liability insurance policy shall provide for notice of nonpayment of premiums by the insuring carrier to COUNTY and a statement that such insurance shall not be canceled or released except upon thirty (30) calendar days prior written notice to COUNTY. In addition, in the event of unilateral cancellation or restriction by CONTRACTOR'S insurance company of any insurance required herein, CONTRACTOR shall notify COUNTY orally and in writing within three (3) working days of notification by the insurance company to the CONTRACTOR. CONTRACTOR shall promptly pay when due the cost of all such insurance. If it fails to do so, the COUNTY may, at its option, pay the same and CONTRACTOR shall reimburse COUNTY immediately upon demand. Failure to maintain liability insurance as provided in this contract may be cause, at COUNTY'S option, for immediate termination of this contract.

c. In the event that ORS 30.270 is amended to increase the amount of liability, CONTRACTOR shall abide by any statutory changes.

d. All property and equipment purchased and received by CONTRACTOR under this contract must be insured by CONTRACTOR against fire, theft, and destruction to assure continuation of contract services.

e. CONTRACTOR (except City, County, and State Governments, municipalities, and public school districts) shall obtain and maintain at all times during the term of this contract a fidelity bond (dishonesty policy) of not less than \$10,000 effective at the time the contract commences, covering activities of all persons responsible for collection and expenditures of funds in accordance with OAR 309-13-020(7) EXPENSES, subsection (b)(C) Audit Guidelines. A certificate evidencing the existence of the bond shall be furnished within thirty (30) calendar days of contract approval; contract reimbursement after the thirty days will be dependent upon receipt by the COUNTY of the certificate.

f. CONTRACTOR shall maintain Workers Compensation insurance coverage for all non-exempt workers, employees, and subcontractors either as a carrier insured employer or a self-insured employer as provided in Chapter 656 of Oregon Revised Statutes. Contractors who perform the work without assistance or labor of any employee need not obtain such coverage. CONTRACTOR shall not initiate service nor receive reimbursement under this contract until proof of current workers compensation coverages defined in this section has been submitted to COUNTY.

g. If CONTRACTOR provides transportation under this contract, CONTRACTOR shall maintain in effect during the term of this contract, Automobile Liability Insurance with a combined single limit per occurrence of not less than \$500,000. In addition, CONTRACTOR shall maintain throughout the life of this contract, Automobile Collision and Comprehensive Insurance coverages on all vehicles purchased with COUNTY funds under this contract. Collision and Comprehensive coverages shall have amounts that will protect the interests of the COUNTY, state, and CONTRACTOR in case of damage or loss to vehicles purchased with COUNTY funds. COUNTY and state shall be named Loss Payee and such insurance shall be evidenced on a Certificate of Insurance sent to COUNTY within thirty (30) calendar days of contract execution. CONTRACTOR shall assure that its insurance carrier is aware that transportation is provided for payment, and the insurance policy covers these services. CONTRACTOR shall also assure that any drivers under this contract have a license in good standing with the Department of Motor Vehicles.

h. In lieu of filing the certificates of insurance, bonding, and Workers Compensation as required by COUNTY, CONTRACTOR may furnish to COUNTY a declaration that CONTRACTOR is self-insured with public liability and property damage coverage at least equivalent to the amounts set forth in this section. COUNTY reserves the right to request any additional documentation it deems necessary to assess CONTRACTOR'S self-insurance program.

14. Integration

The contract, including any documents incorporated by reference into this contract, contains the entire agreement between the parties and supersedes all prior written or oral discussions or agreements.

15. Litigation Notice

CONTRACTOR and COUNTY shall give each other immediate notice in writing of any action or suit filed and prompt notice of any claim made against CONTRACTOR or COUNTY by any subcontractor or vendor which, in the opinion of CONTRACTOR or COUNTY, may result in litigation related in any way to this contract.

16. Monitoring and Enforcement

a. COUNTY is responsible for monitoring and auditing the activities of CONTRACTOR to ensure that all services provided by CONTRACTOR under this contract conform to state, federal, and COUNTY standards and other performance requirements specified in the contract. COUNTY shall take all appropriate management and legal action necessary to pursue this responsibility. This includes fiscal and program monitoring.

b. CONTRACTOR shall permit inspection of program, facilities, clinical, and fiscal records by authorized agents of COUNTY, State, and/or federal governments. CONTRACTOR shall also provide for program and facility reviews, including meetings with consumers, review of service and fiscal records, policies, and procedures, staffing patterns, job descriptions, and meetings with any staff directly or indirectly involved in the performance of this contract, when requested to do so by COUNTY for purpose of contract monitoring or audit performance. In cases of suspected fraud by applicants, employees, subcontractors, or vendors, CONTRACTOR shall cooperate with all appropriate investigative agencies and shall assist in recovering misappropriated funds.

c. If CONTRACTOR materially fails to comply with terms of this contract and all attempts to resolve the issue at the lowest possible administrative level have been exhausted, COUNTY may take one or more of the following actions:

- 1) Temporarily withhold cash payments pending correction of the deficiency by CONTRACTOR or pending more severe enforcement action by COUNTY.
- 2) Disallow all or part of the cost of the activity or action not in compliance.
- 3) Wholly or partly suspend or terminate the current award for the CONTRACTOR'S program.
- 4) Withhold further awards for the program.
- 5) Take other remedies that may be legally available.

17. Nondiscrimination and Cultural Competence

a. CONTRACTOR agrees to comply with all applicable requirements of federal, state, and local civil rights and rehabilitation laws, statutes, rules, and regulations, in accordance with Part D. Certificate of Nondiscrimination.

b. CONTRACTOR agrees to submit to COUNTY and implement a written plan in accordance with the Department of Community and Family Services' Cultural Competency Standards. The plan will outline policies and activities that promote culturally competent services. The plan must address, at a minimum, the following topics:

- 1) Non-Discrimination and Affirmative Action
- 2) Accessibility to Services
- 3) Training
- 4) Culturally Appropriate and/or Specific Programs and Services
- 5) Community Outreach
- 6) Plan Evaluation.

This plan shall be submitted to COUNTY no later than six months after contract execution.

18. Operating Hours

CONTRACTOR shall notify COUNTY ten (10) working days in advance of any change in operating hours, temporary closure of admissions to any service funded through this contract, or temporary closure for any reason other than CONTRACTOR'S standard holidays designated in the contract. In the case of unanticipated closures, CONTRACTOR shall immediately notify COUNTY.

19. Ownership of Work Product

Under fee-for-service contract conditions, property and work products provided by CONTRACTOR are property of CONTRACTOR, except for billing documentation (e.g., client files and client assistance invoices) and work products that are specifically purchased through this contract, which are the exclusive property of COUNTY. Under cost reimbursement or service capacity contract conditions, property and work products provided by CONTRACTOR are property of COUNTY. Work products include books, documents, papers, audits, and client and other records of the CONTRACTOR which are directly pertinent to this contract. Upon termination of this contract, property and work products that are the property of the COUNTY shall be turned over to the COUNTY or, upon approval by COUNTY, the new provider of service.

20. Payment Terms and Reports: All Contracts

a. CONTRACTOR shall be reimbursed for specific services based on the payment terms set forth under Attachment A. and Statement of Work of this contract. Payment terms and reports for that payment method and basis shall apply to the CONTRACTOR.

b. Expenditures of the CONTRACTOR under service capacity or cost reimbursement contracts, may be charged to this contract only if they are: 1) in payment for services performed under this contract; 2) expensed in conformance with all applicable state and federal regulations and statutes; 3) in payment of an obligation incurred during the contract period; and 4) not in excess of one hundred percent of allowable program costs. For fee-for-service contracts, services of the CONTRACTOR may be charged to this contract only if the services are: 1) included in this contract; 2) performed in conformance with all applicable state and federal regulations and statutes; 3) rendered during the contract period; and 4) not in excess of one hundred percent of designated allocation. Any refunds to the federal government resulting from federal audits of CONTRACTOR'S program shall be the sole responsibility of CONTRACTOR. CONTRACTOR agrees to make all such payments within twenty working days of receipt of formal notification by COUNTY of disallowance of CONTRACTOR expenditures.

c. Any COUNTY funds spent for purposes not authorized by this contract shall be deducted from payments or refunded to COUNTY at COUNTY'S discretion. Payments by COUNTY in excess of authorized amounts shall be deducted from payment or refunded to COUNTY no later than thirty (30) calendar days after the contract's expiration or after notification by COUNTY. CONTRACTOR shall be responsible for any prior contract overpayments and unrecovered advances provided by COUNTY. Repayment of prior period obligations shall be made by CONTRACTOR in a manner specified by COUNTY. Except when CONTRACTOR is a city, county, or public school district, COUNTY shall be entitled to the legal rate of interest for late payment from the date such payments became delinquent, and in case of litigation, to reasonable attorney's fees.

d. All final requests for payment shall be received by the Department of Community and Family Services within thirty (30) calendar days following the end of this contract term. Final requests for payment documents not received by the Department of Community and Family Services within the specified time frame shall not be processed and the expense shall be the sole responsibility of the CONTRACTOR.

e. Notwithstanding any other payment provision of this contract, failure of CONTRACTOR to submit required reports when due, comply with federal audit standards, repay disallowed costs, perform or document the performance of contracted services, or maintain services at program standards, may result in the withholding and/or reduction of payments under this contract. Such withholding of payment for cause may continue until CONTRACTOR submits required reports, performs required services, or establishes, to COUNTY'S satisfaction, that such failure arose out of causes beyond the control and without the fault or negligence of CONTRACTOR.

21. Payment Terms and Reports: Fee for Service

a. COUNTY shall pay amounts due to CONTRACTOR upon receipt of properly executed payment requests submitted by CONTRACTOR on forms approved by COUNTY. At a minimum, forms shall document number of service units provided, contract rates, and amount requested per service. Fee-for-service billings for client services shall be supported by signed, dated documentation in the client file or chart for each unit of service billed.

b. Required fiscal, program, and progress reports, which support payment requests, shall be submitted according to timelines approved by COUNTY.

22. Payment Terms and Reports: Service Capacity

a. Service capacity program contracts may be paid on a per invoice payment method or in equal monthly allotments of annual contract amounts adjusted periodically to reflect:

- 1) Increases or decreases in annual contract amounts;
- 2) Amounts of client services contributions, if applicable;
- 3) Under-utilization of contracted capacity.

b. Payment of service capacity contracts is triggered by receipt by COUNTY of required utilization reports; where federal or state rules so require, other reports, such as annual budgets and expenditure reports, may also be required for payment. These requirements are included in the Department of Community and Family Services' *Subcontractor's Financial Policy and Procedures Manual*. CONTRACTOR shall have sole responsibility for submitting required reports in order to obtain contract payments. If required reports are received on time and are complete and correct, COUNTY agrees to process monthly allotments to be received by CONTRACTOR by the 10th calendar day of each month. For reimbursed (invoiced) costs, COUNTY agrees to process payment requests within ten working days of receipt of billing.

c. For Monthly Allotment payment methods, monthly Utilization Reports are due the 20th calendar day of the month following service.

d. Reported utilization shall be supported by properly executed client registers or files in accordance with COUNTY program instructions, Oregon Administrative Rules, and applicable federal requirements. Utilization shall be identified by service element.

23. Payment Terms and Reports: Cost Reimbursement

a. Cost Reimbursement contracts may be paid on a per invoice method or in equal monthly allotments of annual contract amounts, adjusted periodically to reflect:

- 1) Increases or decreases in annual contract amounts;
- 2) Amounts of client services contributions, if applicable;
- 3) Under-expenditures of reimbursement-based contract amounts.

b. Payment of monthly allotments or reimbursed costs is triggered by receipt by COUNTY of required expenditure reports. CONTRACTOR shall have sole responsibility to submit required reports in order to obtain contract payments. If required reports are received on time and are complete and correct, COUNTY agrees to process monthly allotments to be received by CONTRACTOR by the 10th calendar day of each month. For reimbursed costs, COUNTY agrees to process payment requests within ten working days of receipt of billing.

c. Monthly Expenditure Reports are due the 20th calendar day of the month following incurred expenditures. Quarterly Year-to-Date Budget Comparisons are due the 20th calendar day of the month following each calendar quarter. The initial Annual Budget is due within one month and twenty (20) calendar days of contract effective date; revised annual budget(s) is due within thirty (30) calendar days of COUNTY'S receipt of executed contract amendments if cumulative year-to-date changes for that service element exceed 25%. If required, the Annual State MHDDSD Carryover Report is due November 20th following the end of the contract year or within thirty (30) calendar days of contract termination if prior to June 30. COUNTY shall provide notification, forms, and instructions to CONTRACTOR subject to carryover reporting at least thirty (30) days prior to the report due date.

d. Reported expenditures shall be supported by properly executed payrolls, time records, invoices, contracts, vouchers, orders, and/or any other accounting documents pertaining in whole or in part to the contract, in accordance with Generally Accepted Accounting Principles (GAAP), Oregon Administrative Rules, and applicable federal requirements. Expenditures shall be segregated by service element within the agency accounting system and so reported on the required fiscal reports. All

Katie Gentry 4/18/96

above-referenced accounting documents shall be maintained within a local facility of the CONTRACTOR, and contractual funds shall be maintained within local financial institutions. For cost-reimbursement programs, a final report is required at the end of the contract year, which documents expenditures up to the contract amount.

24. Program Reporting Requirements

a. CONTRACTOR shall prepare and furnish such plans, data, reports, and descriptive information as may be requested by COUNTY. CONTRACTOR grants the COUNTY the right to reproduce, use, and disclose all or part of these plans, reports, data, and technical information.

b. CONTRACTOR shall use the service definitions and the standardized forms provided by COUNTY for recording and reporting purposes.

c. Program reports shall be completed accurately in conformance with the guidelines and monitoring directions provided by COUNTY. Program reports which are not received by the time specified or are substantially incorrect may result in delayed reimbursement.

d. All final program reports shall be submitted to the COUNTY by the thirtieth (30th) calendar day following the end of the effective period for that program.

25. Property Management

CONTRACTOR shall be responsible for all property purchased with operational (expended through depreciation), specific award, and/or start-up funds awarded in this contract. All property purchased with funds awarded in this contract is the property of the COUNTY and/or State Division/Department awarding such funds. This does not include property purchased by CONTRACTOR under a fee-for-service arrangement, unless the funds were specifically allocated for the purchase of such property.

CONTRACTOR shall meet the following procedural requirements for all such property:

a. Property records shall be maintained accurately and provide for a description of the property; whether the item or property purchased was new or used; manufacturer's serial number; acquisition date and cost; source of the property; percentage of State and/or COUNTY funds used in the purchase of property; and location, use, and condition of the property.

b. A control system shall be in effect to ensure adequate safeguards to prevent loss, damage, or theft of property. All such property shall be properly maintained and kept in good condition. Any loss, damage, or theft of the property shall be investigated, fully documented, and reported to the COUNTY within thirty (30) days of occurrence.

26. Record Retention

All books, documents, papers, or other records, including but not limited to client records, income documentation, statistical records, and supporting documents pertinent to this contract shall be retained for three years from the date of expiration or termination of this contract, unless otherwise specified in Part C. Program General Conditions or except as follows:

a. If any audit questions remain unresolved at the end of this three year period, all records shall be retained until resolution.

b. Records involving matters in litigation shall be kept no less than one year after resolution of all litigation, including appeals.

c. The retention period for real property and equipment records starts from the date of the disposition, replacement, or transfer at the direction of the federal government.

d. Records for any displaced person shall be retained for three years after such person has received final payment.

e. Records pertaining to each real property acquisition shall be retained for three years after settlement of the acquisition or until disposition of the applicable relocation records, in accordance with paragraph d above, whichever is later.

27. Religious Content

CONTRACTOR acknowledges that there will be no religious content or materials disseminated in any part of the programs or services funded under this contract. This is not intended to abridge a client's individual right to exercise freedom of religion and/or speech.

28. Severability

If any terms or provisions of this contract are held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.

29. Termination

a. This contract may be terminated by either party by thirty (30) calendar days written notice to the other party.

b. Immediate termination by COUNTY may occur under any of the following conditions:

- 1) Upon notice of denial, revocation, suspension, or nonrenewal of any license or certificate required by law or regulation to be held by CONTRACTOR to provide a service under this contract.
- 2) Upon notice if CONTRACTOR fails to start up services on the date specified in this contract, fails to continue to provide services for the entire contract period, or fails to comply with terms and conditions of contract, including submission of complete and accurate reports.
- 3) Upon notice if COUNTY has evidence that CONTRACTOR has endangered or is endangering the health and safety of clients/residents, staff, or the public.
- 4) If the contract between COUNTY and any funding source for provision of services is terminated in whole or in part by the funding source for any reason.
- 5) Evidence of CONTRACTOR'S financial instability which COUNTY deems sufficient to jeopardize customary levels and/or quality of services.
- 6) Upon evidence of improper or illegal use of funds provided under this contract.
- 7) If CONTRACTOR is suspended, debarred, proposed for disbarment, declared ineligible or voluntarily excluded from participating in agreement or contract with any federal agency.

c. For programs with fee-for-service and service capacity payment terms, COUNTY may require that all services be suspended upon delivery of a notice to terminate the contract, and any additional services must have prior approval by COUNTY. For contracts with cost-reimbursement payment terms, costs of CONTRACTOR resulting from obligations incurred by CONTRACTOR during a suspension or after termination of award are not allowable unless expressly authorized by

COUNTY in writing. Other CONTRACTOR costs during suspension or after termination which are necessary and not reasonably avoidable are allowable if they result from obligations properly incurred prior to suspension or termination, are not in anticipation of that action, are noncancellable, and would be allowable if the award were not suspended or terminated.

d. Upon termination, unless contract obligations are suspended, payment of CONTRACTOR shall be prorated to and include the day of termination and shall be in full satisfaction of all claims by CONTRACTOR against COUNTY under this contract.

Notwithstanding the above, CONTRACTOR shall not be relieved of its liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this contract by CONTRACTOR. COUNTY may withhold any reimbursement to CONTRACTOR for the purpose of compensation for damages until such time as the exact damages due to COUNTY from CONTRACTOR are agreed upon or otherwise determined.

e. Termination under any provision of this section shall not affect any right, obligations, or liability of CONTRACTOR or COUNTY which accrued prior to such termination.

f. Upon termination, CONTRACTOR agrees to transfer back to COUNTY, the State of Oregon and/or the Federal Government any unexpended and unobligated funds and all unexpended and/or nonexpendable personal property purchased under this contract as directed by COUNTY, the State of Oregon or the Federal Government. All property purchased with COUNTY funds is the property of COUNTY.

g. COUNTY may withhold part or all of the final payment upon contract termination pending receipt of final reports.

30. Transition of Services

In the event that a Request for Proposal conducted during the fiscal year results in the award of the contract to a different provider or COUNTY terminates or decides not to renew the contract for any reason, CONTRACTOR agrees to make every reasonable effort to assure a smooth transition. CONTRACTOR shall take steps to assure that necessary case files are transferred to the new CONTRACTOR, pursuant to federal/state regulations on confidentiality.

PART C. PROGRAM GENERAL CONDITIONS: DEVELOPMENTAL DISABILITIES

1. Fees

Unless otherwise provided for in program instructions, CONTRACTOR shall charge fees for services provided under this contract as required by ORS 430 and OAR 309.14.030 and shall expend revenue received from such fees only in support of mental health services and/or alcohol and drug services which meet the standards of Oregon Administrative Rules.

2. Reporting and Recordkeeping

a. For service elements funded through the State Mental Health and Developmental Disability Services Division, CONTRACTOR agrees to prepare and furnish enrollment and termination information for all clients admitted to the service element in the State Mental Health Division Client Process Monitoring System (CPMS) when that service element is funded wholly or in part by COUNTY or by fees and third party reimbursement generated by the service element, including amounts paid pursuant to Title XIX and any interest earned on such funds. CPMS data shall be reported within seven calendar days of enrollment, and on the first Termination Service Recording (TSR) form received following the termination of a client. Client activity shall be reported monthly on required forms.

b. CONTRACTOR shall maintain a record for each client who receives services under this portion of the contract unless the service precludes delivery of service on a case-by-case basis and client enrollment and reporting in CPMS is not required. The record shall contain client identification; problem assessment; treatment, training, and/or care plan; medical information when appropriate; progress notes including termination summary and a current Client Evaluation Record for other assessment or evaluation instrument as designated by COUNTY. Records shall be retained for seven years and in accordance with OAR 166-05-000 through 166-40-1050.

3. Retention of Revenue and Earned Income

All CONTRACTOR fees and third-party reimbursements up to and including the contracted billing limitation, including all amounts paid pursuant to Title XIX of the Social Security Act by the Department of Human Resources, and interest earned on such funds belong to CONTRACTOR provided that such funds are expended for mental health services meeting the standards of the State Mental Health and Developmental Disability Services Division.

4. State Licenses

CONTRACTOR must maintain applicable licenses from the State of Oregon Mental Health and Developmental Disability Services Division (ORS 443.410 and 443.725) in order to continue contracting for services through the COUNTY.

Katie Gung 4/18/96

PART D: CERTIFICATES

CERTIFICATE REGARDING COMPLIANCE WITH SPECIAL STATE AND FEDERAL REQUIREMENTS

CONTRACTOR hereby certifies that, to the best of its knowledge, it is in compliance with applicable federal and state laws, rules, and regulations governing services and programs under contract, including the following:

1. Accessibility

CONTRACTOR shall comply with the Americans with Disabilities Act of 1990 (P.L. 101.336), ORS 30.670 to ORS 30.685, ORS 659.425, ORS 659.430, and all regulations and administrative rules established pursuant to those laws, in the construction, remodeling, maintenance, and operation of any structures and facilities, and in the conduct of all programs, services, training, educational or otherwise, conducted by CONTRACTOR.

2. Application, Acceptance, Use and Audit of Federal and State Funds

CONTRACTOR agrees to comply with: a) OMB Circulars related to the application, acceptance, use, and audit of federal funds (Nos. A-87: Cost Principles for State and Local Governments; A-102: Grants-in-Aid to State and Local governments; A-128: Audits of State and Local Governments; A-110: Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-profit Organizations; A-122: Cost Principles for Non-profit Organizations; and A-133: Audits of Institutions of Higher Education and other Non-profit Organizations); b) 45 CFR Part 74 Subpart Q and 45 CFR Part 92, Subpart C as they relate to direct and indirect costs; and c) applicable sections of 24 CFR Part 85.

For State funds, CONTRACTOR agrees to comply with Oregon Administrative Rules OAR 309-13-020 Audit Guidelines, 309-13-075 through 309-13-105 Fraud and Embezzlement, and 309-14-030 Standards for Management of all Service Elements.

3. Department of Energy

a. In the case of any service, financial aid, covered employment, equipment, property, or structure provided, leased, or improved with federal assistance extended to the CONTRACTOR by the Department of Energy, this assurance obligates the CONTRACTOR for the period during which federal assistance is extended. In the case of any transfer of such service, financial aid, equipment, property, or structure, this assurance obligates the CONTRACTOR for the period during which it retains ownership or possession of the property.

b. CONTRACTOR agrees to compile and maintain information pertaining to programs or activities developed as a result of the CONTRACTOR'S receipt of federal assistance from the Department of Energy. Such information shall include, but is not limited to:

- 1) The manner in which services are or will be provided and related data necessary for determining whether any persons are or will be denied such services on the basis of prohibited discrimination;
- 2) The population eligible to be served by race, color, national origin, sex, age, and handicap;
- 3) Data regarding covered employment including use or planned use of bilingual public contact employees serving beneficiaries of the program where necessary to permit effective participation by beneficiaries unable to speak or understand English;
- 4) The location of existing or proposed facilities connected with the program and related information adequate for determining whether the location has or will have the effect of discrimination;

- 5) The present or proposed membership by race, color, national origin, sex, age, and handicap, in any planning or advisory body which is an integral part of the program; and
- 6) Any additional written data determined by the Department of Energy to be relevant to its obligation to assure compliance by CONTRACTOR with applicable laws.

c. CONTRACTOR agrees to submit requested data to the Department of Energy regarding programs and activities developed by the CONTRACTOR from the use of federal assistance funds extended by the Department of Energy. Facilities of the CONTRACTOR (including physical plants, buildings, or other structures) and all records, books, accounts, and other sources of information pertinent to the CONTRACTOR'S compliance with the civil rights laws shall be made available for inspection during normal business hours on request of an officer or employee of the Department of Energy specifically authorized to make such inspections. Instructions in this regard will be provided by the Director, Office of Equal Opportunity, U.S. Department of Energy.

d. This assurance is given in consideration of and for the purpose of obtaining any and all federal grants, loans, contracts (excluding procurement contracts), property, discounts, or other federal assistance extended after the date hereto, to the CONTRACTOR by the Department of Energy, including installment payments on account after such date of application for federal assistance which are approved before such date. The CONTRACTOR recognizes and agrees that such federal assistance will be extended in reliance upon the representations and agreements made in this assurance and that the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the CONTRACTOR, its successors, transferees, and assignees, as well as the person whose signature appears below and who is authorized to sign this assurance on behalf of the CONTRACTOR.

4. Displaced Persons

CONTRACTOR agrees to comply with the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced as a result of federal and federally assisted programs.

5. Drug-Free Workplace

CONTRACTOR certifies that it will provide a drug-free workplace in compliance with the federal "Drug-Free Workplace Act of 1988" by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in CONTRACTOR'S workplace and specifying the actions that will be taken against employees for violation of such prohibition;

b. Establishing a drug-free awareness program to inform employees about 1) the dangers of drug abuse in the workplace; 2) CONTRACTOR'S policy of maintaining a drug-free workplace; 3) any available drug counseling, rehabilitation, and employee assistance programs; and 4) the penalties that may be imposed upon employees for drug abuse violations;

c. Making it a requirement that each employee to be engaged in the performance of this contract be given a copy of the statement required above;

d. Notifying the employee in the statement required above that as a condition of employment on such contract, the employee shall abide by the terms of the statement and notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;

e. Notifying the COUNTY within 10 days after receiving notice under paragraph d. above from an employee or otherwise receiving actual notice of such conviction;

f. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, as required by section 5154 of the Drug-Free Workplace Act of 1988;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. through f. above.

6. **Energy Conservation**

CONTRACTOR agrees to comply with all standards and policies relating to energy efficiency which are contained in any approved State of Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act (PL 94-165).

7. **Environmental Protection**

a. CONTRACTOR ensures that if the sums payable under this contract exceed one hundred thousand dollars, CONTRACTOR shall comply with all applicable standards, orders, and requirements issued under Section 306 of the Clean Air Act (42 USC 1857 H), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, and Environmental Protection Agency Regulations (40 CFR part 15). CONTRACTOR additionally agrees to promptly report all infractions to the state, federal grantor agency, and to the U.S. Environmental Protection Agency.

b. CONTRACTOR ensures that facilities under its ownership, lease, or supervision which shall be used in the accomplishment of services under this contract are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it shall notify the Department of Energy or Department of Health and Human Services of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.

8. **Federal Alcohol Drug Abuse and Mental Health Block Grant**

CONTRACTOR shall comply with federal rules and statutes pertaining to the Alcohol Drug and Mental Health and the Social Services (formerly Title XX) Block Grants, including the Public Health Services Act, especially sections 1914(b)(1-5), 1915(c)(12), 1916 (b)(2), and Public Law 97-35. COUNTY and CONTRACTOR agree that federal Alcohol Drug Abuse and Mental Health Block Grant monies, CFDA #93.992, will be restricted to only public or non-profit entities.

9. **Flood Insurance**

CONTRACTOR agrees to comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires purchase of flood insurance in communities where such insurance is available, as a condition for receipt of any federal financial assistance for construction or acquisition in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special floor hazards.

10. **Historic Preservation**

CONTRACTOR agrees to assist the Department of Energy or Department of Health and Human Services in their compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC Section 469a-1 et seq.) by: a. consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by activity under this contract and notifying the appropriate federal department of the existence of any such properties; and b. complying with all requirements established by the Department of Energy or Department of Health and Human Services to avoid or mitigate adverse effects upon such properties.

11. Lead-Based Paint Poisoning

Whenever funds under this contract are used directly or indirectly for construction, rehabilitation, or modernization of residential structures, CONTRACTOR shall comply with the HUD Lead-Based Paint regulations (24 CFR Part 35) issued pursuant to the Lead-Based Paint Poisoning Act (42 USC Sections 4831 et. seq.) requiring prohibition of the use of lead-based paint; elimination of immediate lead-based paint hazards in residential structures; and notification of the hazards of lead-based paint poisoning to purchasers and tenants of residential structures constructed prior to 1978.

12. Lobbying for Funds

Pursuant to the requirements of Section 1352 of Public Law 101-121, the CONTRACTOR certifies, to the best of its knowledge and belief, that:

a. No federal appropriated funds have been paid or will be paid, by or on behalf of the CONTRACTOR, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR agrees to complete and submit Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

13. Minimum Wage and Maximum Hours

CONTRACTOR agrees to comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act, as they apply to hospital and educational institution employees of state and local governments, and ORS 279.312 (Concerning payment of Laborers and Materialmen, contributions to Industrial Accident fund, liens, and withholding taxes), 279.314 (Concerning payment of claims by public officers), 279.316 (Concerning hours of labor), and 279.320 (Concerning payment for medical care and attention to employees).

14. Oregon Tax Laws

CONTRACTOR assures, under penalty of perjury, that it is not in violation of any Oregon tax laws. For the purposes of this certificate, "Oregon tax laws" means the State inheritance tax, personal income tax, withholding tax, corporation income and excise taxes, amusement device tax, the homeowners and renters property tax relief program and local taxes administered by the Department of Revenue (Multnomah County Business Income Tax, Tri-Metropolitan Transit District Employer Payroll Tax, and Tri-Metropolitan Transit District Self-Employment Tax).

15. Political Activity of Employees

CONTRACTOR agrees to comply with provisions of the Hatch Act which limits the political activity of employees supported with public funds.

16. Pro-Children Act of 1994

The Pro-Children Act of 1994 (P.L. 103-227) requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by federal programs either directly or through state or local governments, by federal grant, contract, loan, or loan guarantees. The law also applies to children's services that are provided in indoor facilities that are constructed, operated, or maintained with such federal funds. The law does not apply to children's services provided in private residences; portions of facilities used for inpatient drug or alcohol treatment; service providers whose sole source of applicable federal funds is Medicare or Medicaid; or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

17. Recycling

CONTRACTOR shall use recyclable products to the maximum extent economically feasible in the performance of services set forth in the contract.

CERTIFICATE REGARDING NONDISCRIMINATION

1. CONTRACTOR hereby certifies that, to the best of its knowledge, it is in compliance with federal, state, and local laws, rules, and regulations governing equal employment opportunity and nondiscrimination, including:

- a. 45 CFR, Part 74 and 24 CFR Parts 85 and 570.
- b. Executive Order 11063 and Executive Order 11246, "Equal Employment Opportunity", as amended by Executive Order 11375, and as supplemented in Federal Acquisition Regulations 48 CFR part 1520 and Department of Labor Regulations 41 CFR Part 60
- c. Titles VI and VII, Civil Rights Act of 1964 (42 USC Section 2000d)
- d. Title VIII, Civil Rights Act of 1968 as amended by Fair Housing Amendments Act of 1988
- e. Title XIX, Social Security Act
- f. Section 16, Federal Energy Administration Act of 1974
- g. Section 401, Energy Reorganization Act of 1974
- h. Title IX, Education Amendments of 1972, as amended
- i. Section 504, Rehabilitation Act of 1973
- j. Age Discrimination Act of 1975
- k. Department of Energy Organization Act of 1977
- l. Energy Conservation and Production Act of 1976, as amended
- m. Americans With Disabilities Act of 1990, Public Law 101-336 and enacting regulations of the EEOC and Department of Justice
- n. Section 109, Housing and Community Development Act of 1974
- o. Section 3 of the Housing and Urban Development Act of 1968
- p. Multnomah County policy on nondiscrimination.

2. Concerning employment, CONTRACTOR assures it will not discriminate against any employee or applicant for employment. This includes refusal to hire, employ or promote, and barring, discharge, dismissal, reduction in compensation, suspension, demotion, or discrimination in work activities and training opportunities. Specific protections include: age, sex, marital status, race, creed, national origin, color, handicap, familial status, and sexual orientation.

3. Concerning program benefits, CONTRACTOR assures that no person in the United States shall, on the grounds of race, color, national origin, sex, age, marital status, familial status, sexual orientation, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the CONTRACTOR receives federal assistance. Where appropriate, CONTRACTOR shall take necessary and appropriate steps to prevent discrimination in federally assisted housing and lending practices related to loans insured or guaranteed by the federal government.

4. Concerning Subcontractors and Suppliers, no contractor, subcontractor, union, or vendor engaged in any activity under the Community and Family Services Division contract(s) shall discriminate in the sale of materials, equipment, or labor on the basis of age, sex, sexual orientation, marital status, familial status, race, creed, color, national origin, or handicap, nor shall any contractor, subcontractor, union, or vendor engage in discriminatory employment practices as described above.

5. In carrying out these assurances, CONTRACTOR assures that it will, by the effective date of this contract:

- a. Formally adopt a Nondiscrimination Policy, or its essential content, through Board of Director action;
- b. Assure that all programs, activities, and services are not exclusive but rather are open and accessible to all eligible participants;
- c. Incorporate principles of the Nondiscrimination Policy in agency publicity and printed materials directed to program participants, employees, and applicants, including but not limited to: 1) statements of nondiscrimination, such as "Equal

Katie Gentry 4/18/96

Opportunity Employer", in general information such as program brochures, annual reports, plans, and job announcements; and
2) posting Nondiscrimination Policy or its equivalent in a prominent public location;

d. Ensure that agency hiring practices eliminate pre-employment inquiries related to general health or disability questions;

e. Train staff or receive training for staff on needs of minorities and persons with speech, hearing, vision, and mobility impairments on issues such as: communication skills, community resources for minority elderly and persons with disabilities, availability and use of auxiliary aids, cross-cultural differences;

f. Develop internal procedures to ensure access to information on existence and location of services, activities, and accessible facilities to persons with speech, hearing, vision, or mobility impairments, and to persons with limited spoken English or reading skills;

g. Assure that no recipient or other persons shall intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privileges secured by this policy, or because he/she has made a complaint, testified, assisted, or participated in any manner in an investigation, proceeding, or hearing under this policy. The identity of complainants shall be kept confidential except to the extent necessary to carry out the purposes of this policy.

Katie Deitz 4/18/96

**CERTIFICATE REGARDING DEBARMENT, SUSPENSION,
AND OTHER RESPONSIBILITY MATTERS**

1. CONTRACTOR certifies to the best of its knowledge and belief that neither it nor any of its principles:

a. Are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or agency;

b. Have within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction, violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

c. Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in subparagraph 1. b. of this certification; and

d. Have within a three-year period preceding this agreement had one or more public transactions (federal, state, or local) terminated for cause or default.

2. Where the prospective CONTRACTOR is unable to certify to any of the statements in this certification, such prospective CONTRACTOR shall attach an explanation to this proposal.

PART E: SIGNATURES

In witness whereof, the parties hereto have caused this contract to be executed by their authorized officers.

MULTNOMAH COUNTY

CONTRACTOR

Oregon Commission for the Blind

BY *Lorenzo Paez* 6/24/96 BY _____
Director Date Agency Authorized Signer Date
Department of Community and Family

BY *Beverly Stein* 7/11/96 BY _____
Beverly Stein Date Agency Authorized Signer Date
Multnomah County Chair

REVIEWED:

Katie Dault 7/11/96
Assistant Multnomah County Counsel

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-1 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

MEETING DATE: JUL 11 1996

AGENDA NO.: C-2

ESTIMATED START TIME: 9:30

(Above space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Intergovernmental Agreement with Clackamas County

BOARD BRIEFING Date Requested:

Requested By:

Amount of Time Needed:

REGULAR MEETING Date Requested:

Amount of Time Needed: 5 minutes or less

DEPARTMENT: Health

DIVISION:

CONTACT: Liz Fosterman*

TELEPHONE #: x3339

BLDG/ROOM #: 340/2

PERSON(S) MAKING PRESENTATION: Tom Fronk

ACTION REQUESTED:

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

SUGGESTED AGENDA TITLE:

Ratification of Intergovernmental Agreement 200117 with Clackamas County for the provision of essential health and support services for persons living with HIV/AIDS. (Renewal)

7/15/96 ORIGINALS TO KAREN GARBER

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

Or

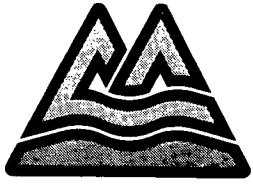
DEPARTMENT MANAGER:

Belli Odegard

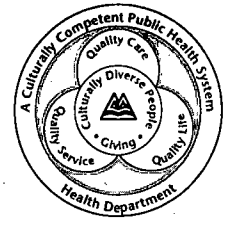
BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUL - 1 AM 8:01

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



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

Date: June 26, 1996
To: Board of County Commissioners
From: Billi Odegaard, Director, Health Department
Subject: Contract #200117 with Clackamas County for essential health and support services for persons living with HIV/AIDS

- I. Recommendation/Action Requested: The Health Department recommends Board ratification of Contract #200117 with Clackamas County for the period July 1, 1996, through June 30, 1997.
- II. Background/Analysis: This agreement has been renewed annually since 1992. Clackamas County will receive Ryan White CARE Act funds (Title I and Title II) to maintain a program of essential health and support services for low-income persons living with HIV/AIDS. Services will include comprehensive case management, medical care, dental care, mental health treatment, transportation, day and respite care, child care, meals, client advocacy, substance abuse treatment, housing and emergency financial assistance. As fiscal administrator for Title II funds allocated to our region, Multnomah County has similar agreements with other surrounding counties.

Due to delays in finalizing grant funding and the complexity of the Ryan White funding allocation process, this contract will be retroactive to July 1, 1996. In order to prevent a break in service (the current agreement expires June 30), Clackamas County will continue to provide services in good faith while this contract is being executed.

- III. Financial Impact: Clackamas County will be paid on a cost-reimbursement basis up to a maximum of \$38,250. This agreement is fully funded by the Health Department's Ryan White CARE Act Title I and Title II federal grants.
- IV. Legal Issues: None
- V. Controversial Issues: None

- VI. Link to Current County Policies: Continuing to work with other government agencies in the provision of health care.
- VII. Citizen Participation: Ryan White Title I funds are allocated through the local HIV Health Services Planning Council. The Council oversees prioritization of funding allocations, advises on allocation procedures, and assists in evaluating administrative procedures. The Council reflects the diversity of the population affected by HIV/AIDS, and consists of a balance of service providers, community representatives and users of services.

Ryan White Title II funds are allocated by the Multnomah County Health Department with advice from the Regional HIV Care Consortium regarding service priorities. The Consortium also consists of service providers, community representatives and users of services.

- VIII. Other Government Participation: Multnomah County administers Ryan White Title I funds for the Portland Eligible Metropolitan Area (EMA) which consists of Clackamas, Columbia, Multnomah, Washington and Yamhill Counties in Oregon and Clark County Washington; and Ryan White Title II funds for Clackamas, Clatsop, Columbia, Multnomah, Tillamook and Washington Counties. All counties participate on the various planning councils and committees, and the Health Department has contracts with all Title II counties to provide HIV case management services.

In addition, OHSU receives Title I funds to administer the HIV Case Management Partnership Project, a coalition of 12 governmental and private agencies which provides comprehensive HIV case management services for clients in the EMA. Other governmental agencies participating in the Partnership Project include the Clackamas County Health Department, the U.S. Social Security Administration, the Oregon Senior and Disabled Services Division, and the Oregon Adult and Family Services Division.

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Renewal ☒ [X]

Contract # 200117

Previously Approved Contract Boilerplate: ☒ [X] Attached ☐ [] Not Attached

Amendment # _____

<p style="text-align: center;">CLASS I</p> <p><input type="checkbox"/> Professional Services under \$25,000</p> <p><input type="checkbox"/> Intergovernmental Agreement under \$25,000</p> <p><input type="checkbox"/> Expenditure</p> <p><input type="checkbox"/> Revenue</p>	<p style="text-align: center;">CLASS II</p> <p><input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCR Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p style="text-align: center;">CLASS III</p> <p><input checked="" type="checkbox"/> [X] Intergovernmental Agreement over \$25,000</p> <p><input checked="" type="checkbox"/> [X] Expenditure</p> <p><input type="checkbox"/> [] Revenue</p> <p style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>C-2</u> DATE <u>7/11/96</u></p> <p style="text-align: center;">DEB. BOGSTAD</p>
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Department: Health Division: _____ BOARD CLERK Date: 6/26/96

Contract Originator: Liz Fosterman Phone: x3339 Bldg/Room: 340/2

Administrative Contact: Karen Garber Phone: x6207 Bldg/Room: 160/7

Description of Contract:

Case management and essential health and support services for persons living with HIV/AIDS.
(Ryan White Title I and Title II funding)

RFP/BID #: _____ Date of RFP/BID: _____ Exemption Expiration Date: _____

ORS/AR # _____ Contractor is ☐ [] MBE ☐ [] WBE ☐ [] QRF ☒ [X] N/A ☐ [] None

Original Contract No. 200803* (FOR RENEWALS ONLY) *Then 200374, 200585, 200016 and now 200117.

<p>Contractor Name: <u>Clackamas County</u></p> <p>Mailing Address: <u>Public Health Division</u></p> <p style="text-align: center;"><u>1425 S Kaen Road (Clinic)</u></p> <p style="text-align: center;"><u>Oregon City, OR 97045-4093</u></p> <p>Phone: <u>655-8471</u></p> <p>Employer ID# or SS#: _____</p> <p>Effective Date: <u>July 1, 1996</u></p> <p>Termination Date: <u>June 30, 1997</u></p> <p>Original Contract Amount: \$ <u>38,250</u></p> <p>Total Amt of Previous Amendments: \$ _____</p> <p>Amount of Amendment: \$ _____</p> <p>Total Amount of Agreement: \$ _____</p>	<p>Laurie Anderson, Supervisor, Community Health Nursing 655-8479</p> <p>Barbara Hopson, Contracts Administration, 655-8430 (710 Center Street, Fax 655-8350)</p> <p>Remittance Address (if different) _____</p> <p>Payment Schedule Terms</p> <p><input type="checkbox"/> [] Lump Sum \$ _____ <input type="checkbox"/> [] Due on Receipt</p> <p><input checked="" type="checkbox"/> [X] Monthly \$ <u>(invoice)</u> <input type="checkbox"/> [] Net 30</p> <p><input type="checkbox"/> [] Other \$ _____ <input type="checkbox"/> [] Other</p> <p><input type="checkbox"/> [] Requirements contract - Requisition Required</p> <p>Purchase Order No. _____</p> <p><input type="checkbox"/> [] Requirements Not to Exceed \$ _____</p> <p>Encumber: Yes <input type="checkbox"/> [] No <input type="checkbox"/> []</p>
---	--

REQUIRED SIGNATURES:

Department Manager: Belli Odegard Date: 6/27/96

Purchasing Director: _____ Date: _____

County Counsel: Katie Hart Date: 6/28/96

County Chair/Sheriff: Deputy Sheriff Date: July 11, 1996

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 DESCRIPTION	AMOUNT	INC DEC
01	156	015	0322			6060		0371			
02	156	015				6060		0383			
03											

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

DISTRIBUTION: Contract Administration, Finance, HD Contracts Unit, HD Payables/Receivables, HD Program Manager

**INTERGOVERNMENTAL AGREEMENT
FOR ESSENTIAL HEALTH AND SUPPORT SERVICES
FOR PERSONS LIVING WITH HIV/AIDS**

THIS INTERGOVERNMENTAL AGREEMENT is between MULTNOMAH COUNTY, acting by and through its Health Department, hereafter "COUNTY," and CLACKAMAS COUNTY, acting by and through its Public Health Division, hereafter "CONTRACTOR."

WITNESSETH:

WHEREAS, COUNTY's Health Department requires services which CONTRACTOR is capable of providing, under the terms and conditions hereinafter described, and

WHEREAS, CONTRACTOR is able and prepared to provide such services as COUNTY does hereinafter require, under those terms and conditions set forth; now, therefore

IN CONSIDERATION of those mutual promises and the terms and conditions set forth hereafter, the parties agree as follows:

1. TERM

This Agreement shall become effective when fully executed retroactive to July 1, 1996, and shall expire June 30, 1997, unless sooner terminated under the provisions hereof.

2. SERVICES

CONTRACTOR will receive federal Ryan White CARE Act (RWCA) Title I and Title II funds to maintain a program of essential health and support services for low-income, HIV-positive persons who have no other source of payment for the services.

- A. Funds received through this Agreement may be used only for services allowable under the federal Ryan White Care Act.
- B. CONTRACTOR will maintain eligibility criteria within federal RWCA guidelines, and assess and document client eligibility.
- C. CONTRACTOR will meet the federal requirement to document positive HIV serostatus for each person receiving services under this Agreement.
- D. CONTRACTOR may provide services on site and/or through a direct payment system to community providers.
- E. Funds received through this Agreement cannot be used to make direct financial payments to clients.

F. Services will include:

- 1) Comprehensive case management services to assess client's physical, environmental, financial, cognitive and functional level; identify client's needs and problems; determine client's services needs, if any; plan for these services; locate, develop and coordinate access to these services, monitor the provision of these services as well as changes in client's condition; adjust the service plan as needed; and document the process. CONTRACTOR will participate as a member of an interdisciplinary case management team in the HIV Case Management Partnership Project.
- 2) Outpatient ambulatory care services.
- 3) Other essential health and support services as needed, including but not limited to medications, home health and hospice care, transportation services, homemaker services, day or respite care, child care, nutrition/meal services, client advocacy, substance abuse treatment, housing services, and emergency financial assistance. CONTRACTOR will coordinate delivery of these services with other Ryan White-funded programs available in the community.

G. CONTRACTOR agrees to provide services to a minimum of fifty (50) clients.

3. REPORTING REQUIREMENTS

CONTRACTOR shall submit to COUNTY monthly statistical and narrative reports detailing progress in meeting Agreement objectives, quarterly reports detailing client demographics, and a final summary report. Monthly and quarterly reports shall be submitted on approved Ryan White reporting forms, and are due by the 15th of the month following the end of the reporting period. The final summary report must be received within thirty (30) days after the end of the Contract period. Reports shall include but are not limited to the following information:

- A. Number of unduplicated clients.
- B. Number of new clients.
- C. Number and types of services provided.
- D. Client demographics, including age, gender, racial/ethnic group, HIV/AIDS status, and county of residence.
- E. A brief narrative describing progress in implementing services, any barriers encountered and steps taken to resolve those barriers.

4. COMPENSATION

A. COUNTY agrees to pay CONTRACTOR a maximum of \$38,250 for the performance of the services provided hereunder, which payment shall be based on the following terms:

- 1) CONTRACTOR will submit a line item budget to the COUNTY by July 31, 1996.

2) COUNTY will reimburse CONTRACTOR monthly upon receipt of a monthly expenditure report detailing allowable expenses.

3) Invoices shall be submitted by the 15th day of each month for services provided during the previous month to:

HIV Contract Manager

Multnomah County Health Department

20 NE 10th Avenue, 2nd Floor

Portland, OR 97232

4) In the event that CONTRACTOR does not demonstrate the ability to provide services at the level specified during the Agreement term, COUNTY reserves the right to reduce Agreement funding and reallocate these funds to other Ryan White approved services.

B. COUNTY certifies that sufficient funds are available and authorized to finance the costs of this Agreement. In the event that funds cease to be available to COUNTY in the amounts anticipated, COUNTY may terminate or reduce Agreement funding accordingly. COUNTY will notify CONTRACTOR as soon as it receives notification from funding source. Reduction or termination will not affect payment for accountable expenses prior to the effective date of such action.

C. All final billings affecting Agreement payments must be received within forty-five (45) days after the end of the Agreement period. Agreement payments not triggered or billed within this specified time period will be the sole responsibility of CONTRACTOR.

**INTERGOVERNMENTAL AGREEMENT
STANDARD CONDITIONS**

1. INDEPENDENT CONTRACTOR STATUS

CONTRACTOR is an independent contractor and is solely responsible for the conduct of its programs. CONTRACTOR, its employees and agents shall not be deemed employees or agents of COUNTY.

2. INDEMNIFICATION

A. CONTRACTOR shall defend, hold and save harmless COUNTY, its officers, agents, and employees from damages arising out of the tortious acts of CONTRACTOR, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.

B. COUNTY shall defend, hold and save harmless CONTRACTOR, its officers, agents, and employees from damages arising out of the tortious acts of COUNTY, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.

3. WORKERS' COMPENSATION INSURANCE

CONTRACTOR shall maintain workers' compensation insurance coverage for all non-exempt workers, employees, and subcontractors either as a carrier-insured employer or a self-insured employer as provided in Chapter 656 of Oregon Revised Statutes.

4. TAXPAYER IDENTIFICATION NUMBER

CONTRACTOR shall furnish to COUNTY its federal employer identification number, as designated by the Internal Revenue Service.

5. SUBCONTRACTS AND ASSIGNMENT

CONTRACTOR shall neither subcontract with others for any of the work prescribed herein, nor assign any of CONTRACTOR's rights acquired hereunder without obtaining prior written approval from COUNTY. COUNTY by this Agreement incurs no liability to third persons for payment of any compensation provided herein to CONTRACTOR.

6. RECORD CONFIDENTIALITY

COUNTY and CONTRACTOR agree to keep all client records confidential in accordance with state and federal statutes and rules governing confidentiality.

7. ACCESS TO RECORDS

CONTRACTOR agrees to permit authorized representatives of COUNTY, and/or the applicable federal or state government audit agency to make such review of the records of CONTRACTOR as COUNTY or auditor may deem necessary to satisfy audit and/or program evaluation purposes. CONTRACTOR shall permit authorized representatives of

COUNTY Health Department to site-visit all programs covered by this Agreement. Agreement costs disallowed as the result of such audits, review or site visits will be the sole responsibility of CONTRACTOR. If an Agreement cost is disallowed after reimbursement has occurred, CONTRACTOR will make prompt repayment of such cost.

8. ADHERENCE TO LAW

- A. CONTRACTOR shall adhere to all applicable laws governing its relationship with its employees, including but not limited to laws, rules, regulations and policies concerning workers' compensation, and minimum and prevailing wage requirements.
- B. CONTRACTOR shall not unlawfully discriminate against any individual with respect to hiring, compensation, terms, conditions or privileges or employment, nor shall any person be excluded from participation in, be denied the benefits, or be subjected to discrimination under any program or activity because of such individual's race, color, religion, sex, national origin, age or handicap. In that regard, CONTRACTOR must comply with all applicable provisions of Executive Order Number 11246 as amended by Executive Order Number 11375 of the President of the United States dated September 24, 1965, Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000(d)) and Section 504 of the Rehabilitation Act of 1973 as implemented by 45 C.F.R. 84.4 and the Americans with Disabilities Act of 1990, Public Law Number 101-336 and all enacting regulations of the EEOC and Department of Justice. CONTRACTOR will also comply with all applicable rules, regulations and orders of the Secretary of Labor concerning equal opportunity in employment and the provision of ORS Chapter 659.

9. MODIFICATION

- A. In the event that COUNTY's Agreement obligation is amended by a federal- or state-initiated change, COUNTY shall amend this Agreement through written notification of changes sent to CONTRACTOR by mail. CONTRACTOR shall return to COUNTY within twenty (20) working days a signed acknowledgment of receipt of COUNTY's notification document.
- B. Any other amendments to the provisions of this Agreement, whether initiated by COUNTY or CONTRACTOR, shall be reduced to writing and signed by both parties.

10. WAIVER OF DEFAULT

Waiver of a default shall not be deemed to be a waiver of any subsequent default. Waiver of any breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the provisions of this Agreement

11. EARLY TERMINATION

- A. Violation of any of the rules, procedures, attachments, or conditions of this Agreement may, at the option of either party, be cause for termination of the Agreement and, unless and until corrected, of funding support by COUNTY and services by CONTRACTOR, or be cause for placing conditions on said funding and/or service, which may include withholding of funds. Waiver by either party of any violation of this Agreement shall not prevent said party from invoking the remedies of this paragraph for any succeeding violations of this Agreement.

- B. This Agreement may be terminated by either party by sixty (60) days written notice to the other party.
- C. Immediate termination or amendment by COUNTY may occur under any of the following conditions:
 - 1) Upon notice of denial, revocation, suspension or non-renewal of any license or certificate required by law or regulation to be held by CONTRACTOR to provide a service under this Agreement.
 - 2) Upon notice if CONTRACTOR fails to begin services on the date specified in this Agreement, or if CONTRACTOR fails to continue to provide service for the entire Agreement period.
 - 3) Upon notice to COUNTY of evidence that CONTRACTOR has endangered or is endangering the health and safety of clients/residents, staff, or the public.
- D. Payment to CONTRACTOR will include all services provided through the day of termination and shall be in full satisfaction of all claims by CONTRACTOR against COUNTY under this Agreement.
- E. Termination under any provision of this section shall not affect any right, obligation or liability of CONTRACTOR or COUNTY which accrued prior to such termination.

12. LITIGATION

- A. CONTRACTOR shall give COUNTY immediate notice in writing of any action or suit filed or any claim made against CONTRACTOR or any subcontractor of which CONTRACTOR may be aware which may result in litigation related in any way to this Agreement.
- B. COUNTY shall give CONTRACTOR immediate notice in writing of any action or suit filed or any claim made against COUNTY or any subcontractor of which COUNTY may be aware which may result in litigation related in any way to this Agreement.

13. OREGON LAW AND FORUM

This Agreement shall be construed and governed according to the laws of the State of Oregon.

14. INTEGRATION

This Agreement contains the entire Agreement between the parties pertaining to its subject matter and supersedes all prior written or oral discussions or agreements.

15. CERTIFICATION REGARDING LOBBYING

- A. No federal appropriated funds can be or will be paid, by or on behalf of CONTRACTOR, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- B. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Agreement, CONTRACTOR shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.

16. OMB CIRCULAR A-128

If CONTRACTOR is a sub-recipient of federal funds passed through the COUNTY, CONTRACTOR shall submit to COUNTY an annual federal compliance audit in conformity with OMB Circular A-128 and the federal Single Audit Act of 1984.

IN WITNESS WHEREOF, the parties have caused this Agreement, including the Standard Conditions and any attachments incorporated herein, to be executed by their duly authorized officers.

CLACKAMAS COUNTY, OREGON

By _____

Title _____

Date _____

Federal Tax ID Number

MULTNOMAH COUNTY, OREGON

By Beverly Stein

Beverly Stein, Multnomah County Chair

Date July 11, 1996

HEALTH DEPARTMENT

By Billi Odegaard

Billi Odegaard, Director

Date 6/27/96

By _____

Program Manager

Date _____

REVIEWED:

Laurence B. Kressel, County Counsel for
Multnomah County, Oregon

By Katie Gaetjens

Katie Gaetjens, Assistant Counsel

Date 6/28/96

APPROVED MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # C-2 DATE 7/11/96

DEB BOGSTAD

BOARD CLERK

MEETING DATE: JUL 11 1996

AGENDA NO.: C-3

ESTIMATED START TIME: 9:30

(Above space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Intergovernmental Agreement with Oregon Health Sciences University

BOARD BRIEFING Date Requested: _____

Requested By: _____

Amount of Time Needed: _____

REGULAR MEETING Date Requested: _____

Amount of Time Needed: 5 minutes or less

DEPARTMENT: Health DIVISION: _____

CONTACT: Kathy Page* TELEPHONE #: x3959

BLDG/ROOM #: 119/4/MED

PERSON(S) MAKING PRESENTATION: Tom Fronk

ACTION REQUESTED:

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

SUGGESTED AGENDA TITLE:

Ratification of Intergovernmental Agreement 200347 with Oregon Health Sciences University for the provision of hospital services for Multnomah County Corrections inmates. (Renewal)

7/15/96 ORIGINALS TO KAREN GARBER

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

Or

DEPARTMENT MANAGER: Billi Odgaard

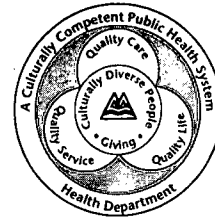
BOARD OF
COUNTY COMMISSIONERS
96 JUL -1 PM 4:28
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



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

Date: June 26, 1996
To: Board of County Commissioners
From: Billi Odegaard, Director, Health Department
Subject: Contract #200347 with Oregon Health Sciences University for hospital services for Multnomah County Corrections inmates

- I. Recommendation/Action Requested: The Health Department recommends Board ratification of Contract #200347 with Oregon Health Sciences University for the period July 1, 1996, through August 31, 1997..
- II. Background/Analysis: This agreement has been renewed annually since 1993. OHSU will provide inpatient labor and delivery, tubal ligations, and OB-related outpatient services for the County's Corrections inmates on a fee-for-service basis. The County will pay 80% of the hospital's most recently published rates. The County has a similar agreement with Portland Adventist Medical Center to provide general inpatient, outpatient and emergency services for Corrections inmates.

This contract is retroactive to July 1, 1996, because Health Department staff delayed processing it in the hopes of negotiating a lower payment rate with OHSU. OHSU will continue to provide services in good faith (the current agreement expires June 30) while this contract is being executed. Although we were unsuccessful in obtaining lower rates this year, there are plans to introduce state legislation this fall which will require hospitals to charge OMAP rates (60%) when providing care for corrections inmates.

- III. Financial Impact: Expenditures are expected to total approximately \$30,000 to \$40,000 per year. Funds have been budgeted.
- IV. Legal Issues: None
- V. Controversial Issues: None
- VI. Link to Current County Policies: Provision of quality health care for Corrections inmates.
- VII. Citizen Participation: None
- VIII. Other Government Participation: None

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Renewal ☒ [X]

Contract # 200347

Previously Approved Contract Boilerplate: ☐ Attached ☐ Not Attached

Amendment # _____

<p style="text-align: center;">CLASS I</p> <p><input type="checkbox"/> Professional Services under \$25,000</p> <p><input type="checkbox"/> Intergovernmental Agreement under \$25,000</p> <p><input type="checkbox"/> Expenditure</p> <p><input type="checkbox"/> Revenue</p>	<p style="text-align: center;">CLASS II</p> <p><input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCR Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p style="text-align: center;">CLASS III</p> <p><input checked="" type="checkbox"/> Intergovernmental Agreement over \$25,000</p> <p style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>C-3</u> DATE <u>7/11/96</u></p> <p style="text-align: center;"><u>DEB BOGSTAD</u></p> <p style="text-align: center;">BOARD CLERK</p>
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Department: Health Division: _____ Date: 6/26/96

Contract Originator: Kathy Page Phone: x3959 Bldg/Room: 119/4/MED

Administrative Contact: Karen Garber Phone: x6207 Bldg/Room: 160/7

Description of Contract:

Hospital services (inpatient labor and delivery, tubal ligations, outpatient OB-related services) for County's Corrections System inmates.

RFP/BID #: _____ Date of RFP/BID: _____ Exemption Expiration Date: _____

ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRF ☒ N/A ☐ None

Original Contract No. 201273* (FOR RENEWALS ONLY) *Then 200445, 200076 and now 200347.

<p>Contractor: <u>Oregon Health Sciences University</u></p> <p>Mailing Address: <u>3181 SW Sam Jackson Park Road</u> <u>Portland, OR 97201</u></p> <p>Phone: _____</p> <p>Employer ID# or SS#: <u>93-1176109</u></p> <p>Effective Date: <u>July 1, 1996</u></p> <p>Termination Date: <u>August 31, 1997</u></p> <p>Original Contract Amount: \$ <u>Requirements*</u></p> <p>Total Amt of Previous Amendments: \$ _____</p> <p>Amount of Amendment: \$ _____</p> <p>Total Amount of Agreement: \$ _____</p>	<p>Bill Brown, Contracts Officer 494-4768</p> <p>Dr. Paul Kirk, OB/GYN Dept Chair 494-8639</p> <p>Remittance Address (if different) _____</p> <p>_____</p> <p>_____</p> <p>Payment Schedule Terms</p> <p><input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt</p> <p><input checked="" type="checkbox"/> Monthly \$ <u>(invoice)</u> <input type="checkbox"/> Net 30</p> <p><input type="checkbox"/> Other \$ _____ <input checked="" type="checkbox"/> Net 60</p> <p><input type="checkbox"/> Requirements contract - Requisition Required</p> <p>Purchase Order No. _____</p> <p><input type="checkbox"/> Requirements Not to Exceed \$ _____</p> <p>Encumber: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>*Estimated requirements: \$30,000 to \$40,000 annually</p>
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REQUIRED SIGNATURES:

Department Manager: Belli Odegaard Date: 6/27/96

Purchasing Director: _____ Date: _____

(Class II Contracts Only)

County Counsel: Rafie Gantz Date: 7/11/96

County Chair/Sheriff: Willie J. Allen Date: July 11, 1996

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 DESCRIPTION	AMOUNT	INC DEC
01	100	015	0951			6110		0399	OHSU Inmate ref		
02	100	015	0952			6110		0399	OHSU Inmate ref		
03	100	015	0975			6110		0399	OHSU Inmate ref		

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

DISTRIBUTION: Contract Administration, Finance, HD Contracts Unit, HD Payables/Receivables, HD Program Manager

**INTERGOVERNMENTAL AGREEMENT
FOR HOSPITAL SERVICES FOR MULTNOMAH COUNTY
CORRECTIONS SYSTEM INMATES**

THIS INTERGOVERNMENTAL AGREEMENT is between MULTNOMAH COUNTY, a political subdivision of the State of Oregon, hereinafter referred to as "COUNTY," and the Board of Directors of OREGON HEALTH SCIENCES UNIVERSITY, a public corporation, hereinafter referred to as "HOSPITAL."

WITNESSETH:

WHEREAS, COUNTY wishes to provide for medical care services for inmates from COUNTY's Corrections System through an agreement with HOSPITAL; and

WHEREAS, representatives of COUNTY and HOSPITAL have consulted concerning the objective of COUNTY and it has been determined that HOSPITAL is accredited by the Joint Commission on Accreditation of Hospitals (JCAH) and thereby accepted as qualified to render a high level of care and services in keeping with the objective of COUNTY; and

WHEREAS, HOSPITAL has indicated a willingness to undertake care and services of those persons referred by COUNTY who qualify for care and service on the basis provided for in this Agreement; now, therefore,

IN CONSIDERATION of the mutual covenants herein contained, the parties agree as follows:

1. TERM

This Agreement shall become effective when fully executed retroactive to July 1, 1996, and shall expire August 31, 1997, unless sooner terminated under the provisions hereof.

2. ADMISSION

A. HOSPITAL will accept as patients under this Agreement only patients who are:

- 1) Referred to HOSPITAL by COUNTY's Sheriff's Office; and
- 2) Determined by HOSPITAL's admitting physician to require admission.

B. In the event that medical facilities are not available or adequate at HOSPITAL, HOSPITAL will assist COUNTY in finding an appropriate facility.

3. SERVICES

A. HOSPITAL will provide inpatient labor and delivery, tubal ligations, and OB-related outpatient services to patients who are eligible for services as specified in Section 2, Admission of this Agreement.

B. HOSPITAL will provide such quality of services and facilities to patients covered under this Agreement as is consistent with that provided to its general patient population.

- C. HOSPITAL will provide a range of services to patients covered under this Agreement equivalent to the range of services provided to its general patient population. The services will include but will not be limited to:
- 1) Room, board, and associated support services;
 - 2) Nursing care;
 - 3) Ancillary services and supplies;
 - 4) Blood and transfusion;
 - 5) Medication supply not to exceed three (3) days' requirements at time of discharge for medications not on COUNTY's formulary;
 - 6) Physician and allied professional services;
 - 7) Such additional services as patient may require subject to agreement of the parties.
- D. Upon discharge of a patient for whom services have been provided under this Agreement, HOSPITAL will provide COUNTY with clinical information necessary for continued treatment.
- E. HOSPITAL will, to the greatest practical extent, assign patients covered under this Agreement to adjacent or nearby rooms. When this is not possible, the assignment of patients to beds in different units or on different floors may be directed, if HOSPITAL gives COUNTY advance notice of the need for additional security personnel and COUNTY authorization is given. In no event will such notice be given to COUNTY less than four (4) hours in advance.
- F. HOSPITAL is not required to deliver, nor is reimbursement allowed for, the following types of care and services under this Agreement:
- 1) Treatment of disease classifications for which HOSPITAL has no available facilities or consulting physicians trained to perform such treatment;
 - 2) Rehabilitation care and treatment;
 - 3) Extended care.

4. ADMINISTRATION

COUNTY will implement and administer the program through its Health Department and Sheriff's Office. COUNTY will:

- A. Authorize payment to HOSPITAL for patients admitted under this Agreement whom COUNTY determines are eligible for services, as specified in Section 2, Admission of this Agreement.
- B. When possible, notify emergency room physicians and admitting office that patient is being sent to HOSPITAL for possible admission.
- C. When possible, provide for appropriate transportation to and from HOSPITAL for patients at COUNTY's expense.

- D. Provide, within its capabilities, for security personnel when necessary and appropriate for the protection of the public and patients, as specified in Appendix A attached hereto and by this reference incorporated.
- E. Assume continued financial responsibility, subject to the limitations specified in Section 5E, Payment, for services rendered by HOSPITAL to patients who are covered by this Agreement and are in HOSPITAL as of the expiration of this Agreement. Payment to HOSPITAL for services provided to such patients will be made pursuant to this Agreement.

5. PAYMENT

COUNTY will reimburse HOSPITAL for the performance of those services provided hereunder, which payment shall be based upon the following terms:

- A. Patients must be eligible for services as specified in Section 2, Admission of this Agreement.
- B. HOSPITAL will submit to COUNTY a copy of the completed "Request for Medical Services" form for each patient served under this Agreement. This form is to provide the basic information necessary for determining eligibility for services provided hereunder.
- C. HOSPITAL will submit to COUNTY original fee-for-service billings for services provided.
- D. COUNTY will pay HOSPITAL 80% of HOSPITAL's most recently published rates for inpatient labor and delivery, tubal ligations, and OB-related outpatient services.
- E. COUNTY will pay HOSPITAL for services provided to patients under this Agreement either:
 - 1) Through the day of discharge from COUNTY custody; or
 - 2) If patient still requires hospitalization, up to a maximum of seventy-two (72) hours after discharge from COUNTY custody. (This condition arises when a patient has been admitted to HOSPITAL and is then released from COUNTY custody due to personal recognizance or posting of bail.)
- F. HOSPITAL will promptly pursue investigation and billing of other available third party reimbursement for each patient admitted under this Agreement. HOSPITAL will document billing attempts prior to sending billing to COUNTY for payment.
- G. HOSPITAL will promptly refund to COUNTY any credit balance on an individual account in excess of billed charges resulting from collection of third party or personal payments for hospital services rendered in accordance with this Agreement.
- H. COUNTY will remit payments to HOSPITAL within sixty (60) days from the date that HOSPITAL submits billing to COUNTY.

- I. COUNTY certifies that sufficient funds are available and authorized to finance the costs of this Agreement. In the event that funds cease to be available to COUNTY in the amounts anticipated, either COUNTY or HOSPITAL may terminate the Agreement or the parties by mutual agreement may reduce Agreement funding accordingly. COUNTY will notify HOSPITAL as soon as it receives notification from funding source. Reduction or termination will not affect payment for accountable expenses prior to the effective date of such action.

6. PATIENT SERVICES EVALUATION

- A. HOSPITAL shall provide access to hospital records for concurrent evaluation to the locally designated Professional Standards Review Organization.
- B. HOSPITAL shall promptly refund to COUNTY, upon COUNTY request, any COUNTY payment which has been made for services determined by an evaluation and recommendation of the Professional Standards Review Organization to have been inappropriate to the patient's medical condition.

7. RELEASE OF MEDICAL RECORDS

- A. Release of medical records is pursuant to COUNTY's agreement with COUNTY patients for release of such information and is pursuant to any other additional releases which may be required by state or federal laws. HOSPITAL will determine which additional releases, if any, are required and COUNTY or HOSPITAL will obtain and provide such releases.
- B. COUNTY warrants that it has obtained the consent of its patients to review the medical records. It is the responsibility of COUNTY to preserve the confidentiality of all records which HOSPITAL releases to COUNTY.
- C. COUNTY agrees to defend and indemnify HOSPITAL from any claim or action by a COUNTY patient against HOSPITAL relating to HOSPITAL disclosure of the patient's medical records to COUNTY, provided COUNTY requested such disclosure.

8. UTILIZATION REPORTING

HOSPITAL will provide COUNTY with a monthly utilization report on patients admitted under this Agreement. Report format will be negotiated between COUNTY and HOSPITAL.

9. EVALUATION

The parties agree to establish a committee composed of COUNTY and HOSPITAL representatives which will perform ongoing program evaluation including not less than quarterly assessment of procedures prescribed by this Agreement if such an arrangement is deemed appropriate by either party.

**INTERGOVERNMENTAL AGREEMENT
STANDARD CONDITIONS**

1. INDEPENDENT CONTRACTOR STATUS

HOSPITAL is an independent contractor and is solely responsible for the provision of services as provided for under this Agreement. As such it is solely responsible for the conduct of its programs. HOSPITAL, its employees, and agents shall not be deemed employees or agents of COUNTY.

2. INDEMNIFICATION

- A. HOSPITAL shall defend, hold and save harmless COUNTY, its officers, agents, and employees from damages arising out of the tortious acts of HOSPITAL, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.
- B. COUNTY shall defend, hold and save harmless HOSPITAL, its officers, agents, and employees from damages arising out of the tortious acts of COUNTY, or its officers, agents, and employees acting within the scope of their employment and duties in performance of this Agreement subject to the limitations and conditions of the Oregon Tort Claims Act, ORS 30.260 through 30.300, and any applicable provisions of the Oregon Constitution.

3. LIABILITY INSURANCE

HOSPITAL shall provide malpractice and tort liability insurance coverage pursuant to the Oregon Tort Claims Act, ORS 30.260 to 30.300, and subject to the limits of the Act, for all services constituting patient care provided by HOSPITAL personnel acting within the scope of their employment pursuant to this Agreement.

4. WORKERS' COMPENSATION INSURANCE

COUNTY and HOSPITAL shall maintain workers' compensation insurance coverage for all non-exempt workers, employees, and subcontractors either as carrier-insured employers or self-insured employers as provided in Chapter 656 of the Oregon Revised Statutes.

5. TAXPAYER IDENTIFICATION NUMBER

HOSPITAL shall furnish to COUNTY its federal employer identification number as designated by the Internal Revenue Service.

6. SUBCONTRACTS AND ASSIGNMENT

- A. HOSPITAL shall neither subcontract with others for any of the work prescribed herein, nor assign any of HOSPITAL's rights acquired hereunder, without obtaining prior written approval from COUNTY. COUNTY by this Agreement incurs no liability to third persons for payment of any compensation provided herein to HOSPITAL.
- B. COUNTY shall neither subcontract with others for any of the work prescribed herein, nor assign any of COUNTY's rights acquired hereunder, without obtaining prior written approval from HOSPITAL.

7. RECORD CONFIDENTIALITY

COUNTY and HOSPITAL agree to keep all COUNTY client/patient records confidential in accordance with state and federal statutes and rules governing confidentiality.

8. AUDIT OF PAYMENTS

COUNTY, either directly or through a designated representative, may audit the records of HOSPITAL at any time after providing reasonable notice during the three (3) year period from the date of completion or termination of this Agreement. This audit shall only be directed to services provided by HOSPITAL and payments provided by COUNTY under the terms of this Agreement. If an audit discloses that payments to HOSPITAL were in excess of the amount to which HOSPITAL was entitled, HOSPITAL shall repay the amount of excess to COUNTY. Repayment shall be made in a manner specified by COUNTY.

9. COMPLIANCE WITH LAW

A. In connection with its activities under this Agreement, COUNTY and HOSPITAL agree to comply with all applicable federal, state, and local laws including but not limited to laws, rules, regulations, and policies concerning workers' compensation, minimum and prevailing wage requirements, equal employment opportunity, affirmative action, and nondiscrimination in service delivery.

B. The parties certify, under penalty of perjury, that the parties are, to the best of their knowledge, not in violation of any tax laws described in ORS 305.280 (4).

10. MODIFICATION

A. In the event that COUNTY's Agreement obligation is amended by a federal- or state-initiated change, COUNTY shall amend this Agreement through written notification of changes sent to HOSPITAL by mail. HOSPITAL shall return to COUNTY within twenty (20) working days a signed acknowledgment of receipt of COUNTY's notification document.

B. Any other amendments to the provisions of this Agreement, whether initiated by COUNTY or HOSPITAL, shall be reduced to writing and signed by both parties.

11. WAIVER OF DEFAULT

Waiver of a default shall not be deemed to be a waiver of any subsequent default. Waiver of a breach of any provision of this Agreement shall not be deemed to be a waiver of any other or subsequent breach and shall not be construed to be a modification of the provisions of this Agreement.

12. EARLY TERMINATION

A. This Agreement may be terminated prior to the expiration of the agreed-upon term:

- 1) By mutual written consent of the parties.
- 2) By either party upon ninety (90) calendar days' written notice to the other, delivered by certified mail or in person.

- 3) By COUNTY and effective upon delivery of written notice to HOSPITAL by certified mail or in person, under any of the following conditions:
 - a) Denial, revocation, suspension, or non-renewal of any license or certificate required by law or regulation to be held by HOSPITAL.
 - b) If HOSPITAL fails to deliver services upon the dates specified in this Agreement, or if HOSPITAL fails to continue to provide services for the entire Agreement period.
 - c) If COUNTY has evidence that HOSPITAL has endangered or is endangering the health and/or safety of clients, staff, or the public.
 - d) If COUNTY has evidence of HOSPITAL's financial instability which COUNTY deems sufficient to jeopardize customary level and/or quality of service to COUNTY clients.

B. Payment to HOSPITAL will include all services and referrals requested through the day of termination and will continue either until patient is discharged from COUNTY custody, or up to a maximum of seventy-two (72) hours after patient's release from COUNTY custody if hospitalization is still required. Payment shall be in full satisfaction of all claims by HOSPITAL against COUNTY under this Agreement.

C. Termination under any provision of this paragraph shall not affect any right, obligation, or liability of HOSPITAL or COUNTY which accrued prior to such termination.

14. LITIGATION

- A. HOSPITAL shall give COUNTY immediate notice in writing of any action or suit filed or any claim made against HOSPITAL or any subcontractor of which HOSPITAL may be aware which may result in litigation related in any way to this Agreement.
- B. COUNTY shall give HOSPITAL immediate notice in writing of any action or suit filed or any claim made against COUNTY or any subcontractor of which COUNTY may be aware which may result in litigation related in any way to this Agreement.

15. OREGON LAW AND FORUM

This Agreement shall be construed and governed according to the law of the State of Oregon.

16. INTEGRATION

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

IN WITNESS WHEREOF, the parties have caused this Agreement, including the Standard Conditions and any attachments incorporated herein, to be executed by their duly authorized officers:

OREGON HEALTH SCIENCES
UNIVERSITY

By _____

Title _____

Date _____

93-1176109
Contractor's Federal Tax ID Number

MULTNOMAH COUNTY, OREGON

By Beverly Stein
Beverly Stein, Multnomah County Chair
Date July 11, 1996

HEALTH DEPARTMENT

By Billi Odegaard
Billi Odegaard, Director
Date 6/27/96

By Kathy Page
Kathy Page, Program Manager
Date 6/26/96

REVIEWED:

Laurence B. Kressel, County Counsel for
Multnomah County, Oregon

By Katie Gaetjens
Katie Gaetjens, Assistant Counsel
Date 7/11/96

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-3 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

APPENDIX A

1. Inmates treated at HOSPITAL under the provisions of this Agreement, while on the premises of HOSPITAL, will be accompanied by Multnomah County Sheriff's Office employees carrying Multnomah County Sheriff's Office employee identification.
2. Exceptions to this policy shall be allowed only for:
 - A. Inmates referred from COUNTY's Corrections Facilities.
 - B. Inmates for whom COUNTY has requested and received from HOSPITAL an exception to this policy due to reduced security risks.
3. Requests for exceptions to this policy are to be forwarded from COUNTY's Sheriff's Office to COUNTY's Corrections Health Manager and HOSPITAL's representative.
 - A. Whenever possible, such requests should be made prior to the inmate's admission to HOSPITAL.
 - B. This process should be followed for inmates who have been admitted to HOSPITAL and released on their own personal recognizance or posted bail and for whom COUNTY will continue to assume financial responsibility for their medical care either through their release from COUNTY custody, or for a maximum of seventy-two (72) hours after their release from COUNTY custody if further hospitalization is required.
4. Factors to be considered in such requests shall include but are not limited to the following:
 - A. Individual's charge.
 - B. Information in the individual's personal and/or custody report.
 - C. Observations of the individual's behavior and/or conditions.
5. Approvals for exceptions to this policy are to be made by and only by HOSPITAL's representative.
6. Guest food trays will be made available to Multnomah County Sheriff's Office employees on a cash basis, and can be delivered to the patient's room.
7. In the event that the Multnomah County Sheriff's Office employee must leave the patient, said employee, for the patient's safety, must inform HOSPITAL staff of his/her location.

MEETING DATE: JUL 11 1996

AGENDA NO: C-4

(Above Space for Board Clerk's Use Only)

AGENDA PLACEMENT FORM

SUBJECT: Oregon Youth Authority Intergovernmental Revenue Agreement

BOARD BRIEFING

Date Requested: _____

Amount of Time Needed: 3 minutes

DEPARTMENT: Juvenile Justice Services

DIVISION: _____

CONTACT: Alandria Taylor

TELEPHONE#: 248-3968

PERSON(S) MAKING PRESENTATION: Elyse Clawson / Joanne Fuller

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

This \$748,781 Intergovernmental Revenue Agreement continues The Department of Juvenile Justice Services downsizing agreement with The Oregon Youth Authority, effective July 1, 1996 to June 30, 1997. It continues the Department's ability to provide evaluation and diagnostic services disposition of parole violators, community services, and a process for making training school and parole placement decisions.

7/15/96 ORIGINALS TO ALANDRIA TAYLOR

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

Elyse Clawson by [Signature]

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUL -3 AM 10:10

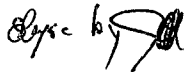


MULTNOMAH COUNTY OREGON

DEPARTMENT OF JUVENILE JUSTICE SERVICES
1401 N.E. 68TH
PORTLAND, OREGON 97213
(503) 248-3460
TDD 248-3561

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, Chair
Multnomah County Board of Commissioners

FROM: Elyse Clawson, Director 
Juvenile Justice Services

DATE: June 25, 1996

RE: Ratification of an Intergovernmental Revenue Agreement between The Oregon Youth Authority and Juvenile Justice Services

-
- I. RECOMMENDATION: The Department of Juvenile Justice Services (DJJS) recommends the Board's approval to continue the Intergovernmental Revenue Agreement with The Oregon Youth Authority for FY 1996/97.
 - II. BACKGROUND/ANALYSIS: The Department of Juvenile Justice Services has participated in the State's downsizing efforts since July 1, 1990. The purpose of the diversion program is to provide evaluation and diagnostic services, disposition services to parole violators, detention back-up services, community programs, and a process for making training school placements and parole decisions.
 - III. FINANCIAL IMPACT: This agreement stipulates payment by The Oregon Youth Authority of \$743,781 to be paid to the Department of Juvenile Justice Services. Additionally the DJJS agrees to the Discretionary Bed Space Limitation of 75 children on any given day for the term of this Agreement.
 - IV. LEGAL ISSUES:
N/A
 - V. CONTROVERSIAL ISSUES:
N/A
 - VI. LINK TO CURRENT COUNTY POLICIES:
N/A
 - VII. CITIZEN PARTICIPATION:
N/A
 - VIII. OTHER GOVERNMENT PARTICIPATION:
N/A

(See Administrative Procedures CON-1)

Contract # 101466

Amendment # 2[illegible]

STATE OF OREGON INTER-GOVERNMENTAL AGREEMENTOYA Contract Log Number: Y5-0627 D90847Date: June 17, 1996

AMENDMENT # 2 of Contract #5-0241 D90847, dated May 10, 1995, between **Multnomah County Board of Commissioners**, hereinafter referred to as the "Contractor", and the State of Oregon, the Oregon Youth Authority, referred to as the "Department".

The contract is further amended as follows:

1. Amend the contract document **face sheet, paragraph 1**, to change the Department's supervising representative for this contract from Rick Hill to Gary Lawhead.
2. Amend the contract document face sheet entitled **Effective Date and Duration** to extend the contract term end date from June 30, 1996 to June 30, 1997.
3. Amend the contract document face sheet entitled **Consideration**, to change the not to exceed amount from \$743,781.00 to \$1,487,562.00.
4. Amend the contract document entitled **Schedule, Section A Services To Be Performed, paragraph 2**, to read as follows:

The Discretionary Bed Space Limitation shall be determined by applying the allocation Formula established by the Juvenile Corrections Council and adopted by the Department. This Formula allows for the Limitation to change based upon the availability of discretionary beds in the overall statewide resource. The Contractor's Discretionary Bed Space Limitation will at no time fall below 75 beds, and the Contractor is responsible for ensuring that the Limitation for youth in Youth Correctional Facilities is not exceeded on any given day. The Department will notify the contractor of changes in its Discretionary Bed Space Limitation.

5. Amend the contract document entitled **Schedule, Section A Services To Be Performed, paragraph 3**, to read as follows:

The Contractor's diagnostic and evaluation program is responsible for completing a reformation plan approved by the Department, and for assuring the plan accompanies the youth at the time of admission to the Juvenile Corrections Assessment Center. The State may assess the Contractor a fee of \$98.00 for non-compliance with this provision. The fee will be withheld from the Contractor's next diversion check.

6. Amend the contract document entitled **Schedule, Section B Consideration, paragraphs 1 and 3**, to read as follows:

1. As consideration for the services provided by the Contractor during the period beginning July 1, 1995 and ending June 30, 1997, payment shall be subject to the provisions of ORS 293.462 (payment of overdue account charges); the Department will pay to the Contractor, by check(s), an amount not to exceed \$1,487,562.00 to be paid at the rate of \$61,981.75 per month.

(NOTE: Enter type of Service Code AC1 on Invoice)

3. **Billings:** The Contractor shall utilize the "Billing for Diversion Services" (YA 1019) and the "Contract/Invoice Voucher" (CF 294A) or similar forms provided by the Department, for the purpose of billing for services under this contract. Billings shall be submitted by the 10th of each month to: Oregon Youth Authority, Attn: Dennis Logan, Business Services, 530 Center St. NE, Suite 200, Salem, Oregon 97301-3740.

7. Amend the contract document entitled **Schedule, Section C Provisions Specific To This Contract, paragraph 1.a.(1)**, to read as follows:

(1) Youth Correctional Facility means MacLaren School for Boys, Hillcrest School of Oregon, Camp Tillamook, Camp Hilgard, Camp Florence, and Corvallis House.

8. By signature below, Contractor certifies under penalty of perjury that their business is not in violation of any Oregon tax laws. Contractor further certifies that the representations and warranties contained in the original Contract Number 5-0241, as amended by Amendment No. 1, are true and correct as of the effective date of this Amendment No. 2 with the same effect as though made at such time.

All other terms, provisions, and conditions of this contract remain unchanged.

This amendment shall be effective July 1, 1996 or upon full execution by all parties after July 1, 1996.

Approved by the Contractor:

Signature: Elyse Lane Date: 6/29/96

Approved by Oregon Youth Authority:

By: _____ Date: _____

Reviewed by Contracts Officer: Eva Hennister Date: 6/17/96

Approved for Legal Sufficiency: _____ N/A _____ Asst. A.G. Date: _____

Reviewed:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

BY: Katie Gaetjens
Asst County Counsel
Katie Gaetjens

Date: 7/11/96

MULTNOMAH COUNTY, OREGON

BY: Beverly Stein
Beverly Stein, County Chair

Date: July 11, 1996

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-4 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

MEETING DATE: JUL 11 1996

AGENDA NO: C-5

(Above Space for Board Clerk's Use Only)

AGENDA PLACEMENT FORM

SUBJECT: Oregon Youth Authority Intergovernmental Revenue Agreement

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: 3 minutes

DEPARTMENT: Juvenile Justice Services DIVISION: _____

CONTACT: Alandria Taylor TELEPHONE#: 248-3968

PERSON(S) MAKING PRESENTATION: Elyse Clawson / Joanne Fuller

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

Ratification of an Intergovernmental Revenue Agreement, between Oregon Youth Authority and Multnomah County Department of Juvenile Justice Services for funding to internal and community based providers to allow services to gang-involved youth and the consolidation of Gang Transition Services for FY 1996/97.

7/15/96 ORIGINALS TO ALANDRIA TAYLOR

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

96 JUL -1 AM 11:46
BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF JUVENILE JUSTICE SERVICES
1401 N.E. 68TH
PORTLAND, OREGON 97213
(503) 248-3460
TDD 248-3561

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

TO: Beverly Stein, Chair
Multnomah County Board of Commissioners

FROM: Elyse Clawson, Director
Department of Juvenile Justice Services

DATE: June 26, 1996

RE: Approval of an Intergovernmental Revenue Agreement between The Oregon Youth Authority and Juvenile Justice Services

- I. RECOMMENDATION: The Department of Juvenile Justice Services recommends the Board's approval for continuation of the Oregon Youth Authority Intergovernmental Revenue Agreement for Gang Transition Services for FY 1996/97.
- II. BACKGROUND/ANALYSIS: This Agreement continues the arrangement established by Oregon Youth Authority and Juvenile Justice Services since 1990. Programs funded under this Agreement are:

G.R.I.T. (Gang Resource Intervention Team)
A.I.T.P. Assessment, Intervention, and Transition Program)
Portland House of Umoja
Emmanuel Community General Services
Mt. Sinai Community
Catholic Charities
Yaun Youth Care Center
DePaul Treatment Center
Oregon Outreach, Inc.
Mainstream Youth Programs
MYCAP (Minority Youth Concerns Action Program)

This Agreement reflects continuation pass-through dollars from Oregon Youth Authority to internal and community based providers for FY 1996/97. Thus, it allows for the complete consolidation of Gang Transition Services.

- III. FINANCIAL IMPACT: This Agreement will provide \$1,353,124 in revenue for FY 1996/97.
- IV. LEGAL ISSUES:
N/A
- V. CONTROVERSIAL ISSUES:
N/A

- VI. LINK TO CURRENT COUNTY POLICIES: This intergovernmental Agreement adds revenue to continue to support Multnomah County and Oregon Youth Authority's priority to serve gang-involved youth locally through community and internal based providers.
- VII. CITIZEN PARTICIPATION:
N/A
- VIII. OTHER GOVERNMENT PARTICIPATION:
N/A

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Renewal ☒ [X]

Contract # 102304

Prior-Approved Contract Boilerplate: ☒ X Attached: ☐ Not Attached

Amendment # 5

<p style="text-align: center;">CLASS I</p> <p><input checked="" type="checkbox"/> [X] Professional Services under \$25,000</p> <p><input type="checkbox"/> [] Intergovernmental Agreement under \$25,000</p>	<p style="text-align: center;">CLASS II</p> <p><input type="checkbox"/> [] Professional Services over \$25,000 (RFP, Exemption)</p> <p><input type="checkbox"/> [] PCR Contract</p> <p><input type="checkbox"/> [] Maintenance Agreement</p> <p><input type="checkbox"/> [] Licensing Agreement</p> <p><input type="checkbox"/> [] Construction</p> <p><input type="checkbox"/> [] Grant</p> <p><input checked="" type="checkbox"/> [X] Revenue</p>	<p style="text-align: center;">CLASS III</p> <p><input checked="" type="checkbox"/> [X] Intergovernmental Agreement over \$25,000</p> <p style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>C-5</u> DATE <u>7/11/96</u> DEB BOGSTAD</p>
--	--	--

BOARD CLERK

Department: Juvenile Justice Services

Division: _____

Date: June 26, 1996

Contract Originator: Joanne Fuller

Phone: 248-3460

Bldg/Room: 311/DJJS

Administrative Contact: Alandria Taylor

Phone: 248-3968

Bldg/Room: 311/DJJS

Description of Contract: **This Intergovernmental Revenue Agreement provides continuation and funding to internal and community based providers named in the Agreement allowing services to be provided to gang-involved youth and the consolidation of Gang Transition Services.**

RFP/BID #: _____ Date of RFP/BID: _____ Exemption Expiration Date: _____

ORS/AR #: _____ (Check all boxes that apply) Contractor is ☐ [] MBE ☐ [] WBE ☐ [] QRF ☒ [X] N/A ☐ [] None

Original Contract No. _____ (ONLY FOR ORIGINAL RENEWALS)

<p>Contractor Name: <u>Oregon Youth Authority</u></p> <p>Mailing Address: <u>530 Center St., Suite 200</u> <u>Salem, OR 97301</u></p> <p>Phone: <u>(503) 373-7341</u></p> <p>Employer ID# or SS#: _____</p> <p>Effective Date: <u>July 1, 1996</u></p> <p>Termination Date: <u>June 30, 1997</u></p> <p>Original Contract Amount: \$ <u>495,957</u></p> <p>Total Amt of Previous Amcndments: \$ <u>3,236,923</u></p> <p>Amount of Amendment: \$ <u>1,353,124</u></p> <p>Total Amount of Agreement: \$ <u>5,086,004</u></p>	<p>Remittance Address (if different) _____</p> <p>_____</p> <p>_____</p> <p>Payment Schedule Terms</p> <p><input type="checkbox"/> [] Lump Sum \$ _____ <input type="checkbox"/> [] Due on Receipt</p> <p><input type="checkbox"/> [] Monthly \$ _____ <input type="checkbox"/> [] Net 30</p> <p><input type="checkbox"/> [] Other \$ _____ <input type="checkbox"/> [] Other</p> <p><input type="checkbox"/> [] Requirements contract - Requisition Required</p> <p>Purchase Order No. _____</p> <p><input type="checkbox"/> [] Requirements Not to Exceed \$ _____</p> <p>Encumber: Yes <input type="checkbox"/> [] No <input type="checkbox"/> []</p>
--	---

REQUIRED SIGNATURES:

Department Manager: _____

Date: 6-26-96

Purchasing Manager: _____
(Class II Contracts Only)

Date: _____

County Counsel: Katie Gustafson

Date: 7/11/96

County Chair/Sheriff: William Blum

Date: July 11, 1996

Contract Administration: _____
(Class I, Class II Contracts Only)

Date: _____

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
01											
02											
03											

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

STATE OF OREGON INTERGOVERNMENTAL AGREEMENT

OYA Contract Number: Y5-0728 D90847

Date: June 14, 1996

Amendment #5

AMENDMENT OF AGREEMENT #3-217 D90847, dated June 6, 1993, between **Multnomah County Board of Commissioners**, hereinafter referred to as the "Contractor", and the State of Oregon, the Oregon Youth Authority referred to as the Department.

The Agreement is further amended as follows:

1. Amend the agreement document face sheet, paragraph entitled **Effective Date and Duration**, to amend the Agreement end date from June 30, 1996 to June 30, 1997.
2. Amend the agreement document face sheet, paragraph entitled **Consideration**, to amend the amount not to exceed from \$3,732,880.00 to \$5,086,004.00.
3. Amend the agreement document entitled **Schedule, Section B Consideration, section 1**, to read as follows:
 - A. As consideration for the services provided by the Contractor during the period beginning July 1, 1993 and ending June 30, 1997, the Department will pay to the Contractor, by check(s), an amount not to exceed \$4,025,493.00 to be paid as follows:
 1. During the period from July 1, 1993 through June 30, 1994 payment shall be as follows for services under SCHEDULE, Section A, 1:
 - a. An amount not to exceed \$360,236.28 paid at the rate of \$30,019.69 per month for the operation of the special staff and activities known as the "Grit" team to increase the County Juvenile Justice Division and law enforcement abilities to implement gang intervention strategies.
 - b. An amount not to exceed \$244,075.56 paid at the rate of \$20,339.63 per month, for 9.0 ADP at the House of Umoja, a special residential/treatment facility for gang youth between the ages of 15 to 18 years of age.
 - c. An amount not to exceed \$245,323.92 paid at the rate of \$20,443.66 per month for the operation of the Assessment, Intervention, and Transition Program (AITP), a 30 day secure residential treatment facility serving an ADP of 18 gang youth during the term of this Agreement in order to prevent their commitment to the State Training School. This payment is for maintenance and supervision only. The treatment services will be billed through the County Mental Health Program.
 - d. An amount not to exceed \$34,929.24 for serving 1 ADP in residential care/treatment with Alfred Yaun Youth Care Centers, and counseling services to other designated gang involved youth. Payment shall be made as reimbursement for actual costs.
 - e. An amount not to exceed \$32,400.00 to be billed at the rate of \$900.00 per month for each of the sub Agreements with Emanuel Temple Full Gospel Pentecostal Church; Mt. Sinai Community Baptist Church; and Christian Counseling Center.

- f. An amount not to exceed \$29,814.00 for the sub-Agreement with "Minority Youth Concerns Action Program" for the purchase of special counseling and supportive services to an ADP of 28.5 gang involved youth. Payment shall be made at the rate of \$2,484.50 per month.
- g. An amount not to exceed \$45,135.98 for client specific services to Asian, Hispanic, and other sub-cultural gang youth. The County may bill this as needed.
- h. An amount not to exceed \$34,717.01, paid as a one time payment for 1993-1994 cost of living increase to the above sub contractors;
 1. For the "Grit" team, a one time payment of \$12,607.72;
 2. For the House of Umoja, a one time payment of \$8,543.44;
 3. For the AITP, a one time payment of \$8,586.08;
 4. For the Alfred Yaun Youth Care Centers, a one time payment of \$1,222.52;
 5. For the Emanuel Temple Full Gospel Pentecostal Church, Mt. Sinai Community Baptist Church, and Christian Counseling Center, a one time payment to each sub agreement of \$378.00;
 6. For the "Minority Youth Concerns Action Program", a one time payment of \$1,043.49;
 7. For client specific services to Asian, Hispanic, and other sub-cultural gang youth, a one time payment of \$1,579.76."
2. During the period from July 1, 1994 thorough June 30, 1995 payment shall be as follows for services under SCHEDULE, Section A, 1
 - a. An amount not to exceed \$385,147.80 paid at the rate of \$32,095.65 per month for the operation of the special staff and activities known as the "Grit" team to increase the County Juvenile Justice Division and law enforcement abilities to implement gang intervention strategies.
 - b. An amount not to exceed \$260,955.36 paid at the rate of \$21,746.28 per month, for 9.0 ADP at the House of Umoja, a special residential/treatment facility for gang youth between the ages of 15 to 18 years of age.
 - c. An amount not to exceed \$262,289.04 paid at the rate of \$21,857.42 per month for the operation of the Assessment, Intervention, and Transition Program (AITP), a 30 day secure residential treatment facility serving an ADP of 18 gang youth during the term of this Agreement in order to prevent their commitment to the State Training School This payment is for maintenance and supervision only. The treatment services will be billed through the County Mental Health Program.
 - d. An amount not to exceed \$37,344.72 for serving 1 ADP in residential care/treatment with Alfred Yaun Youth Care Centers, and counseling services to other designated gang involved youth. Payment shall be made at a monthly rate of \$3,112.06.
 - e. An amount not to exceed \$34,640.64 to be billed at the rate of \$962.24 per month for each of the sub Agreements with Emanuel Temple Full Gospel Pentecostal Church; Mt. Sinai Community Baptist Church; and Christian Counseling Center.
 - f. An amount not to exceed \$31,875.84 for the sub-Agreement with "Minority Youth Concerns Action Program" for the purchase of special counseling and supportive

services to an ADP of 28.5 gang involved youth. Payment shall be made at the rate of \$2,656.32 per month.

- g. An amount not to exceed \$48,257.40 for client specific services to Asian, Hispanic, and other sub-cultural gang youth. Payment shall be made at the rate of \$4,021.45 per month.
3. During the period from July 1, 1994 thorough June 30, 1995 payment for services under SCHEDULE, Section A, 3, shall be an amount not to exceed \$292,612.92. Payments shall be made at the rate of \$24,384.41 per month to the County for sub contracts as follows:

Name	Annual Amount
Mt. Sinai Comm. Baptist Church	\$22,312.80
Catholic Comm. Services of PDX	\$8,181.36
Emmanuel Temple Comm. Gen Svcs	\$22,312.80
Christian Counsling Center	\$22,312.80
Yaun Youth Care	\$24,064.80
DePaul Treatment Center	\$7,437.60
Oregon Outreach, Inc.	\$27,986.04
Mainstream Youth Programs	\$24,544.08
Minority Youth Concerns (Outpatient)	\$71,535.24
Minority Youth Concerns (Housing)	\$61,925.40

4. During the period from July 1, 1995 thorough June 30, 1996 payment shall be as follows for services under SCHEDULE, Section A, 1
- a. An amount not to exceed \$385,147.80 paid at the rate of \$32,095.65 per month for the operation of the special staff and activities known as the "Grit" team to increase the County Juvenile Justice Division and law enforcement abilities to implement gang intervention strategies.
- b. An amount not to exceed \$260,955.36 paid at the rate of \$21,746.28 per month, for 9.0 ADP at the House of Umoja, a special residential/treatment facility for gang youth between the ages of 15 to 18 years of age.
- c. An amount not to exceed \$262,289.04 paid at the rate of \$21,857.42 per month for the operation of the Assessment, Intervention, and Transition Program (AITP), a 30 day secure residential treatment facility serving an ADP of 18 gang youth during the term of this Agreement in order to prevent their commitment to the State Training School This payment is for maintenance and supervision only. The treatment services will be billed through the County Mental Health Program.

- d. An amount not to exceed \$37,344.72 for serving 1 ADP in residential care/treatment with Alfred Yaun Youth Care Centers, and counseling services to other designated gang involved youth. Payment shall be made at a monthly rate of \$3,112.06.
 - e. An amount not to exceed \$34,640.64 to be billed at the rate of \$962.24 per month for each of the sub Agreements with Emanuel Temple Full Gospel Pentecostal Church; Mt. Sinai Community Baptist Church; and Christian Counseling Center.
 - f. An amount not to exceed \$31,875.84 for the sub-Agreement with "Minority Youth Concerns Action Program" for the purchase of special counseling and supportive services to an ADP of 28.5 gang involved youth. Payment shall be made at the rate of \$2,656.32 per month.
 - g. An amount not to exceed \$48,257.40 for client specific services to Asian, Hispanic, and other sub-cultural gang youth. Payment shall be made at the rate of \$4,021.45 per month.
5. During the period from July 1, 1995 thorough June 30, 1996 payment for services under SCHEDULE, Section A, 3, shall be an amount not to exceed \$292,612.92. Payments shall be made at the rate of \$24,384.41 per month to the County for sub contracts as follows:

Name	Annual Amount
Mt. Sinai Comm. Baptist Church	\$22,312.80
Catholic Comm. Services of PDX	\$8,181.36
Emmanuel Temple Comm. Gen Svcs	\$22,312.80
Christian Counsling Center	\$22,312.80
Yaun Youth Care	\$24,064.80
DePaul Treatment Center	\$7,437.60
Oregon Outreach, Inc.	\$27,986.04
Mainstream Youth Programs	\$24,544.08
Minority Youth Concerns (Outpatient)	\$71,535.24
Minority Youth Concerns (Housing)	\$61,925.40

6. During the period from July 1, 1996 thorough June 30, 1997 payment shall be as follows for services under SCHEDULE, Section A, 1
 - a. An amount not to exceed \$385,147.80 paid at the rate of \$32,095.65 per month for the operation of the special staff and activities known as the "Grit" team to increase the County Juvenile Justice Division and law enforcement abilities to implement gang intervention strategies.

- b. An amount not to exceed \$260,955.36 paid at the rate of \$21,746.28 per month, for 9.0 ADP at the House of Umoja, a special residential/treatment facility for gang youth between the ages of 15 to 18 years of age.
 - c. An amount not to exceed \$262,289.04 paid at the rate of \$21,857.42 per month for the operation of the Assessment, Intervention, and Transition Program (AITP), a 30 day secure residential treatment facility serving an ADP of 18 gang youth during the term of this Agreement in order to prevent their commitment to the State Training School. This payment is for maintenance and supervision only. The treatment services will be billed through the County Mental Health Program.
 - d. An amount not to exceed \$37,344.72 for serving 1 ADP in residential care/treatment with Alfred Yaun Youth Care Centers, and counseling services to other designated gang involved youth. Payment shall be made at a monthly rate of \$3,112.06.
 - e. An amount not to exceed \$34,640.64 to be billed at the rate of \$962.24 per month for each of the sub Agreements with Emanuel Temple Full Gospel Pentecostal Church; Mt. Sinai Community Baptist Church; and Christian Counseling Center.
 - f. An amount not to exceed \$31,875.84 for the sub-Agreement with "Minority Youth Concerns Action Program" for the purchase of special counseling and supportive services to an ADP of 28.5 gang involved youth. Payment shall be made at the rate of \$2,656.32 per month.
 - g. An amount not to exceed \$48,257.40 for client specific services to Asian, Hispanic, and other sub-cultural gang youth. Payment shall be made at the rate of \$4,021.45 per month.
7. During the period from July 1, 1996 thorough June 30, 1997 payment for services under SCHEDULE, Section A, 3, shall be an amount not to exceed \$292,612.92. Payments shall be made at the rate of \$24,384.41 per month to the County for sub contracts as follows:

Name	Annual Amount
Mt. Sinai Comm. Baptist Church	\$22,312.80
Catholic Comm. Services of PDX	\$8,181.36
Emmanuel Temple Comm. Gen Svcs	\$22,312.80
Christian Counseling Center	\$22,312.80
Yaun Youth Care	\$24,064.80
DePaul Treatment Center	\$7,437.60
Oregon Outreach, Inc.	\$27,986.04
Mainstream Youth Programs	\$24,544.08
Minority Youth Concerns (Outpatient)	\$71,535.24

Minority Youth Concerns (Housing)

\$61,925.40

4. By signature below, Contractor certifies under penalty of perjury that their business is not in violation of any Oregon tax laws. Contractor further certifies that the representations and warranties contained in the original Contract Number 3-217, as amended by Amendment No. 1, 2, 3, and 4 are true and correct as of the effective date of this Amendment No. 5 with the same effect as though made at such time.

All other terms, provisions, and conditions of this Agreement remain unchanged.

This amendment shall be effective immediately upon full execution of this amendment.

Approved by Contractor:

Signature: [Signature] Title: Director Date: 6-27-96

Approved by Oregon Youth Authority:

By: _____ Date: _____

Reviewed by Contracts Officer: Eva Nijmister Date: 06/19/96

Approved for Legal Sufficiency: N/A Asst. A.G., Date: _____

Reviewed:

Laurence Kressel, County Counsel
for Multnomah County Oregon

BY: Katie Gaetjens 7/11/96
Asst County Counsel
Katie Gaetjens

Date: July 1, 1996

MULTNOMAH COUNTY, OREGON

BY: [Signature]
Beverly Stein, County Chair

Date: July 11, 1996

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-5 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

Meeting Date: JUL 11 1996
Agenda No: B-2
Estimated Start time: 9:30

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Service Awards - 2nd Quarter 1996

BOARD BRIEFING Date Requested: _____

Requested by: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: July 11, 1996

Amount of Time Needed: 10 minutes

DEPARTMENT: DSS DIVISION: Employee Services

CONTACT: Gail Foster TELEPHONE #: 248-5015 x 2538

Sherry Stump BLDG/ROOM #: 106/1430

PERSON(S) MAKING PRESENTATION: Sherry Stump

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Presentation of Employee Service Awards
honoring ²¹Multnomah County employees
with five to twenty five years of service

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Curtis Smith

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
JUL - 11 11 3 05
MULTNOMAH COUNTY
OREGON

SERVICE AWARDS - 1996 - SECOND QUARTER (April, May, June)

Rev. 7/1/96

BCC Presentation Ceremony Attendees / July 11, 1996

CFS - Five Year

Reynold Branche
Neal Kushiya
Nancy Milligan-Mock
Cynthia Rose
Lynn Stott

DA - Twenty Year

Jo'ey Stewart

DES - Twenty Year

Thomas Guiney
David Lestiko

DCC - Five Year

Rhone Lorenzo Williams

JJD - Twenty-Five Year

Lon M. Stratton

DA - Five Year

Nancy Wiler

DES - Five Year

Kurtis Calvin Hamm
Marie Katona
Leslie Korbe

DSS - Five Year

Paula Watari

CFS - Ten Year

Sara Fix
John B. Flanagan
Norma Jaeger

DCC - Ten Year

Nancy Luarca

DES - Ten Year

Annette Adams
Vanessa Witka

N:\DATA\EMP\SERI\WPD\DATA\GF96SA.2Q

#1

PLEASE PRINT LEGIBLY!

MEETING DATE 7/11/96

NAME

Linda Shelton

ADDRESS

19715 NE HASSALO CT.

STREET

PORTLAND, OR 97230

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

R-3

SUPPORT

X

OPPOSE

SUBMIT TO BOARD CLERK

#2

PLEASE PRINT LEGIBLY!

MEETING DATE

7-11-94

NAME

(DIANNA)

Diana Roberts

ADDRESS

19390 NE Multnomah Ct

STREET

Portland

OR 97230

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

R-3

SUPPORT

☒ **OPPOSE**

SUBMIT TO BOARD CLERK

#3

PLEASE PRINT LEGIBLY!

MEETING DATE 7-11-96

NAME

Valerie L. Young

ADDRESS

2320 NE 165 DR

STREET

Portland OR 97230

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO. R-3

SUPPORT

X

OPPOSE

SUBMIT TO BOARD CLERK

#4

PLEASE PRINT LEGIBLY!

MEETING DATE

7/11/96

NAME

Katie Gaetjens

ADDRESS

County Counsel

STREET

Portland, Oregon 97204

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

R-3

SUPPORT

Aging Services

OPPOSE

SUBMIT TO BOARD CLERK

MEETING DATE: July 11, 1996
AGENDA #: R-3
ESTIMATED START TIME: 9:40

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Valerie Young Appeal of Hearings Officer Decision on an Adult Care Home License

BOARD BRIEFING: DATE REQUESTED: _____
REQUESTED BY: _____
AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: Thursday, July 11, 1996
AMOUNT OF TIME NEEDED: 10 Minutes

DEPARTMENT: Non-Departmental DIVISION: Chair Beverly Stein

CONTACT: City Atty Pete Kasting TELEPHONE #: 823-4047
BLDG/ROOM #: 131/315

PERSON(S) MAKING PRESENTATION: Pete Kasting, Katie Gaetjens, Ms. Young, ACHP Staff

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☐ APPROVAL ☒ OTHER

SUGGESTED AGENDA TITLE:

Board Decision and Consideration of an ORDER in the Matter of the Appeal of Valerie Young from Hearings Officer Decision on an Adult Care Home License, Hearing Numbers 154115 and 154134. **OPTION 1** Schedule a Hearing to Accept Evidence or Argument on this Appeal; OR **OPTION 2** Decide this Appeal on the Record that has Already Been Created. MCC Section 8.90.090 (J) and Section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes Give the Board Discretion to Follow Either Course.

SIGNATURES REQUIRED:

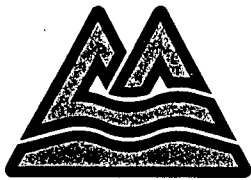
ELECTED
OFFICIAL: _____
(OR)
DEPARTMENT
MANAGER: _____

Beverly Stein

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUL -2 PM 4:21

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



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

July 5, 1996

CERTIFIED MAIL P 335 736 067

*Ms. Valerie L. Young
2320 NE 165th Drive
Portland, Oregon 97230*

Re: Appeal from Hearings Officer Decision on Adult Care Home License

Dear Ms. Young:

Enclosed is a copy of the Multnomah County Adult Care Home Program hearing memorandum regarding the Board's consideration of your matter at its regular meeting on Thursday, July 11, 1996 in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland.

If you have any questions, please contact City Attorney Pete Kasting at 823-4047. Thank you.

Sincerely,

**Deborah L. Bogstad
Board Clerk
(503) 248-3277**

**cc: Pete Kasting
Katie Gaetjens
Mary Fassell
Board of Commissioners**

Stick postage stamps to article to cover First-Class postage, certified mail fee, and charges for any selected optional services (See front).

1. If you want this receipt postmarked, stick the gummed stub to the right of the return address leaving the receipt attached, and present the article at a post office service window or hand it to your rural carrier (*no extra charge*).
2. If you do not want this receipt postmarked, stick the gummed stub to the right of the return address of the article, date, detach, and retain the receipt, and mail the article.
3. If you want a return receipt, write the certified mail number and your name and address on a return receipt card, Form 3811, and attach it to the front of the article by means of the gummed ends if space permits. Otherwise, affix to back of article. Endorse front of article **RETURN RECEIPT REQUESTED** adjacent to the number.
4. If you want delivery restricted to the addressee, or to an authorized agent of the addressee, endorse **RESTRICTED DELIVERY** on the front of the article.
5. Enter fees for the services requested in the appropriate spaces on the front of this receipt. If return receipt is requested, check the applicable blocks in item 1 of Form 3811.
6. Save this receipt and present it if you make an inquiry.

P 335 736 067

US Postal Service

Receipt for Certified Mail

No Insurance Coverage Provided.

Do not use for International Mail (*See reverse*)

Sent to

Ms. Valerie L. Young

Street & Number

2320 NE 165th Drive

Post Office, State, & ZIP Code

Portland, Oregon 97230

Postage

\$

Certified Fee

Special Delivery Fee

Restricted Delivery Fee

Return Receipt Showing to Whom & Date Delivered

Return Receipt Showing to Whom, Date, & Addressee's Address

TOTAL Postage & Fees

\$

Postmark or Date

PS Form 3800, April 1995

UNITED STATES POSTAL SERVICE

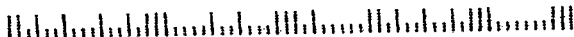


First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Print your name, address, and ZIP Code in this box •

COLLECT STAMPS

**MULTNOMAH COUNTY
OFFICE OF THE BOARD CLERK
SUITE 1510, PORTLAND BUILDING
1120 S.W. FIFTH AVENUE
PORTLAND, OR 97204**



SENDER:

- Complete items 1 and/or 2 for additional services.
- Complete items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for an extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

Consult postmaster for fee.

3. Article Addressed to:

Ms. Valerie L. Young
2320 NE 165th Drive
Portland, Oregon 97230

4a. Article Number

P 335 736 067

4b. Service Type

- | | |
|--|---|
| <input type="checkbox"/> Registered | <input checked="" type="checkbox"/> Certified |
| <input type="checkbox"/> Express Mail | <input type="checkbox"/> Insured |
| <input checked="" type="checkbox"/> Return Receipt for Merchandise | <input type="checkbox"/> COD |

7. Date of Delivery

7/9/96

5. Received By: (Print Name)**8. Addressee's Address (Only if requested and fee is paid)****6. Signature: (Addressee or Agent)**

X *Valerie Young*



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

July 3, 1996

CERTIFIED MAIL P 335 736 066

*Ms. Valerie L. Young
2320 NE 165 Drive
Portland, Oregon 97230*

Re: Appeal from Hearings Officer Decision on Adult Care Home License

Dear Ms. Young:

*Enclosed is a copy of the Multnomah County Board agenda and R-3 packet regarding the Board's consideration of your matter at its regular meeting at **9:30 AM on Thursday, July 11, 1996** in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland.*

If you have any questions, please contact City Attorney Pete Kasting at 823-4047. Thank you.

Sincerely,

Deborah L. Bogstad
Board Clerk
(503) 248-3277

cc: Pete Kasting
Katie Gaetjens
Mary Fassell
Board of Commissioners

Stick postage stamps to article to cover First-Class postage, certified mail fee, and charges for any selected optional services (See front).

1. If you want this receipt postmarked, stick the gummed stub to the right of the return address leaving the receipt attached, and present the article at a post office service window or hand it to your rural carrier *(no extra charge)*.
2. If you do not want this receipt postmarked, stick the gummed stub to the right of the return address of the article, date, detach, and retain the receipt, and mail the article.
3. If you want a return receipt, write the certified mail number and your name and address on a return receipt card, Form 3811, and attach it to the front of the article by means of the gummed ends if space permits. Otherwise, affix to back of article. Endorse front of article **RETURN RECEIPT REQUESTED** adjacent to the number.
4. If you want delivery restricted to the addressee, or to an authorized agent of the addressee, endorse **RESTRICTED DELIVERY** on the front of the article.
5. Enter fees for the services requested in the appropriate spaces on the front of this receipt. If return receipt is requested, check the applicable blocks in item 1 of Form 3811.
6. Save this receipt and present it if you make an inquiry.

P 335 736 066

US Postal Service

Receipt for Certified Mail

No Insurance Coverage Provided.

Do not use for International Mail (*See reverse*)

Sent to

Ms. Valerie L. Young

Street & Number

2320 NE 165th Drive

Post Office, State, & ZIP Code

Portland, Oregon 97230

Postage

\$

Certified Fee

Special Delivery Fee

Restricted Delivery Fee

Return Receipt Showing to
Whom & Date Delivered

Return Receipt Showing to Whom,
Date, & Addressee's Address

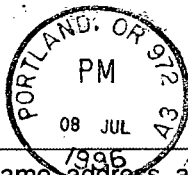
TOTAL Postage & Fees

\$

Postmark or Date

PS Form 3800, April 1995

AL SERVICE



First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Print your name, address, and ZIP Code in this box •

**MULTNOMAH COUNTY
OFFICE OF THE BOARD CLERK
SUITE 1510, PORTLAND BUILDING
1120 S.W. FIFTH AVENUE
PORTLAND, OR 97204**

SENDER:

- Complete items 1 and/or 2 for additional services.
- Complete items 3, 4a, and 4b.
- Print your name and address on the reverse of this form so that we can return this card to you.
- Attach this form to the front of the mailpiece, or on the back if space does not permit.
- Write "Return Receipt Requested" on the mailpiece below the article number.
- The Return Receipt will show to whom the article was delivered and the date delivered.

I also wish to receive the following services (for extra fee):

1. ☐ Addressee's Address
2. ☐ Restricted Delivery

Consult postmaster for fee.

3. Article Addressed to:

Ms. Valerie L. Young
2320 NE 165th Drive
Portland, Oregon 97230

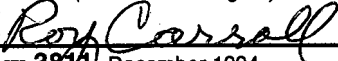
4a. Article Number

P 335 736 066

4b. Service Type

- | | |
|--|---|
| <input type="checkbox"/> Registered | <input checked="" type="checkbox"/> Certified |
| <input type="checkbox"/> Express Mail | <input type="checkbox"/> Insured |
| <input checked="" type="checkbox"/> Return Receipt for Merchandise | <input type="checkbox"/> COD |

7. Date of Delivery**5. Received By: (Print Name)****8. Addressee's Address (Only if requested and fee is paid)****6. Signature: (Addressee or Agent)**

X 



CITY OF
PORTLAND, OREGON
OFFICE OF CITY ATTORNEY

Jeffrey L. Rogers, City Attorney
City Hall

Mailing Address:
1220 SW 5th Ave Rm 315
Portland OR 97204

Temporarily Located At:
1400 SW 5th Ave Rm 600
Portland Oregon

July 1, 1996

INTEROFFICE MEMORANDUM

TO: Deb Bogstad, Clerk
Multnomah County Board of Commissioners

FROM: Peter Kasting
Senior Deputy City Attorney

SUBJECT: Appeal of Valerie Young from Hearings Officer Decision on an Adult Care Home License, Hearing Nos. 154115 and 154134

BOARD OF
COUNTY COMMISSIONERS
96 JUL -3 AM 8:31
MULTNOMAH COUNTY
OREGON

At its meeting on July 11, 1996, the Board needs to decide whether it wants to (1) schedule a hearing to accept evidence or argument on this appeal or (2) decide this appeal on the record that has already been created. MCC section 8.90.090 (J) and section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes give the Board discretion to follow either course.

If the Board chooses to decide this matter on the record, it may either make a decision on July 11 or may, if it chooses, bring the matter back to the Board at a later date for Board discussion and a final decision. The meeting on July is not for the purpose of receiving evidence or argument from the parties regarding the merits of the appeal. It is only to decide whether the Board wants to receive additional evidence or argument in this matter or, if the Board chooses, to dispose of the matter on the existing record.

I will be attending the meeting on July 11. Ms. Young and representatives of the Adult Care Home Program might attend but are not required to attend. If they do attend and the Board wants to hear from them on whether additional evidence or argument should be received (and on that question only), I would suggest giving each side three minutes to make a statement.¹

c: Valerie L. Young
Katie Gaetjens, Assistant County Counsel

¹Note to parties: You must let the Board Clerk know if you would like to address the Board. Notification cards are provided for this purpose. They are located on a small table just inside the door of the Board's meeting room. You should give a completed card to the Clerk before the meeting starts.





CITY OF

PORTLAND, OREGON

OFFICE OF CITY ATTORNEY

Jeffrey L. Rogers, City Attorney
1220 S.W. 5th Avenue
Portland, Oregon 97204
(503) 823-4047

DATE:

7/1/96

FAX COVER SHEET

TO:

Deb Bogstad

Fax #: 248-~~823-4047~~ 5262

FROM:

Pete Kastig

Fax # 823-3089

This transmission contains 2 pages, including this transmittal sheet.

If you do not receive the number of pages indicated, or if you have any communication problems with this transmission, please contact (503) 823-4047.

Thank you.

COMMENTS:

Deb - FM. Original coming by mail.
Pete

BOARD OF
COUNTY COMMISSIONERS
96 JUL -1 PM 3:31
MULTNOMAH COUNTY
OREGON

An Equal Opportunity Employer
TDD (For Hearing & Speech Impaired) (503) 823-6868



CITY OF

PORTLAND, OREGON

OFFICE OF CITY ATTORNEY

Jeffrey L. Rogers, City Attorney
City HallMailing Address:
1220 SW 5th Ave Rm 315
Portland OR 97204Temporarily Located At:
1400 SW 5th Ave Rm 600
Portland Oregon

July 1, 1996

INTEROFFICE MEMORANDUM

TO: Deb Bogstad, Clerk
Multnomah County Board of Commissioners

FROM: Peter Kasting *PK*
Senior Deputy City Attorney

SUBJECT: Appeal of Valerie Young from Hearings Officer Decision on an Adult Care Home License, Hearing Nos. 154115 and 154134

At its meeting on July 11, 1996, the Board needs to decide whether it wants to (1) schedule a hearing to accept evidence or argument on this appeal or (2) decide this appeal on the record that has already been created. MCC section 8.90.090 (J) and section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes give the Board discretion to follow either course.

If the Board chooses to decide this matter on the record, it may either make a decision on July 11 or may, if it chooses, bring the matter back to the Board at a later date for Board discussion and a final decision. The meeting on July is not for the purpose of receiving evidence or argument from the parties regarding the merits of the appeal. It is only to decide whether the Board wants to receive additional evidence or argument in this matter or, if the Board chooses, to dispose of the matter on the existing record.

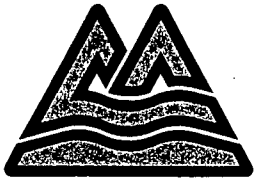
I will be attending the meeting on July 11. Ms. Young and representatives of the Adult Care Home Program might attend but are not required to attend. If they do attend and the Board wants to hear from them on whether additional evidence or argument should be received (and on that question only), I would suggest giving each side three minutes to make a statement.¹

c: Valerie L. Young
Katie Gaetjens, Assistant County Counsel

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An Equal Opportunity Employer
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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

June 19, 1996

CERTIFIED MAIL P 763 171 845

*Ms. Valerie L. Young
2320 NE 165 Drive
Portland, Oregon 97230*

Re: Appeal from Hearings Officer Decision on Adult Care Home License

Dear Ms. Young:

Your June 17, 1996 letter is being treated as a request for Multnomah County Board review of the May 9, 1996 hearings officer decision.

The Board will consider this matter at its regular meeting on Thursday, July 11, 1996. The meeting starts at 9:30 AM and is conducted in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland. A copy of that week's agenda will be sent to you next month, but your item will more than likely be the third regular item on the Board agenda.

If you have any questions regarding this procedure, please contact City Attorney Pete Kasting at 823-4047 who advises the Board on this matter because County Counsel represents the Adult Care Home Program. Thank you.

Sincerely,

Deborah L. Bogstad

Board Clerk

(503) 248-3277

**cc: Pete Kasting
Katie Gaetjens
Mary Fassell
Board of Commissioners**

**STICK POSTAGE STAMPS TO ARTICLE TO COVER FIRST CLASS POSTAGE,
CERTIFIED MAIL FEE, AND CHARGES FOR ANY SELECTED OPTIONAL SERVICES (see front).**

1. If you want this receipt postmarked, stick the gummed stub to the right of the return address leaving the receipt attached and present the article at a post office service window or hand it to your rural carrier (no extra charge).
2. If you do not want this receipt postmarked, stick the gummed stub to the right of the return address of the article, date, detach and retain the receipt, and mail the article.
3. If you want a return receipt, write the certified mail number and your name and address on a return receipt card, Form 3811, and attach it to the front of the article by means of the gummed ends if space permits. Otherwise, affix to the back of article. Endorse front of article **RETURN RECEIPT REQUESTED** adjacent to the number.
4. If you want delivery restricted to the addressee, or to an authorized agent of the addressee, endorse **RESTRICTED DELIVERY** on the front of the article.
5. Enter fees for the services requested in the appropriate spaces on the front of this receipt. If return receipt is requested, check the applicable blocks in item 1 of Form 3811.
6. Save this receipt and present it if you make inquiry.

☆ U.S.G.P.O. 1990-270-153

P 763 171 845



Certified Mail Receipt

No Insurance Coverage Provided

Do not use for International Mail

(See Reverse)

Sent to

Valerie L. Young

Street & No.

2320 NE 165 Drive

P.O., State & ZIP Code

Portland, Oregon 97230

Postage

\$

Certified Fee

Special Delivery Fee

Restricted Delivery Fee

Return Receipt Showing
to Whom & Date Delivered

Return Receipt Showing to Whom,
Date, & Address of Delivery

TOTAL Postage
& Fees

\$

Postmark or Date

June 19, 1996

PS Form 3800, June 1990

UNITED STATES POSTAL SERVICE
OFFICIAL BUSINESS



SENDER INSTRUCTIONS

Print your name, address and ZIP Code in the space below.

- Complete items 1, 2, 3, and 4 on the reverse.
- Attach to front of article if space permits, otherwise affix to back of article.
- Endorse article "Return Receipt Requested" adjacent to number.



PENALTY FOR PRIVATE
USE, \$300

RETURN
TO



Print Sender's name, address, and ZIP Code in the space below.

Wes Bocista

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



● **SENDER:** Complete items 1 and 2 when additional services are desired, and complete items 3 and 4.

Put your address in the "RETURN TO" Space on the reverse side. Failure to do this will prevent this card from being returned to you. The return receipt fee will provide you the name of the person delivered to and the date of delivery. For additional fees the following services are available. Consult postmaster for fees and check box(es) for additional service(s) requested.

1. ☐ Show to whom delivered, date, and addressee's address. 2. ☐ Restricted Delivery
(Extra charge) (Extra charge)

3. Article Addressed to:

Valerie L. Young
2320 NE 165 Drive
Portland, Oregon 97230

4. Article Number

P 763 171 845

Type of Service:

- | | |
|---|---|
| <input type="checkbox"/> Registered | <input type="checkbox"/> Insured |
| <input checked="" type="checkbox"/> Certified | <input type="checkbox"/> COD |
| <input type="checkbox"/> Express Mail | <input checked="" type="checkbox"/> Return Receipt
for Merchandise |

Always obtain signature of addressee
or agent and DATE DELIVERED.

5. Signature — Addressee

X

6. Signature — Agent

X

7. Date of Delivery

8. Addressee's Address (ONLY if
requested and fee paid)

Attn
Debbie
Bagstad

BOARD OF
COUNTY COMMISSIONERS
96 JUN 17 PM 1:30
MULTNOMAH COUNTY
OREGON

①

Forward to Appeal Hearing
 # 154115 + 154134 and order
 issued by Ann Mason on
 May 9, 1996, I am today,
 Requesting an appeal before

Re: Valiant & Young AFN
 Appeal Hearing Request

Realty & Farm
 Chas, Malt City Board of
 1120 SW 5th
 P.O. Box 92204

6-17-96

⑧

Although this second request
is past the 20 day time frame,
Please note my first request
was within the time frame

5-28-96 enclosed.
communications receipt dated
Certa. R.J. Fay Thawmilla
been lost of your communications
just letter appear to have
second request, as my
this letter constitutes my
Commissioner.
The M.H. Board of

I believe i should be
entitled to this hearing
under OAR 137-03--075

(4)(a) and ORS 656.319

See Sekermes Thovich v. SAIF,
280 OR 723, 573 P2d 275 (1977)

attach (6)

cc

Jim McConnell

L. KRESSER

John L Young

2320 NE 165 DR

PHd. OR 97230

Ph - 261-1429

Fax 261-1429

(3)

parties may have helped, the situation in the 165th Drive home was deteriorating because of lack of operator supervision. Ms. Young also contends that Barbara Corbin had to dispense medications because no one else was available to give the medications and, again, blames this on the County. Ms. Young hired someone to manage the home, but the County advised this person not to dispense medications because she was potentially implicated in the missing controlled substances. This person left the home, and Barbara took over care duties. Ms. Young had hired a different person to come into the home earlier, who was apparently dismissed by Ms. Young. The County noted other sources for hiring caregivers. Violations in the 165th Drive home were exacerbated by the presence of Barbara Corbin and the absence of Ms. Young, but ultimately, the operator of an adult foster care home is responsible for the proper operation of the home.

Since the medications in the 165th Drive home were kept in such a dangerous manner, and because Ms. Young failed to cooperate fully with the County in its investigation, the revocation of both Multnomah County home licenses was warranted.

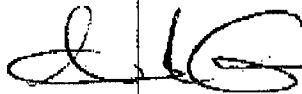
ORDER AND DETERMINATION:

The determinations of the Multnomah County Adult Care Home Program, dated October 16, 1995 that suspended Ms. Young's license, and dated December 4, 1995 that suspended Ms. Young's license are to remain in effect and are SUSTAINED.

This order has been mailed to the parties on May 9, 1996, and shall become final on May 29, 1996, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated:

9 MAY 96



Code Hearings Officer

AMG:db



Portland OR 97230
330 N. 165th
1996

[Handwritten signature]

cc. Mrs Ann M. Hansen
Code Hearing office

RECEIVED
MAY 28 1996
HEARINGS OFFICE

Barbara Stein
Mull & Co. Commissioners
1120 SW 5th
Portland OR
97204

Barbara Stein, certify that on the
28th day of May, 1996, I served an
appeal request before the
Mull, Board of Commissioners

Post-it Grand tax transmittal memo 7571	
From	V. Young
To	Barbara Stein
Co.	H&A Office
Phone	523-7307
Fax	523-4247
261-1429	

154115
154134

05/28/96 14:04

TX/RX NO. 1448

P.002

TIME : 05/28/1996 14:01
 NAME : ROCK DE AGES ASSC
 FAX : 2611429
 TEL : 2611429

DATE, TIME
 FAX NO./NAME
 DURATION
 PAGE(S)
 RESULT
 MODE

05/28 14:00
 2485262
 00:00:38
 01
 COVERPAGE
 OK
 STANDARD
 ECM

*Berkley
 Stein*

TRANSMISSION VERIFICATION REPORT

TIME : 05/28/1996 14:02
 NAME : ROCK DE AGES ASSC
 FAX : 2611429
 TEL : 2611429

DATE, TIME
 FAX NO. / NAME
 DURATION
 PAGE(S)

RESULT
 MODE

05/28 14:02
 0234347
 00:00:30
 01
 COVERPAGE
 OK
 STANDARD
 EQM

*Mr. Allen
 Jasser*



MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION (503) 248-3848
 ADULT CARE HOME PROGRAM (503) 248-3000
 FAX: (503) 308-6722
 421 SW 5TH, ROOM 405
 PORTLAND, OR 97204-2221

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

June 6, 1996

Ms. Valerie Young
 2320 N.E. 165th Drive
 Portland, Oregon 97220

Dear Ms. Young:

The revocation of your licenses to operate your adult care homes is final, effective May 30, 1996. The Board of County Commissioners has informed us that they received no timely request for an appeal. Therefore, you no longer have a license to operate an adult care home at either 2320 N.E. 165th Drive or at 17609 N.E. Multnomah Drive.

Multnomah County Administrative Rule 890-080-380 states,
 When relocation of any or all residents or refund of any monies due is ordered by the Director or a final order, such relocation and/or refund(s) shall be accomplished no later than 30 days from the effective date of the order, or sooner if so specified.

You are required to now give your residents notice to move no later than 30 days from today and you must refund any monies due to them.

It is our understanding that Tina Johnson will become the licensed operator of the home on 17609 N.E. Multnomah Drive. If she becomes so licensed, the residents would no longer be required to move out.

Sincerely,

Mary M. Fassell

Mary M. Fassell, Sanctions Specialist
 Multnomah County Adult Care Home Program

c: Mark Cottle, attorney
 Carole Isaman, Licensing Agent
 Jean DeMaster, Program Manager

June 14, 1996

FAX 248-3656

Jim McConnell, Director
Aging Services Division
Multnomah County Oregon
421 S.W. 5, 3rd Floor
Portland, OR 97230

Dear Mr. McConnell:

Re: Valerie Young - May 28, 1996 #154115
Adult Care Home License Appeal Request to Multnomah County Commissioners

Per our phone conversation this morning, Jim, I am enclosing a copy of the telephone facsimile communication received by the Code Hearing Office on 5/28/96 from Valerie Young requesting an appeal before the Multnomah County Board of Commissioners and Transmission Verification Reports to:

Beverly Stein, Chair Multnomah County Board of Commissioners - 248-5262
Ann Gasser, Hearings Officer - 823-4347

As we discussed this morning, the Code Hearings Office has acknowledged that they did receive Valerie's facsimile; however, Beverly Stein's office has not.

I believe Mary Fassell's letter of June 6, 1996 to Valerie and her resident's family members is inappropriate. You indicated you were unfamiliar with the circumstances and would look into the matter. I feel that, although, Valerie's request is in her own handwriting and not from an attorney, her intent remains unquestionable.

Please advise via FAX 6614763.

ROA Providers Association


Dianna J. Roberts
Director

cc: Valerie Young
Beverly Stein
Jean DeMaster

Encl. (5)



CITY OF
PORTLAND, OREGON
HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960
Land Use Hearings (503) 823-7719
Code/Towing Hearings (503) 823-7307
FAX (503) 823-4347
TDD (503) 823-6868

I certify that attached hereto is the true and complete record of the appeal of Valerie Young, Hearing numbers 154115 and 154134, during the period beginning November 6, 1995, and ending May 28, 1996. (NOTE: Exhibit number 1-13 and 101-131 and the tape recordings of the hearings are not attached, but are available in the Hearing Office located at the above address).

Historical logs

Hearing Record /Exhibit List

Witness List (list not kept for all witnesses)

Requests for hearing dated 11/6/95 and 12/20/96

Fassell Letter to Young dated 12/4/96

Fassell Letter to Shater dated 12/6/95

Notification list dated 12/7/96

Notice of Hearing mailed 12/8/95

Kent B. Thurber letter dated 12/11/95

Notification list dated 12/13/95

Letter from James R. Jennings dated 12/29/95

Mary Fassell Letter dated 12/29/95

Notification list dated 1/4/96

Notification list dated 1/18/96

Notice of Hearing mailed 1/19/96

Notice of Hearing mailed 2/2/96

Notice of Hearing mailed 2/2/96

Valerie Young request for hearing (revocation) dated 12/20/96 with cover letter dated 2/12/96

Letter to Cottle and Fassell dated 3/19/96

Letter to Young from Multnomah County dated 10/16/95

Fax from Cottle dated 3/17/96

Fax of closing arguments from Cottle received 3/25/96 (received copy in mail 3/27/96 but not copied due to duplication)

Closing arguments from Multnomah County dated 3/25/96

Ann M. Gasser Hearings Officer's Order (original - NOTE: This is not the final Order; see Corrected Order)

BOARD OF
COUNTY COMMISSIONERS
96 JUL - 1 PM 4:32
MULTNOMAH COUNTY
OREGON

Page No. 2
Record certification
Hearing Nos. 154115 and 154134

Ann M. Gasser Hearings Officer's Order (corrected as noted)
Fax of Valerie Young request for appeal to Multnomah County Board of Commissioners

Dated: July 1, 1996

Ruth A. York
Ruth A. York
Hearings Clerk

On July 1, 1996, Ruth A. York appeared before me and did acknowledge that she did execute the foregoing certification in her official capacity as Hearings Secretary

Dated: July 1, 1996

Deborah Lynn Bogstad
Notary Public

My commission expires 6/27/97



Hearing # 154115

Final Historical Log

Date Prepared: 7/1/96

Time Prepared: 11:53:43

Date Filed 12/7/95 Tapes YES
Bureau Multnomah County City Exhibits YES
Viol. Type appeal - adult care facility Resp. Exhibits YES
Date Closed CHO Exhibits NO
Status pending Discussion
Tapes and exhibits may be purged on or 7/29/4

Hearings

<u>Date</u>	<u>Time</u>	<u>Purpose</u>	<u>Disposition</u>
1/2/96	9:00:00 AM		Cancelled.
2/23/96	9:00:00 AM	Set over from 1/2/96.	Cancelled.
3/4/96	9:00:00 AM	Set over from 2/23/96.	Hearing held. Appearances: Young, Cottle, Fassell. Continued to 11:00 a.m., (rather than 1:30 p.m.) on 3/5/96.
3/5/96	11:00:00 AM	Continued from 3/4/96.	Continued from 3/5/96. Appearances: Young, Cottle, Fassell. Continued to 9:00 a.m., Tuesday, 3/12/96. (No notices to be mailed.)
3/5/96	1:30:00 PM	For continuation from 3/4/96.	Cancelled.
3/12/96	9:00:00 AM	Continued from 3/5/96.	Hearing held. Appearances: Young, Fassell, Cottle. Gasser to let Cottle know if tapes are admissible by 3/15; Cottle to furnish copy of telephone tape and some transcripts of same to Gasser and Fassell by 3/22; closing arguments due from Fassell and Cottle by 4/12/96.

Civil Penalties, Liens, Bureau Fees

<u>Control#</u>	<u>DatePosted</u>	<u>Type of fine/fee</u>	<u>Dates:</u>	<u>Imposed</u>	<u>Paid</u>	<u>Liened</u>	<u>Cancelled</u>	<u>Amounts:</u>	<u>Center Code</u>
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Contacts

<u>Date</u>	<u>Key</u>	<u>Comments</u>
12/7/95	appeal tel hrgs	Appeal of adult care home sanction filed by Valerie Young, forwarded to HO by Mary Fassell, Mult. Co. Called Fassell, asked her to designate Ann Gasser as HO and send letter prior to scheduled hearing at 9:00 a.m., 1/2/96. She will do so. DB
12/8/95	notm	Notices mailed. DB
12/13/95	letr add	Rcvd letter from Thurber -- he no longer represents Young. Deleted Thurber from mailing list. DB
12/28/95	tel	Left VM message for Fassell reminding her to send us a letter designating Ann Gasser as HO or hearing will not be able to proceed next Tuesday. DB

12/29/95	tel canx	Per Fassell, in discussion of case #154134, Young's atty, James R. Jennings, will be writing to HO today to cancel 1/2 hearing in 154115. I called Jennings' office, spoke with sec'y preparing letter. She said request was not to withdraw appeal 154115, but rather to postpone 154115 and hear both cases together. 1/2/96 hearing in case #154115 cancelled, case put on suspense pending letter from Jennings. DB
1/2/96	letr	Rcvd letter from Jennings re setting over case #154115 to be heard at the same time as #154134. DB
1/4/96	hrgs	Hearing set for 9:00 a.m., Friday, 2/9/96, for both 154115 and 154134. Hearing will probably take all day, so I reserved Room A till 5:30 p.m. DB
1/4/96	tel	Young called with question for HO -- why will County let her provide care in other homes but not in her own home? -- which I indicated HO could not answer; and advised her to work through her atty. DB
1/12/96	tel	Rcvd call from Young inquiring about why she didn't yet have a hearing date scheduled. Described the background of the two cases (154115 and 154134), advised Fassell had agreed to 2/23 for hearing, Ann Gasser to hear, but needed to check with Young's new attorney. Advised also hearing notices won't go out for a week or so. DB
1/18/96	hrgs add tel	Fassell said she's been unable to reach Young's atty; suggested scheduling hearing for 9:00 a.m., 2/23/96, as we discussed last week. Hearing so scheduled. Young's new atty is Mark O. Cottle, 4000 Kruse Way Place, Bldg. 1, #265, Lake Oswego, 97035 (697-7272). Left VM message with date/time at Cottles' office. DB
1/19/96	notm	Notices mailed. DB
2/2/96	notm	Notices mailed. DB
2/2/96	so	In discussion with WS and Fassell, hearing set over to 3/4/96 (all day) and 3/5/96 (1/2 day) because Cottle told Fassell they would need more than one day (2 days, but agreed to this 1-1/2 days). DB
2/2/96	tel	Young called to verify new hearing date. When I told her it was 3/4-5, she said her atty told her it was being rescheduled to 2/16. I told her I would verify with Fassell that I had not misunderstood; and she will call her atty. Called Fassell, who said she had just gotten off phone with Cottle, and 3/4-5 ARE correct. DB
2/6/96	tel	Called Ann Gasser, told her hearing was set over to 3/4-5/96. DB
2/6/96	tel	RY took call from Young, who wanted to know if a Judy Fowler was going to be involved in hearing. RY referred her to Fassell. DB
2/12/96	letr	Rcvd letter from Fassell designating Ann Gasser as HO. RY
3/13/96	misc	Hearing time used for this case -- 17 hours (per hearing logs and calendars). DB
3/18/96	tel letr	Gasser rcvd phone call as did I from Young complaining about no answer re: submission of telephone conversation tapes, witnesses allowed in room when others testifying, etc. Also rcvd fax from attorney re: withdrawal of telephone tapes and inquiry when we want closing statements. RY
3/19/96	letm tk1	Letter mailed to Cottle and Fassell -- closing arguments due 4:30 p.m., 3/25/96. On suspense to 3/26/96. (NOTE: Ann indicates she left msg for MC and talked to MF on 3/18 re. 3/25 deadline.) DB
3/22/96	tel	Called Young re tapes; said Lee said he was going to pick up yesterday. Said she'd call him and make sure he picked them up. DB
3/22/96	tel	Fassell called, requested copies of tapes from 3/5/96. DB
3/25/96	docr	County's closing argument submitted. DB
3/25/96	tel	Rcvd phone call from Mark Cottle re: faxing closing arguments; advised it was OK to fax in lieu of mailing/hand delivering as today is deadline for comments. Rcvd closing comments via fax. RY

3/27/96	docr	Rcvd original of Cottle's closing argument. DB
4/4/96	misc	\$10 sent to Diane in Auditor's Office to deposit. DB
5/9/96	ordm	Order mailed. DB
5/10/96	misc	Note to file: 17 hours time in hearing + 1/2 hour on phone call from Young + 22-1/2 hrs. preparing decision -- total 40 hours. DB
5/10/96	tel	Fassell called, left message for Gasser re. error in order. Requested corrected order be mailed. DB
5/13/96	ordm	Corrected order mailed. RY
5/28/96	docr	Rcvd note via fax from Young that she is appealing to Board of County Commissioners. DB
5/31/96	tel docm	Per call from Young, faxed copy of Fassell's closing argument to her. DB
4/28/93 db		

Hearing # 154134

Final Historical Log

Date Prepared: 7/1/96

Time Prepared: 11:55:03

Date Filed 12/29/95 Tapes YES
Bureau Multnomah County City Exhibits YES
Viol. Type appeal - adult care facility Resp. Exhibits YES
Date Closed CHO Exhibits NO
Status pending Discussion
Tapes and exhibits may be purged on or 7/29/4

Hearings

<u>Date</u>	<u>Time</u>	<u>Purpose</u>	<u>Disposition</u>
2/9/96	9:00:00 AM		Cancelled.
2/23/96	9:00:00 AM		Cancelled.
3/4/96	9:00:00 AM	Set over from 2/23/96.	Consolidated with #154115.
3/5/96	1:30:00 PM	For continuation from 3/4/96.	Cancelled.
3/5/96	11:00:00 AM	Continued from 3/4/96.	Consolidated with #154115.
3/12/96	9:00:00 AM	Continued from 3/5/96.	Consolidated with 154115.

Civil Penalties, Liens, Bureau Fees

<u>Control#</u>	<u>DatePosted</u>	<u>Type of fine/fee</u>	<u>Dates:</u>	<u>Imposed</u> <u>Paid</u> <u>Liened</u> <u>Cancelled</u>	<u>Amounts:</u>	<u>Center Code</u>
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Contacts

<u>Date</u>	<u>Key</u>	<u>Comments</u>
12/29/95	appeal	Appeal of Valerie Young brought in by Mary Fassell, Mult. Co. DB
12/29/95	tel canx	Per Fassell, in discussion of case #154134, Young's atty, James R. Jennings, will be writing to HO today to cancel 1/2 hearing in 154115. I called Jennings' office, spoke with sec'y preparing letter. She said request was not to withdraw appeal 154115, but rather to postpone 154115 and hear both cases together. 1/2/96 hearing in case #154115 cancelled, case put on suspense pending letter from Jennings. DB
1/2/96	letr	Rcvd letter from Jennings re setting over case #154115 to be heard at the same time as #154134. DB
1/4/96	hrgs	Hearing set for 9:00 a.m., Friday, 2/9/96, for both 154115 and 154134. Hearing will probably take all day, so I reserved Room A till 5:30 p.m. DB
1/4/96	tel	Young called with question for HO -- why will County let her provide care in other homes but not in her own home? -- which I indicated HO could not answer; and advised her to work through her atty. DB
1/12/96	tel	Rcvd call from Young inquiring about why she didn't yet have a hearing date scheduled. Described the background of the two cases (154115 and 154134), advised Fassell had agreed to 2/23 for hearing, Ann Gasser to hear, but needed to check with Young's new attorney. Advised also hearing notices won't go out for a week or so. DB

1/18/96	hrgs add tel	Fassell said she's been unable to reach Young's atty; suggested scheduling hearing for 9:00 a.m., 2/23/96, as we discussed last week. Hearing so scheduled. Young's new atty is Mark O. Cottle, 4000 Kruse Way Place, Bldg. 1, #265, Lake Oswego, 97035 (697-7272). Left VM message with date/time at Cottles' office. DB
1/19/96	notm	Notices mailed. DB
2/2/96	notm	Notices mailed. DB
2/2/96	so	In discussion with WS and Fassell, hearing set over to 3/4/96 (all day) and 3/5/96 (1/2 day) because Cottle told Fassell they would need more than one day (2 days, but agreed to this 1-1/2 days). DB
2/2/96	tel	Young called to verify new hearing date. When I told her it was 3/4-5, she said her atty told her it was being rescheduled to 2/16. I told her I would verify with Fassell that I had not misunderstood; and she will call her atty. Called Fassell, who said she had just gotten off phone with Cottle, and 3/4-5 ARE correct. DB
2/6/96	tel	Called Ann Gasser, told her hearing was set over to 3/4-5/96. DB
2/6/96	tel	RY took call from Young, who wanted to know if a Judy Fowler was going to be involved in hearing. RY referred her to Fassell. DB
2/12/96	letr	Rcvd letter from Fassell designating Ann Gasser as HO. RY
3/18/96	tel letr	Gasser rcvd phone call as did I from Young complaining about no answer re: submission of telephone conversation tapes, witnesses allowed in room when others testifying, etc. Also rcvd fax from attorney re: withdrawal of telephone tapes and inquiry when we want closing statements. RY
3/19/96	letm tkl	Letter mailed to Cottle and Fassell -- closing arguments due 4:30 p.m., 3/25/96. On suspense to 3/26/96. (NOTE: Ann indicates she left msg for MC and talked to MF on 3/18 re. 3/25 deadline.) DB
3/25/96	docr	County's closing argument submitted. DB
3/26/96	tel	Rcvd phone call from Cottle inquiring about faxing closing arguments to us as yesterday was deadline; advised him it was OK to fax in lieu of mailing/hand delivering. Rcvd closing arguments via fax. RY
4/26/96	tel add	Called Ann Gasser re. decision. She reminded me that the record didn't close till after closing arguments (4/25, I found, though Cottle's didn't arrive till 4/26), so decision is not due out till 5/9-10 (by my calculations). Called Young at 261-1429 to inform her. (Also discovered that 622-6184, though it was on her appeal in 154115, is NOT a good phone number for Young. Deleted from our records.) DB
5/9/96	ordm	Order mailed. DB
5/10/96	misc	Note to file: 17 hours time in hearing + 1/2 hour on phone call from Young + 22-1/2 hrs. preparing decision -- total 40 hours. DB
5/10/96	tel	Fassell called, left message for Gasser re. error in order. Requested corrected order be mailed. DB
5/13/96	ordm	Corrected order mailed. RY
5/28/96	docr	Rcvd note via fax from Young that she is appealing to Board of County Commissioners. DB

4/28/93 db

CITY OF PORTLAND -- CODE HEARINGS OFFICE

Hearing No. 154115 & 154134

Hearings Officer: William W. Shatzer

HEARING RECORD

Date	Tape #	Counter Reading		Date	Tape #	Counter Reading	
		Beg.	End			Beg.	End
3/4/96	1	14	7000?	3/12/96	4	18	4174
3/4	2	17	7041				
3/4	3	17	7028?				
3/4	4	17	4725				
3/4	5	26	1567				
3/5	1	17	6817				
3/5	2	25?	7043	3/5/96	3	15	6799
3/12/96	1	9	7025	3/5/96	4	20	7000?
"	2	15	6877				
"	3	15	6936				

Exh. No.	Date	Offered by	Rc-Received		Description
			Rj-Rejected		
			Rs-Reserved		
1	3/4/96	Mult. Co.	RC		7/8/94 letter to Young
2	"	"	RC		Allegations/Investigation Report
3	"	"	RC		Medication Sheet (chart) ^{Primo}
4	"	"	RC		medication sheet Res. / Beverly ^{ly}
5a	"	Resp.	RC		Affidavit - McPherson
5b	"	"	RC		Affidavit - Ash Line
103	"	"	RC		Doctors Orders - Botches → Bulger
104	"	"	RC		Letter from Dr. Bulger ^(son) Bulger
105	"	"	RC		Letter from J. Swatos (daughter)
106	"	"	RC		P. Animal Affidavit
107	"	"	RC		2/22/Dr. Greenburg letter
108	"	"	RC		Chelsea + Greenburg Prescriptions
5	3/5/96	Mult Co.	RC		Med Sheet (#2 resident)
6	"	"	RC		* Medicines / in sm. box withing Box
6a	"	"	RC		Inventory / Packing List of meds
7	3/5	"	RC		Reas. 1, 2, 3, 4 Medication Sheets
8	3/5	"	RC		m.c. Administrative Hearing / Affidavit ^{to}

* to be retained by Multnomah County for storage. Smith contains some controlled substances. (42150)

Exh. No.	Date	Offered by	Rc-Received Rj-Rejected Rs-Reserved	Description
9	3/5	County	Rc	affidavit bulgar
109	3/5	Resp.	Rc	Med. Sheet - Oct. - Res. #5
110	3/5	Resp.	Rc	Letter from Sullivan
111	3/5	Resp.	Rc	12/13/94. Wiseman Letter
112	3/5	"	Rc	Drug Count of Flunazepam
113	3/5	"	Rc	Med. Sheets from Sandy House (3)
114	3/5	"	Rc	Dr. orders OK Comp. Exp. Drug
115	3/5	"	Rc	Albertson's med. receipt
116	3/5	"	Rc	Wakefield Letter 12/27/95
117	3/5	"	Rc	Dr. ? CASCADE Farm, ^{med note} letter 10/21/95 - ^{in file}
118	3/5	"	Rc	orders for Pat. #5 (Eye Drops)
119	3/5	"	Rc	E Port. Eye Clinic Saunders
120	3/5	"	Rc	Kaiser Instructions
121	3/5	"	Rc	Nina Brown orders from Kaiser 4 pages
122	3/5	Resp.	Rc	Telephone bills, ^{Sept} Oct (Nov Dec) 1995
123	3/12	Resp.	Rc	Telephone Case (taping)
10	3/12	County	Rc	Case re: telephone comm. taping
124	3/12	Resp.	Rc	N. Brown med. Sheet
125	3/12	Resp.	Rc	Ms. Johnson statement
126	3/12	Resp.	Rc	Kaiser Care Plan for Brown
127	3/12	Resp.	Rc	Res. Caregiver Checklist
128	3/12	Resp.	Rc	Bernice's Blood Sugar Level
129	3/12	Resp.	Rc	Chester's Blood Sugar Level
130	3/12	Appellant	Rc	1/23/96 letter Baker to Young
131	3/12	Appellant	Rc	Gundy Myers affidavit
11	3/12	County	Rc	Annette Schott Statement
12	3/12	"	Rc	Affidavit of Smith &
13	3/12	"	Rc	" of Bulger &

* Duplicates of other affidavits but now Notopaged

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154115+ 154134

Witnesses for County:

3/4/96

- 1- Carol Isaman, Adult Care Home Program, licensing Agent
- 2- Jeanne Wheaton, Mult. Co. Aging Services
- 3- Donna Breen, Case Mgr. Senior Disabled Services
- 4- Kathy Wiseman, Lic. Agent, Adult Day Care Home Program
- 5- George Gerding, consulting Pharmacist, IPAC
- 6- Mary Doak, Reg Nurse - Nurse Consul. for IPAC Pharmacy
- 7- Dr. Bill Henry, Retired Family Practice, Prof. Consult., Care RX Pharmacy
- 8- Bonnie Gold, R.N., Nurse Consultant, Private Nursing

154115 + 154134

Witnesses for County:

continued 3/4/96

9. Rosalin Crocker, Contract nurse, Aging Services, Mult. Co.

3/5/96

10. Heather Stewart, Comm. Health Nurse, Multnomah County

11. ^{3/15} Katie Gaetjens, Asst County Counsel,

Respondent's witnesses

1. ~~Valerie~~ Terry Lee (Valerie's Brother)

2. Valerie Young

12. Sylvia Rieger, Licensor w/ Clackamas Co. Social Services

13. Jean De Master, Program Director Adult Day Care Program

154115

Valerie Young Foster Care Provider

2320 N.E. 165th Dr.

Portland Or. 97220

(503) 622-6184

Aging Services Division
421 S.W. 5th Ave. Rm. 405
Portland Or. 97204-2221

November 6th, 1995

Attn: Gean DeMasters

Re: Reinstatement of licence for Adult Foster Care.

Dear Gean,

I am requesting a hearing as per the requirments stated in your guidelines,
Anything that I can due, or any help that you can suggest to expidite my ability to
reopen my foster care home would be greatly appreciated.

Please let this notice serve as my formal request for hearing.

Sincerely:

Valerie Young

RECEIVED

DEC 7 1995

HEARINGS OFFICE



MULTNOMAH COUNTY OREGON

154134
File Copy for
154115

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

CERTIFIED MAIL

December 4, 1995

Ms. Valerie Young
2320 N.E. 165th Drive
Portland, Oregon 97220

Dear Ms. Young:

The Adult Care Home Program staff carefully reviewed the enclosed investigation report, staff reports of the investigation and your file. Our review indicates very serious violations of the rules and standards for adult care homes. You have been warned about many of these violations in the past. The Adult Care Home Program (ACHP) must require operators of adult care homes to comply with the rules and standards and to deal honestly and cooperatively with ACHP and other agency staff in order to ensure the health, safety and welfare of residents. Because of the serious violations in these areas your licenses to operate both of your adult care homes in Multnomah County are hereby revoked.

The specific reasons for revocation are as follows:

1. Numerous medications for residents were not given according to doctor's orders, were not charted or charted incorrectly, were removed from their original containers, were placed in incorrectly labeled or unlabeled containers, were not properly accounted for (including controlled substances) and were not kept in secure storage place. There were no written physician's orders for some medications. These are violations of the rules requiring written doctors orders for all medications given; and medications to be given according to physician's orders, to be charted when given, to be kept in their original containers, to be kept in properly labeled containers, to be kept in a locked storage place. See Multnomah County Administrative Rule (MCAR) 890-020-510; 890-020-500(b); 890-020-870 (d) and (e); and 890-020-450 (b) and (d)(D) and (G). These violations are also improper administration and supervision of medications and failure to provide the care necessary to insure the health, safety and welfare of residents. See MCAR 890-020-410 (f) and 890-015-660.

These medication violations are very serious. Many of the medications, if given incorrectly, could be life-threatening. Examples are insulin for two of your residents, blood pressure medications and seizure control medications. At least one resident was adversely affected by your mismanagement of the medications.

2. Medication records were falsified and medications were charted and not given. Fire drills were documented and not given. These are violations of MCAR 890-020-450(b) and 890-020-882(c).

3. You had at least six residents living in your home although you were only licensed for five. This is a violation of MCAR 890-020-120 (c), which limits the maximum number of residents to five.

4. Your residents were not given the personal care they needed including adequate bathing. This is neglect and a violation of MCAR 890-015-660 and 890-020-410 (f).

5. The boyfriend of your resident manager did not complete a criminal record check, in violation of the rule requiring criminal record checks of everyone who lives in the home or is in the home on a regular basis, and in violation of the resident's right to be protected against possible threats to their safety and welfare. See MCAR 890-020-230 (d) and 890-020-410 (d).

6. Your resident manager did not have the required training or criminal record check, in violation of MCAR 890-020-320 (a), (c) and (e); and 890-020-230 (e).

7. You were involved in loud arguments in and around the home, which is mistreatment of your residents, in violation of MCAR 890-015-120 (d) and 890-020-410 (f), which restricts verbal abuse from the home.

8. Your resident manager and her boyfriend used a resident's telephone to make long distance telephone calls because there was no other long distance telephone service available in your home. The resident was not reimbursed for these calls. The rules require long distance phone service to be available. The unreimbursed use of the resident's long distance phone service is financial exploitation. This action is a violation of 890-020-480 (a), 890-020-410 (g) and 890-015-450 (b).

9. Your caregiver treated residents roughly, in a manner inconsistent with their care needs. This is physical abuse and a violation of MCAR 890-015-120 and 890-020-410 (f).

10. Your actions in trying to convince residents to move to your unlicensed home in Clackamas County, asking your resident to lie about the number of residents living in your home, lying to investigators and ACHP staff about who lived in your home and when you moved out of your 165th Street home and when you were quarantined for hepatitis all indicate a lack of good character necessary to be an operator of an adult care home. See MCAR 890-020-220 (c).

11. You admitted a resident to your home who was hospice and had care needs higher than the level your license allows, without first obtaining a written exception from the Adult Care Home Program. This is a violation of this requirement. See MCAR 890-020-110 (e), (f) and (g).

12. Your resident manager smoked in non-approved areas of the home, in violation of the rule requiring smoking only in designated areas and never in bedrooms. See MCAR 890-020-810 (m).

13. Both your and your caregiver's actions in trying to prevent your residents from being moved from your home after being so directed by the Adult Care Home Program staff, constitute emotional abuse and noncooperation. You acted in an extremely hostile and defensive manner. You and your caregiver obstructed the removal of residents from your home in a manner that was upsetting to your residents and endangered their safety. See MCAR 890-020-260, 890-015-120 and 890-020-410 (f).

14. You were deceptive and uncooperative during our investigation, in violation of MCAR 890-020-260 and indicating a lack of good judgment and character necessary to operate an adult care home. See MCAR 890-020-220 (b) and (c). Some examples are:

(a). When our investigators came to your home, first your caregiver said that the Tylenol #3 had run out, then both your caregiver and you (on the phone) said there were extra pills but they had been flushed down the toilet, then you both said the pills were stolen but that you had continued to chart that they had been given because you thought you would not be believed if you said they had been stolen.

(b). There was a pill cutter in the box the medications were in, but the pills had been cut against the score, so they were not cut exactly in half but in different size pieces. Your caregiver said the pharmacy sent the pills cut against the score, which is highly unlikely, and the pharmacist indicates that they absolutely did not.

(c). When our staff told you that your caregiver was not to be allowed to give medications at all any more, you told staff that we had to move out all your residents immediately. Finally you agreed to let another caregiver known to you stay with the residents for a few days while they found new homes.

(d). You told our program manager and other county staff that no one had ever instructed you in how to keep medication record keeping.

(e). You told one resident's case manager that you would pack up the residents belongings and assist her in moving out of your home yet when the cab came to pick her up your caregiver told her to tell the driver she would not go. This resident is easily influenced and did what she was told.

(f). You told our staff in an administrative conference that you had returned all the belongings to the residents, yet as of today one reports that she is missing a dress and a suitcase and another is missing her jewelry, nightgowns and underwear.

(g). You told our program manager that you moved up to your home in Sandy on August 1, 1995, yet in our conference you said you only stayed there while you were quarantined, from September 14 to October 2, 1995. The health department reports that you and your resident were supposed to be quarantined until October 23. Your records indicate that you did not keep the resident in your Sandy home but that she received her medications in your 165th home. It seems that these stories were told as a way to cover up for the fact that you at least six residents living in your 165th home for the first part of September.

(h). At the conference you told us you had two residents in your unlicensed home in Sandy, but you had guardianship of them because their families thought you were such a good caregiver they wanted them to stay with you. This is in part true, but at least one family indicates that the reason that they gave you guardianship was that you told them it was required in order for their family member to move to your Sandy home until you could be licensed as a adult care home. Yet you told us in the conference that you never intended to license the home to care for adults.

(i). You told us in the conference that you got an extra \$100 a month from one resident's father as a donation because the father liked you so much. If this were true this would be Medicaid fraud because the law forbids you from taking extra payments for anyone on Medicaid. In this case the father reports that he gave you the money to buy extras for everyone in the home, and that he had done this for the operator of the previous home the resident lived in.

(j) You threatened a resident's case manager by saying get off the property in five seconds or you would call the police.

(k) You frightened the responsible party for a resident, when she came to pick up the resident's belongings after the resident had moved out.

(l) You had the registered nurse placed in your home by the ACHP removed by the police. The nurse was there to ensure the safety of your residents until they could be moved out.

Prior to these incidents you there have been other problems in your home. Some of these incidents are set forth as follows:

1. On her first visit to the 165th Street home after you had residents, in July, 1994, the licensing agent found inadequate records. This was despite the fact that you had been licensed in another home since 1991. The licensing agent carefully reviewed with you what records were needed. You were resistive to keeping full records for all residents, but she indicated that only limited records were needed for those residents who you only provided room and board. On her next visit, in July, 1995, the licensing agent was told that Mr. and Mrs. Crist were only room and board residents. Yet the licensing agent found papers in their file indicating Medicaid was paying you service payments, which meant they had care needs and were not just room and board. Your records for them were inadequate despite the careful training and warning you had received the previous year. You were given a written warning to complete those records by August 7, 1995, and you did not.

2. In May and July, 1995, you had unapproved caregivers. You were warned that your caregiver could not be left alone with the residents until a criminal record check form had been submitted to the ACHP and she had completed the required training.

3. On your licensing visits of 1994 and 1995 it was found that you lacked written doctors orders for residents medications and you had not completed the required annual training hours. You were told each year to comply with these requirements.

4. In October, 1991, your resident records were incomplete, including the medication records, and you did not have written doctors orders for medications, your medications were not kept in locked storage, and you did not have the required annual training including CPR.

This office has the authority to revoke your license according to the Multnomah County Code (MCC) which states:

The Director shall have the authority to...revoke any license for an adult care home...When there exists a threat to the life, health, safety, or welfare of any resident...When the...operator has failed to comply...with the rules and standards duly promulgated by the Director for an adult care home; or any other state or federal law or rule applicable or relevant to the health or safety of a resident. MCC 8.90.080 (A) (2) and (4).

Authority is also given in the administrative rules when:

[S]tatements to the Department contain fraudulent, untrue, incomplete or misleading information, MCAR 890-080-120 (b); The home is unable to provide an adequate level of care, MCAR 890-080-120 (e);

The number of residents and other persons receiving care exceeds the licensed...capacity of the home, MCAR 890-080-120 (f);

The operator fails to effect timely, orderly and appropriate placement of residents, or to cooperate with the Department in effecting such placement,...when so ordered by the Director, MCAR 890-080-120 (i);

The...owner, resident manager, other caregiver,...or other occupant has violated a resident's rights, MCAR 890-080-120 (k) (F); and

The...owner, resident manager, other caregiver,...or other occupant has obstructed or interfered with any...complaint or other investigation or any action undertaken to administer and enforce applicable laws, codes and rules, MCAR 890-080-120 (k) (H);

You have the right to request a conference with the Program Manager. To request a conference, call me at 248-3000, extension 2624.

You also have the right to appeal this penalty to an independent hearings officer, per Multnomah County Administrative Rule (MCAR) 890-090-100. To do so, send a written request for a hearing, including the reasons you want a hearing, to the Adult Care Home Program, 421 S.W. Fifth Avenue, Room 405, Portland, Oregon, 97204. Your request for a hearing must be received by this office within twenty (20) days after the day you receive this letter. If you request a hearing, the information our department has about your adult care home would automatically become available to the hearings officer. This revocation becomes effective in 20 days unless a hearing is requested.

Sincerely,

Mary M. Fassell

Mary M. Fassell, Sanctions Specialist
Multnomah County Adult Care Home Program

Enclosure: Complaint Investigation Report #A951030

c: Kent Thurber, attorney, with enclosure
Katie Gaetjens, Multnomah County Counsel, with enclosure
Carole Isaman, Licensing Agent
Jean DeMaster, Program Manager



154115

MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

December 6, 1995

Mr. William W. Shatzer
Hearings Officer
Portland Building
1120 S.W. 5th, Room 1017
Portland, Oregon 97204
B106/1017

Dear Mr. Shatzer:

This office has received a request for a hearing from Ms. Valerie Young. The Adult Care Home Program suspended her adult care home license. She is appealing our decision. A copy of our letter suspending her license and her letter requesting a hearing are enclosed.

Her attorney is Kent Thurber, at Davis, Wright and Tremaine, 2300 First Interstate Tower, 1300 S.W. Fifth Avenue, Portland, Oregon 9201, and his phone number is 778-5211.

As is required by MCC 8.90.090, and as a designee of the Director, I am designating you as Hearings Officer in this matter and requesting you to set the time and place for the hearing. I am not available from December 20 through December 26, 1995.

Sincerely,

Mary M. Fassell

Mary M. Fassell, Sanctions Specialist
Multnomah County Adult Care Home Program

Enclosures

RECEIVED

DEC 7 1995

HEARINGS OFFICE

Change made: Creating mailing list for appeal case.

Hearing # 154115

Notification List

Date Prepared: 12/7/95

Respondent: Valerie Young *
2320 N.E. 165th Drive
Portland, OR 97220
622-6184

City Representative: Mary Fassell
Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405
Portland, OR 97204-2221
248-3000, x 2624

Attorney: Kent Thurber
Attorney at Law
1300 S.W. 5th Avenue, #2300
Portland, OR 97201
778-5211

**CITY OF PORTLAND -- Code Hearings Office
1120 S.W. 5th Avenue, Room 1017, Portland, OR 97204
(503) 823-7307 / FAX (503) 823-4347**

NOTICE OF HEARING -- Appeal Hearing # 154115

Date Mailed: Fri, Dec 8, 1995

Multnomah County

vs.

Valerie Young *
Respondent(s) / Appellant(s)

Type of violation or nature of determination: appeal - adult care home facility
Date of exclusion order or other determination: Monday, October 16, 1995
Complaint or appeal was filed in the Code
Hearings Office on: Thursday, December 7, 1995
PPB case # (if appropriate):
City / County representative: Mary Fassell
Property:

You are notified that a hearing will be held in the above proceeding on:

Date: **Tuesday, January 2, 1996** Time: **9:00:00 AM**
Place: **Meeting Room A, second floor of the Portland Building,
1120 S.W. 5th Avenue, Portland, Oregon**
Purpose: New case

**ALL REQUESTS FOR POSTPONEMENTS AND CONTINUANCES MUST BE IN WRITING AND
FILED WITH THE CODE HEARINGS OFFICE AT THE ADDRESS AT THE TOP OF THIS
NOTICE.**

This notice has been mailed to the following parties :

Valerie Young * 2320 N.E. 165th Drive Portland OR 97220
Kent Thurber Attorney at Law
1300 S.W. 5th Avenue, #2300 Portland OR 97201
Mary Fassell Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405 Portland OR 97204-2221
Code Hearings Office

**If you have any questions concerning this proceeding,
please call (503) 823-7307 for further information.**

If you need a sign language interpreter or an FM loop amplifier for this hearing, you may contact Darla Broberg or Ruth York at the Hearings Office, 823-7307, or the City Information TDD, 823-6868.

Please call during business hours **AT LEAST TWO BUSINESS DAYS PRIOR** to the hearing so
arrangements can be made

DAVIS WRIGHT TREMAINE

LAW OFFICES

2300 FIRST INTERSTATE TOWER · 1300 SW FIFTH AVENUE · PORTLAND, OR 97201-5682
(503) 241-2300 · FAX: (503) 778-5299

KENT B. THURBER
Direct Dial: (503) 778-5211

RECEIVED

December 11, 1995

DEC 13 1995

HEARINGS OFFICE

City of Portland
Code Hearings Office
1120 SW 5th Avenue
Room 1017
Portland, OR 97204

Re: Multnomah County v. Valerie Young
Appeal Hearing No. 154115
Our File No. 42035\1

Dear Sirs:

Please be advised that Davis Wright Tremaine is no longer representing Ms. Valerie Young in this proceeding. All further communication concerning this hearing should be directed to Ms. Young.

Sincerely yours,

DAVIS WRIGHT TREMAINE



Kent B. Thurber

KBT/alr
cc: Valerie Young
Mary Fassell
f:\4\42035\1\portland.ltr

DAVIS WRIGHT TREMAINE

LAW OFFICES

2300 FIRST INTERSTATE TOWER • 1300 SW FIFTH AVENUE • PORTLAND, OR 97201

RECEIVED

DEC 13 1995

HEARINGS OFFICE

CITY OF PORTLAND
CODE HEARINGS OFFICE
1120 SW 5TH AVENUE
ROOM 1017
PORTLAND OR 97204

|||||

|||||

Change made: Deleted Thurber.

Hearing # 154115

Notification List

Date Prepared: 12/13/95

Respondent: Valerie Young *
2320 N.E. 165th Drive
Portland, OR 97220
622-6184

City Representative: Mary Fassell
Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405
Portland, OR 97204-2221
248-3000, x 2624

JENNINGS & REEDER
ATTORNEYS AT LAW

JAMES R. JENNINGS
E. SHANE REEDER*†
LESLIE A. KOCHER
PEGGY S. FORAKER
of Counsel

*Also Admitted in Washington
†Also Admitted in Utah

#154134
Copy to 154115
GRESHAM CORPORATE CENTER I
1550 N.W. EASTMAN PARKWAY, SUITE 275
GRESHAM, OREGON 97030
(503) 669-3406 • FAX (503) 669-3466

December 29, 1995

Mr. William Shatzer
City Code Hearing Officer
1120 SW 5th, Room 1017
Portland, OR 97204

Re: Multnomah County v. Valerie Young

Dear Mr. Shatzer:

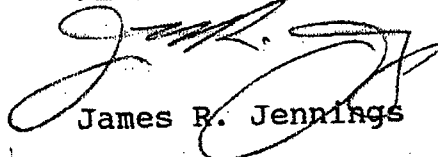
Our firm now represents Ms. Young. She has a hearing now scheduled for January 2nd, 1996 at 9:00 a.m. on the suspension of her license to operate an adult foster care facility.

Ms. Fassell and I have agreed to consolidate all issues for a hearing to be scheduled later on the revocation of her license to operate the facility.

I therefore, respectfully request that the hearing presently scheduled before you be canceled. Please call if this is a problem.

Very truly yours,

JENNINGS & REEDER


James R. Jennings

JRJ/sew
cc: Valerie Young
cc: Mary Fassell
c:\working\young\ltshatzer.wil

RECEIVED

JAN 2 1996

HEARINGS OFFICE



MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

December 29, 1995

Mr. William W. Shatzer
Hearings Officer
Portland Building
1120 S.W. 5th, Room 1017
Portland, Oregon 97204
B106/1017

Dear Mr. Shatzer:

This office has received a request for a hearing from Ms. Valerie Young. The Adult Care Home Program revoked her adult care home license and she is appealing our decision. A copy of our letter revoking her license and her letter requesting a hearing are enclosed.

Her attorney is James R. Jennings, 1550 N.W. Eastman Parkway, Suite 275, Gresham, Oregon 97030, and his phone number is 669-3406.

As is required by MCC 8.90.090, and as a designee of the Director, I am designating you as Hearings Officer in this matter and requesting you to set the time and place for the hearing. Mr. Jennings and I estimate this hearing will take one day. Mr. Jennings is not available January 18, 19, 25 or 26.

Sincerely,

Mary M. Fassell

Mary M. Fassell, Sanctions Specialist
Multnomah County Adult Care Home Program

Enclosures

Change made: Added Jennings.

Hearing # 154115

Notification List

Date Prepared: 1/4/96

Respondent: Valerie Young *
2320 N.E. 165th Drive
Portland, OR 97220
622-6184, 261-1429

City Representative: Mary Fassell
Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405
Portland, OR 97204-2221
248-3000, x 2624

Attorney: James R. Jennings
Attorney at Law
1550 N.W. Eastman Parkway, #275
Gresham, OR 97030
669-3406

Change made: Replaced Jennings with Cottle.

Hearing # 154115

Notification List

Date Prepared: 1/18/96

Respondent: Valerie Young *
2320 N.E. 165th Drive
Portland, OR 97220
622-6184, 261-1429

City Representative: Mary Fassell
Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405
Portland, OR 97204-2221
248-3000, x 2624

Attorney: Mark O. Cottle
Attorney at Law
4000 Kruse Way Place, Bldg. 1, #265
Lake Oswego, OR 97035
697-7272, fax 625-5529

**CITY OF PORTLAND -- Code Hearings Office
1120 S.W. 5th Avenue, Room 1017, Portland, OR 97204
(503) 823-7307 / FAX (503) 823-4347**

NOTICE OF HEARING -- Appeal Hearing # 154115

Date Mailed: Fri, Jan 19, 1996

Multnomah County

vs.

Valerie Young *
Respondent(s) / Appellant(s)

Type of violation or nature of determination: appeal - adult care facility
Date of exclusion order or other determination: Monday, October 16, 1995
Complaint or appeal was filed in the Code
Hearings Office on: Thursday, December 7, 1995
Bureau case # (if known):
City / County representative: Mary Fassell
Property:

You are notified that a hearing will be held in the above proceeding on:

Date: Friday, February 23, 1996 Time: 9:00:00 AM
Place: Meeting Room A, second floor of the Portland Building,
1120 S.W. 5th Avenue, Portland, Oregon
Purpose: Set over from 1/2/96.

**ALL REQUESTS FOR POSTPONEMENTS AND CONTINUANCES MUST BE IN WRITING AND
FILED WITH THE CODE HEARINGS OFFICE AT THE ADDRESS AT THE TOP OF THIS
NOTICE.**

This notice has been mailed to the following parties :

Valerie Young * 2320 N.E. 165th Drive Portland OR 97220
Mark O. Cottle Attorney at Law
4000 Kruse Way Place, Bldg. 1, #265 Lake Oswego OR 97035
Mary Fassell Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405 Portland OR 97204-2221
Code Hearings Office

**If you have any questions concerning this proceeding,
please call (503) 823-7307 for further information.**

If you need a sign language interpreter or an FM loop amplifier for this hearing, you may contact Darla Broberg or Ruth York at the Hearings Office, 823-7307, or the City Information TDD, 823-6868.

Please call during business hours AT LEAST TWO BUSINESS DAYS PRIOR to the hearing so arrangements can be made.

CITY OF PORTLAND -- Code Hearings Office
1120 S.W. 5th Avenue, Room 1017, Portland, OR 97204
(503) 823-7307 / FAX (503) 823-4347

NOTICE OF HEARING -- Appeal Hearing # 154115

Date Mailed: Fri, Feb 2, 1996

Multnomah County

vs.

Valerie Young *
Respondent(s) / Appellant(s)

Type of violation or nature of determination: appeal - adult care facility
Date of exclusion order or other determination: Monday, October 16, 1995
Complaint or appeal was filed in the Code
Hearings Office on: Thursday, December 7, 1995
Bureau case # (if known):
City / County representative: Mary Fassell
Property:

You are notified that a hearing will be held in the above proceeding on:

Date: **Monday, March 4, 1996** Time: **9:00:00 AM**
Place: **Meeting Room A, second floor of the Portland Building,**
1120 S.W. 5th Avenue, Portland, Oregon
Purpose: **Set over from 2/23/96.**

**ALL REQUESTS FOR POSTPONEMENTS AND CONTINUANCES MUST BE IN WRITING AND
FILED WITH THE CODE HEARINGS OFFICE AT THE ADDRESS AT THE TOP OF THIS
NOTICE.**

This notice has been mailed to the following parties :

Valerie Young * 2320 N.E. 165th Drive Portland OR 97220
Mark O. Cottle Attorney at Law
4000 Kruse Way Place, Bldg. 1, #265 Lake Oswego OR 97035
Mary Fassell Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405 Portland OR 97204-2221
Code Hearings Office

**If you have any questions concerning this proceeding,
please call (503) 823-7307 for further information.**

If you need a sign language interpreter or an FM loop amplifier for this hearing, you may contact Darla Broberg or Ruth York at the Hearings Office, 823-7307, or the City Information TDD, 823-6868.

Please call during business hours **AT LEAST TWO BUSINESS DAYS PRIOR** to the hearing so arrangements can be made.

**CITY OF PORTLAND -- Code Hearings Office
1120 S.W. 5th Avenue, Room 1017, Portland, OR 97204
(503) 823-7307 / FAX (503) 823-4347**

NOTICE OF HEARING -- Appeal Hearing # 154115

Date Mailed: Fri, Feb 2, 1996

Multnomah County

vs.

Valerie Young *
Respondent(s) / Appellant(s)

Type of violation or nature of determination: appeal - adult care facility
Date of exclusion order or other determination: Monday, October 16, 1995
Complaint or appeal was filed in the Code
Hearings Office on: Thursday, December 7, 1995
Bureau case # (if known):
City / County representative: Mary Fassell
Property:

You are notified that a hearing will be held in the above proceeding on:

Date: **Tuesday, March 5, 1996** Time: **1:30:00 PM**
Place: **Meeting Room A, second floor of the Portland Building,
1120 S.W. 5th Avenue, Portland, Oregon**
Purpose: **For continuation from 3/4/96.**

**ALL REQUESTS FOR POSTPONEMENTS AND CONTINUANCES MUST BE IN WRITING AND
FILED WITH THE CODE HEARINGS OFFICE AT THE ADDRESS AT THE TOP OF THIS
NOTICE.**

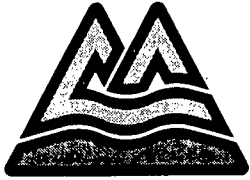
This notice has been mailed to the following parties :

Valerie Young * 2320 N.E. 165th Drive Portland OR 97220
Mark O. Cottle Attorney at Law
4000 Kruse Way Place, Bldg. 1, #265 Lake Oswego OR 97035
Mary Fassell Mult. Co. Adult Care Home Program
421 S.W. 5th Avenue, #405 Portland OR 97204-2221
Code Hearings Office

**If you have any questions concerning this proceeding,
please call (503) 823-7307 for further information.**

If you need a sign language interpreter or an FM loop amplifier for this hearing, you may contact Darla Broberg or Ruth York at the Hearings Office, 823-7307, or the City Information TDD, 823-6868.

Please call during business hours **AT LEAST TWO BUSINESS DAYS PRIOR** to the hearing so arrangements can be made.



MULTNOMAH COUNTY OREGON

154115
154134

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

February 12, 1996

Ms. Ann Gasser
Hearings Officer
Portland Building
1120 S.W. 5th, Room 1017
Portland, Oregon 97204
B106/1017

Dear Ms. Gasser:

This office has received a request for a hearing from Ms. Valerie Young. The Adult Care Home Program revoked her adult care home license and she is appealing our decision. A copy of our letter revoking her license and her letter requesting a hearing are enclosed.

Her attorney is Mark Cottle, 4000 Kruse Way Place, Building 1, Suite 265, Lake Oswego, Oregon 97035, and his phone number is 697-7272.

As is required by MCC 8.90.090, and as a designee of the Director, I am designating you as Hearings Officer in this matter and requesting you to set the time and place for the hearing.

Sincerely,

Mary M. Fassell

Mary M. Fassell, Sanctions Specialist
Multnomah County Adult Care Home Program

Enclosures

RECEIVED

FEB 12 1996

HEARINGS OFFICE

DEC 22 1995

Valerie Young Foster Care Provider

2320 N.E. 165th Dr.

Portland Or. 97220

261-1429

Aging Services Division
421 S.W. 5th Ave. Rm. 405
Portland Or. 97204-2221

December 20, 1995

Attn: Jean DeMasters

Re: Reinstatement of licence for Adult Foster Care.

Jean;

I am requesting a hearing due to the revocation of my licence.

Please let this notice serve as my formal request for hearing.

Valerie Young

March 19, 1996

Mr. Mark O. Cottle
Attorney at Law
4000 Kruse Way Place, Bldg. 1, #265
Lake Oswego, OR 97035

Ms. Mary Fassell
Multnomah County Adult Care Home Program
421 S.W. 5th Avenue, #405
Portland, OR 97204-2221

SUBJECT: Appeal of Valerie Young, Nos. 154115 and 154134

The hearing on an appeal in the matter of Valerie Young, case numbers 154115 and 154134, closed on March 12, 1996. The record remained open for an interim ruling on the admissibility of tape recorded telephone conversations, and for the submission of closing arguments in writing. The date for submission of closing arguments was to be set after the ruling was made on the admissibility of the audio tapes.

On March 18, 1996, prior to the issuance of the interim ruling, Ms. Young withdrew her request to admit the tapes into evidence. Since there is now no need for an interim ruling on the admissibility of the tapes, closing arguments are due to the hearings officer by 4:30 p.m., Monday, March 25, 1996.

Very truly yours,

ANN M. GASSER
HEARINGS OFFICER

AMG:db



*Sent again 10/18/95
hand delivered 10/18/95*

154115

MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

CERTIFIED MAIL

October 16, 1995

Ms. Valerie Young
2320 N.E. 165th
Portland, Oregon 97230

RECEIVED

DEC 7 1995

HEARINGS OFFICE

Dear Ms. Young:

This letter is in confirmation of our telephone conversation today. Your license to operate an adult care home at this address is now suspended by the Multnomah County Adult Care Home Program.

We are suspending your license because serious problems with medications and record keeping have been found in your adult care home. Among other things, the medications were recorded incorrectly, some medications were unlabeled, some labeled incorrectly as to name of patient, there were no doctor's orders for some medications, medications were charted incorrectly, and medications, including a large amount of medications containing controlled substances, were missing. Neither you nor your resident manager were correcting this situation.

We find the risk for harm to residents very great. Therefore we are now requiring all residents in this home to move out as soon as possible, but in any case no later than October 20, 1995. We will contact people in Aging Services and Disability Services to assist your residents in their move.

We have also found that you did not have Barbara Corben, who has been acting as your resident manager since about August 1, 1995, to file an application to be a resident manager or take the required 18-hour training. Heather Stewart told you on October 11, 1995, that Barbara was not to be permitted to give care or give medications until the investigation of these problems was completed. You hired another caregiver, Kathleen Upson, without submitting for her the required authorization for a criminal record check. Now you have allowed Barbara to return to work in the home. As of today Barbara is not allowed to give care or medications in your adult care home. You must find a qualified resident manager starting today or give the care yourself.

The Adult Care Home Program has the authority to suspend your license and require all residents to move according to the Multnomah County Administrative Rules and the Multnomah County Code, which state:

The Director shall have the authority to ...suspend...any license for an adult care home ...where there exists a threat to the life, health, safety or welfare of any resident. MCC 8.90.080 (A)(2).

An administrative sanction may include...suspension of a license. MCAR 890-080-110(a)

The code also states that:

"An owner or operator of an adult care home whose license has been ...suspended...has a duty, when so ordered by the director, to effect orderly and appropriate placement of all residents and to refund any monies due, within a reasonable period of time for the effective date of the order. The owner or operator shall cooperate with [the Department] which shall assist the resident and the operator in effecting such placement. MCC 8.90.080 (C).

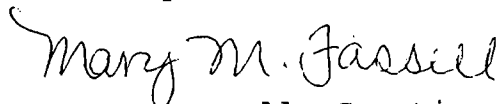
It is so ordered that you assist and cooperate in the moving of the residents from your home.

This office will notify you as soon as we know when the investigation of the problems in your home is completed, what the findings are, and whether your license will be reinstated.

If you have any questions you may call me at 248-3000, extension 2624. You may also request a conference with our program manager, Jean DeMaster, to discuss this suspension of your license. To request a conference with Jean, call me and I will schedule one.

In addition, you have the right to request a hearing before an independent hearings officer to appeal this suspension of your license (MCAR 890-090-100). To do so send a written request stating your reasons for a hearing to the Adult Care Home Program, 421 S.W. Fifth Street, Room 405, Portland, Oregon 97204. Your request for a hearing must be received by this office within twenty (20) days after the day you receive this letter. This office's file about your adult care home would automatically become available to the hearings officer.

Sincerely,



Mary M. Fassell, Sanctions Specialist
Multnomah County Adult Care Home Program

c: Jean DeMaster
Carole Isaman

RECEIVED

MAR 18 1996

NEWTON, COTTLE & WESTENHAVER, P.C. HEARINGS OFFICE

ATTORNEYS AT LAW

4000 KRUSE WAY PLACE, BLDG 1, SUITE 265

LAKE OSWEGO, OREGON 97035

(503) 697-7272

MARK O. COTTLE
GREGORY C. NEWTON*
DANA A. WESTENHAVER

FAX (503) 636-6991
*ALSO ADMITTED IN CALIFORNIA

VIA FACSIMILE

March 17, 1996

Ann Gasser
Fax Number 823-4347

Dear Ms. Gasser:

My client has confirmed that she has withdrawn her request to submit the tapes. Please let me know when you would like to have our closing statements.

Very truly yours,

Mark O. Cottle

cc. Mary Fassell

If you did not receive all pages or the transmittance of this document is interrupted please call Mark O. Cottle.

All information contained herein is confidential and intended to be view only by the party this document is addressed to. If this document is faxed to a wrong number or a party other than the person it is addressed to receives this document, no privilege is deemed waived and it is incumbent upon the receiving party to destroy this document at once without allowing any other party to review it.

RECEIVED
MAR 25 1996
HEARINGS OFFICE

The County attempted to state that Ms. Young told them that the quarantine was over on October 3, 1995 not October 23, 1995 and they believe Ms. Young because they did not know the restrictions placed upon Ms. Young. Such a statement is ludicrous. The evidence clearly stated that Ms. Stewart had talked to Disease Control several times. It is inconceivable that those charged to protect the residents' of the home never obtain this vital information, especially since the County had agreed to monitor the home in Ms. Young's absence.

The County then cited her for coming back into the home on the 3rd of October. (Allegation 10) Please note that the County conveniently did not address this issue in presenting its evidence because it shows one of two things. Either the County did such a sloppy investigation that it actually did not know the facts, or the County realized that its new found story did not even correlate with the facts of its allegations.

Notice that the allegation actually states "A/P#1 were exposed to Hepatitis and quarantined to operator's home in Clackamas Co. A/P#1 was informed of this necessary quarantine on 9-14-95 by **W#16, a county communicable disease agency.** A/P#1 was told she and A/V#1 could not safely be around the other residents in the AFH in Multnomah County until 10-23-95."

If the County's agent told Ms. Young this on 9/14/95, why did the County actually state quite the opposite in its letter to Ms. Young? The County is not being honest with the Hearings Officer.

Barbara Corbin was left in the home with the residents to act as the resident manager. Ms. Isaman gave her blessing to this arrangement and agreed to have an independent contract nurse monitor the home as an owner would monitor the home. This information came on rebuttal. The independent contractor (Ms. Crocker) stated that she knew nothing of the arrangement and was only in the home to see her clients. Someone was either grossly negligent in the performance of her duties or lying to the Hearings Officer.

Ms. Cone was also at the Sandy home and was not allowed to go back to the 165th Drive home. While Ms. Cone was at the Sandy home, she received her medications and the medications were charted.

The County made several other blunders in its presentation of testimony and evidence. One of the most striking and at first most damaging to Ms. Young is how the medications were stored. Upon closer examination, it is inconceivable with how many County officials, nurses, hospice nurses, medical doctors, pharmacists and the like were in that home between July 7, 1995 and October 11, 1995 when the County first supposedly discovered the method of how the medications were kept, that no one ever saw a resident receive medication. One nurse, Ms. Crocker, was in the home weekly to see her clients and she never saw her clients receive any medications. Such a statement is ridiculous. The story is so preposterous that if this matter weren't more serious, after hearing all the evidence one would either brake out laughing or sit in a stupor as to the blatant ineptitude of the County or Ms. Young is telling the truth as to how the medications were stored while she was in the home and it is

PAGE 2 MS. YOUNG'S CLOSING ARGUMENTS

only after Ms. Young left the home that Ms. Corbin changed the method of storing the medications. Of course, had the County actually monitored the home, this would not have occurred.

To make matters worse, Ms. Stewart stated that she talked to Valerie Young and Valerie stated to her that, "that's how she always kept the medications." Ms. Young has operated an adult foster home (AFH) for thirteen years and this is the first time the County noticed the problem. Aside from that, the County, according to Ms. Isaman, had arranged to have the independent contractor nurse (Ms. Crocker) check up on the home weekly to make sure everything was fine. That was news to Ms. Crocker when she testified.

Ms. Stewart, whose hostility towards Ms. Young was more than apparent, attempted to state that she told Ms. Young about the conditions of the medications in enough detail so that, to her, Ms. Young must have known about the condition of the medications. Of course, Ms. Stewart's testimony is sorely lacking for two reasons, Ms. Stewart did everything possible to destroy Ms. Young's home, and Ms. Stewart, despite her belief, showed no ability to read Ms. Young's mind. She did not know what Ms. Young understood with regards to the medications.

Ms. Young testified that Ms. Stewart did talk with her about the medication and that she had put tape on one Albertson's pill bottle had put the wrong patient's name upon the label and that the bottled medications were labeled with masking tape on the caps, for conveyance, to reflect the medication. The only realistic testimony is that of Ms. Young. According to the County, the medications were unlocked or the key was left in the medication lock. There had been a licenser, nurses, a doctor a pharmacist and others all in the home between July 7, 1995 and October 10, 1995 and no one saw a problem until October 11, 1995. Ms. Young testified that the medications were not stored in the manner presented at trial while she was in the home. Unless all the medical professionals are totally inept, the medications were stored as testified by Ms. Young and then at sometime thereafter, probably in October, Ms. Corbin, who may have been stealing drugs, changed the method of storing the drugs.

This whole issue would have been resolved if the County would have had one resident testify or provide an affidavit as to the condition of the medications in July, August, September and October. They did not because either the residents are not competent and that would destroy all the allegations the County was relying upon the residents' statements, (i.e. how much tylnol 3 was given or how often they were bathed or whether they were treated roughly or whether they were physically or emotionally abused) or the County knew the improper storage of medications occurred well after Ms. Young left the home under quarantine.

In October, things started to get worse, Barbara who was not receiving any monitoring by the County despite the County's agreement to provide the same, was having trouble. It got so bad that the County required someone else to give the medication. Ms. Young hired someone to be there and she quit. Then Ms. Young found someone else, Liana Johnston, a certified care provider. What Ms. Stewart testified to was very revealing of this whole case. Ms. Stewart testified that it was Ms.

PAGE 3 MS. YOUNG'S CLOSING ARGUMENTS

Young's responsibility to staff her home. In the same breath, she stated that she told Ms. Johnston that she should not work at the home any longer because controlled substances were missing and she could be implemented but allows her to go back to another AFH to administer drugs. What seems so strange about Ms. Stewart's direction to Ms. Johnston was that if the County was concerned, really concerned about her being implemented in the missing drugs at this home, why would the County allow her to go to another home to administer drugs? *See also* Ms. Johnston's affidavit.

When questioned about this dilemma, Ms. Stewart could only say that it was Ms. Young's responsibility to staff the home. Apparently, the County is under an impression that when it commits to monitor a AFH for an owner because of a quarantine, fails to do so, then demands a Certified Manager to be hired at the home and when that is done, the County fires the Certified Manager and points a finger at the Owner stating that she can't staff her home and County is not responsible for is wrongful conduct. Ms. Stewart and the County's logic goes beyond reason and the normal bureaucratic mentality it is simply dumbfounding.

Then the fateful day comes and the residents' are being moved out. On the one hand the County states that Ms. Young said she was going to shut down her home and did not care if the residents moved and on the other Ms. Young fought tooth and nail to prevent the move. Ms. Young testified that she was upset, hurt and crying next to the refrigerator. However, it was Ms. Young that convinced some of the residents to move.

Of course it was tense and difficult and emotional for all concerned. The residents, some who had lived in the home for years, were being forcibly moved by big brother Multnomah County. Ms. Young was watching her reputation and 13 years of hard work go down the drain. All because the County could not keep its commitment to her. Monitor her home while she was quarantined.

Notice the County did not have any of the residents testify about what happened. The only objective person who testified, by way of a letter, was the daughter of the Crists. Notice she also puts to rest all those allegations about bathing, and the County's heavy reliance upon her father's statements about medications his wife received. "My father's memory is not good and I think that it would not be fair to make a decision about whether my mother had or had not received her medicine based on his memory." Exhibit 105.

What really happened between September 9, 1995 and October 23, 1995:

1. Ms. Young and Ms. Cone (Resident Number 1) were exposed to Hepatitis A.
2. Ms. Young and Ms. Cone were under the impression that they were not to return to the 165th Drive home until October 23, 1995.
3. Ms. Young informed Ms. Isaman about the situation and discussed with her the need for someone to monitor the residents since Ms. Isaman authorized Barbara Corbin to be the resident Manager.
4. Ms. Isaman agreed to have a nurse monitor the home as an owner would monitor the

PAGE 4 MS. YOUNG'S CLOSING ARGUMENTS

- home.
5. The nurse identified by Ms. Isaman as the monitor, Ms. Crocker, testified that she did not monitor the home but only saw her clients.
 6. Ms. Young had labeled the tops of the medication bottles with the residents' name to make it more convenient. The only bottle with tape on the label was a label that had the wrong residents' name.
 7. Barbara Corbin redistributed the medications into bottles she had labeled.
 8. There were medication irregularities with the distribution of medicines while the medicine was in Ms. Corbin's control.
 9. Controlled substances were missing while the medicine was in Ms. Corbin's control.
 10. Not one of the alleged residents' were in immediate danger according to the residents' doctors. Exhibits 107, 110, 111, 117.
 11. The problems with blood pressure with one resident was **not** attributed to any improper medication by Ms. Corbin but attributed to the incompatibility with another medication.
 12. When requested to hire a new resident manager, Ms. Young did so only to have her employees dismissed by the County.
 13. The residents' did not want to move from the home. One County witness admitted that she was sent over to manipulate a resident because the resident did not want to leave and the resident trusted the witness because her name was the same as her mothers.
 14. Emotions ran high when the residents' left.
 15. Ms. Young has lost all she had developed and built as an Adult Foster Care home operator.
 16. But for the County utterly failing to provide the monitoring it had agreed to provide, any serious problem would have been avoided.
 17. The County prohibited Ms. Young from going into her own home, agreed to monitor it and then the County shut down a home it was in charge of.

I would like to quickly address each allegation.

Allegation Number 1

A/V #1

1. Lorazepam: At Issue 48 unaccounted 2mg Lorazepam tablets.

The County has alleged that Lorazepam was a p.r.n. drug and that 90 tablets had been ordered between 4-28-95 through 10-1-95. The County counted 12 tablets being given between July and October of 1995. 31 tablets were picked upon on 10-12-95. The math works out to be 47 tablets unaccounted.

PAGE 5 MS. YOUNG'S CLOSING ARGUMENTS

However, the charts show that 13 tablets were given not 12 and Ms. Young had 46 tablets in her possession at the Sandy home which Albertsons counted and the receipt was provided as evidence. Thus all tablets were accounted for.

2. Flurazepam: At Issue 121 unaccounted 30 mg. (Dalmane).

The County has alleged that this is a p.r.n. drug which there were no doctor's orders. However, the pharmacy record showed the dosage. Between April and October 169 pills were ordered. According to the County 17 pills were given, 21 per picked up leaving 121 accounted for. Actually the math works out to be $169 \text{ less } 17 = 152 \text{ less } 21 = 131$ unaccounted for.

However, the charts show that 15 pills were given 21 pills were taken from the home, 12 pills were taken by the resident to his new home, 7 pills were given between 10/12/95 and the time the resident left and the client has 114. See Albersons' receipt. All pills are accounted for. $169 - 15 = 154 - 21 = 139 - 12 = 121 - 7 = 114 - 114 = 0$.

Doctor's orders for this drug is found on the Oregon Comprehensive Epilepsy Program Progress Notes dated July 12, 1995 on the back of the page. The County had access to these records, but failed to read them.

3. Neutontin: At Issue, the Chart shows that pills were not given according to Doctor's orders.

Dr. Smith's chart notes clearly states that the drug was given as he had prescribed them.

4. Why were there medications at the Sandy home?

Heather Stewart, told Ms. Young that she was not to be in her Portland home during the incubation period 45-60 days. Beverly Cone was exposed to the Hepatitis A outbreak, therefore according to information received from Clackamas County she could not return to the house.

NOTE: The instructions Ms. Young received from Heather Stewart was contrary to the instructions of Clackamas County Department of Health.

A/V #2

Issue: Tylenol #3

There is an issue of whether the Doctor actually changed the order or not. There was an unsigned note from the Ventura Park Medial Clinic regarding the change in the pain medications. According to the doctor, there was mis-communication between the party's involved. See Doctor Bulger's letter. My client continued to receive and distribute the drugs as delivered by the pharmacy

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because the doctor never gave Ms. Young an order to change her medication-this is consistent with the County's expert testimony that the pharmacy can only deliver medications which it had received an order from a Doctor.

There is a question of the missing Tylenol 3. The pills were missing at the same time Marilyn Joshi moved her mother out. This person has history of taking/ordering drugs for her mother. It also appears that Ms. Corbin may also have been involved.

A/V #3

At issue is the administration of Insulin.

Doctor Bulger's (Exhibit 104) letter clearly demonstrates that the patient was doing well and Ms. Young's conduct in the sliding scale was acceptable and was being monitored by the doctor.

A/V #4

At issue Inderal 20 mg.

Physician's Order Form dated 4/28/95 has the order of Inderal 40 mg Take 1 tablet 3 times daily and it is signed by the Doctor. The health of A/V #4 was not in jeopardy and actually her blood pressure was within the normal limits according to the doctors notes.

A/V #5

Eye Drops

County claims eye drops to be given 3 times a day. Dr.'s orders state "drops 3x a day" However, the patient summary clearly states that the eye drops were to be left at the patient bedside for her use as much or little as she would like the eye drops to be used.

Metoprolol

The charts show that she was given 1/2 tablet a day. Ms. Stewart claims to have added the 1/2 to the medication chart. If this was such a serious violation, why didn't she initial the change? Interestingly enough, the County made much to do about writing on the back of the medication charts any and all changes. Yet its own personnel claims to have made a major change and did not bother to chart the change on the back as is required by the rules. Ms. Young testified that the medication was given, to the best of her knowledge as it was required to be given.

Tylenol #3

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This residents' daughter has a history of ordering this drug for her mother. There was testimony that the daughter gets into her mothers drugs not only from Ms. Young but also from Ms. Isaman. Ms. Corbin may have been involved in this problem, but the County's failure to monitor was the single biggest contributor to this medication problem.

Coumadin

The evidence shows that two different doctors were prescribing different medication levels for this patient. The pharmacy records have the coumadin dose at 7.5 on odd days and 5 mg on even days. Her chart notes clear shows that this occurred

High blood pressure was a result of the Isosorbide which was discontinued. *See* Statement from the doctor.

A/V #6

SENNAGEN This is in regards to Prochlorperazine

This drug was prescribed by the hospice and it was to be taken to get nausea under control. Hospice notes clearly show that this was a PRN drug not a prescribed timetable drug. They also show that the nausea was under control. Therefore the drug was no longer given.

Allegation #2 Falsification of records.

There is little doubt that Ms. Corbin was having problems charting the medications. If she attempted to create records, that is a serious problem. However, again this occurred while the County was suppose to have been monitoring the home. Had the County kept its word and monitored the home, this problem would not have occurred.

Allegation #3 Number of Residents exceeds licensed capacity.

The County failed to advance any evidence where anyone saw 6 residents live at the home. In fact, everyone states that often Ms. Cone was missing from the home when, if she had been living at the home, she should have been present at the home. Ms. Young admits that there were 6 residents during the day, but at night Ms. Cone would sleep at the Sandy home.

Allegation #4 Bathing.

Ms. Crist's daughter clearly states that this was not a problem and that her father could not be trusted to give complete information. There was no physical manifestations of the problem. This is just another case of poor investigation on the part of the County.

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Allegation #5 Boyfriend living at the home.

This could have occurred, but again, had the County actually done the monitoring it had agreed to provide then Ms. Young would have known about the boyfriend and had him moved out.

Allegation #6 Ms. Corbin's Failure to complete the Resident Manager requirements.

This is the interesting one and demonstrates to what length the County will go to harm a provider it does not like. If this was a problem why did the County issue the license on 7-7-95? The County realizes the weakness of its case and is attempting the shotgun approach to justify its conduct. Ms. Isaman agreed to allow Ms. Corbin to operate the home. Now the County is bringing an allegation against its own agreement. The County's action throughout this matter is almost criminal.

Allegation #7 Fighting at the home.

Ms. Young calls the police to protect her residents against a drunken person and the County cites her for rules violations. She has a verbal confrontation, outside, with the intoxicated person and the County again cites her for a rules violation. Is a provider not to utilize the police to protect its residents? Are providers not to stop threatening intoxicated persons from entering their homes. Are the residents rights not to be involved in such unpleasantness more important than the physical threats the residents would be under if the intoxicated person had entered the home? The County position is ludicrous.

Most important, none of the testimony regarding the alleged abuse came from the residents. These are the same residents that on the one hand could be trusted with medication counts and bathing but apparently are not competent to know if an argument bothered them. We do not even know if the residents were woken up as a result of this "substantiated violation." The only resident that is quoted in the report states "there were loud arguments between A/P#1 and A/P#2." From this statement, the County in its own perversely illogical way came to the conclusion that the residents were abused and that the residents' rights were violated.

Allegation #8 Long Distance

One resident had their own telephone service and the records clearly show that there was long distance in the home. Perhaps Ms. Corbin failed to allow a resident the use of the telephone at one time, but there was no testimony to show that the residents did not have access to a long distance carrier.

Allegation #9 Roughly Handled

This is another of those strange allegations. There was testimony that these residents who, did not want to leave the home, stated that they were treated roughly. There were no physical

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manifestations of the rough handling, we do not even know under what circumstances the rough handling occurred. Was there an emergency, a fire drill, did the Resident Manager slip once in attempting to help some one up? With no evidence other than a confused senior citizens' complaint the County is willing to call it Physical Abuse and substantiate a violation of the rules.

As these senior citizens age, and become more frail, one day you can handle them in a particular fashion and the next day, doing nothing different they are being treated rough.

Allegation #10 This has been addressed.

Allegation #11 Level III person admitted to the home.

The County, interestingly enough, looking over Ms. Corbin's report on this person, remember Ms. Corbin is the same person who falsified records, stole medications and did not complete the requirements, including training, to even work in the home, concluded that his person was a level III. Why the County will now accept this persons work as evidence only demonstrates to what illogical lengths the County will go to win its case. The only trustworthy evidence was the testimony of Valerie Young and that just 16 days prior to coming to the home, the person, according to Kiaser's report, was a level II.

There is no credible evidence that suggest my client admitted a Level III person. This is more of the same, the County using a shotgun to hope they hit my client with something to justify its outrageous conduct.

Allegation #12 Smoking

This may have happened, again if the County had done its monitoring then this also would have been avoided.

Allegation #13 Emotion Abuse.

Each allegation seems to get more and more outrageous. This was discussed above, however, it is clear from this allegation that the County does not treat the residents with any type of dignity. Rather, the residents' appear, in the County's mind, to be bumbling fools that are incompetent to care for themselves.

There was tension when the residents' left. The County had uprooted these residents without giving them any say. Actually blackmailing the residents; "because of what we told the doctors, the doctors will not give you your medications if you continue to live here." So the residents were forced to leave their home. If the residents are competent enough for the County to believe them about how much medication they had received, how often they were bathed, whether they were treated roughly, why isn't one of the reported witnesses a resident? Because the residents' were not abused, the only

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abused party was my client-Ms. Young.

Conclusion

The rules require that prior to closing a home without a hearing there must be "imminent danger to residents" according to the residents' doctors all the residents seemed to be doing quit well. There was no imminent danger nor could the County prove it. The best the County could do is have a pharmacist testify that the method of storing the drugs was in his opinion a "potential" danger. Potential is a long way from imminent.

Was there problems with Barbara Corbin? Yes. However, Ms. Young was under the belief the County was monitoring the home on a weekly basis. Was there problems with Ms. Corbin with charting medications given, following protocol for storing drugs and possibly taking drugs, again the answer is probably yes. Ms. Young understands the seriousness of the situation and the problems Ms. Corbin caused. She takes her job very seriously, she takes responsibility for her residents while they were in her home, that is why she requested the County's support in monitoring her home.

However, but for the County failing to monitor the 165th Drive home most of these problems would not have occurred. It really comes down to this, is the hearing officer going to destroy Ms. Young's livelihood and 13 years of work over a situation in which Ms. Young had no control over. She did what every reasonable person would have done, contact the County seek assistance and then once she was told the County would monitor the situation as an owner or operator would monitor the home, she believed the County. Ms. Young made some mistakes, unfortunately, the biggest of all was to rely upon the County's promise to monitor her home.

The County now wants to shut the home down because of what happened in the home while Ms. Young was precluded from going into the home and while the County was suppose to be monitoring the home. Ms. Young had no control over the situation. The party that accepted responsibility to monitor the home failed to do so and that same party, the County, is now attempting to shut her home down and deny her the ability to work in an industry she has worked for 13 years.

Simply, if the County had done what it had agreed to do this hearing would have never taken place.

I certify that I sent by U.S. Mail, postage prepaid, the Closing Arguments to Mary Fassell of Multnomah County on the below date.

DATED: _____, 1996,

Mark O. Cottle OSB NO. 89220

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MULTNOMAH COUNTY OREGON

154115/154134

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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

March 25, 1996

Ms. Ann Gasser
City of Portland Hearing Office
1120 S.W. Fifth Avenue, Room 1017
Portland, Oregon 97204-1960

RECEIVED
MAR 25 1996
HEARINGS OFFICE

Dear Ms. Gasser:

The closing argument for the Multnomah County Adult Care Home Program in the appeal of Valerie Young, No. 154115 and 154134, is as follows:

The testimony of the witnesses indicated that Ms. Young had taken training that provided her with the proper method of taking care of medications in her home. Nevertheless, when Adult Care Home Program (ACHP) staff went to her home on October 11, 1995, they found medications removed from their original bubble packs, improperly labeled, some not even labeled at all, some mixed up in different containers, and stored in an unlocked place, all in violation of Multnomah County Administrative Rule (MCAR) 890-020-510 (c), 890-020-410 (f) and 890-015-660 (e). There were no doctor's orders for some of the medications, so the person giving the medications would not be able to check for the proper dosage when giving the medications. The medication charting shows medications were not charted when they were given, that in all probability controlled substances were not being given to the person they were prescribed for, and medication charting for the residents was falsified in violation of MCAR 890-020-510 (b) and (d), 890-020-410 (f) and 890-015-660 (e).

The testimony of Mr. Gerding, the pharmacist, indicated that medications stored and labeled in the manner that they were was an extremely dangerous situation. His testimony indicated that if medications such as the anti-epileptic medication were given to the wrong person there would be serious consequences. He also testified that medications could have been given incorrectly as to amount or time and there was no way to tell if a dosage had been missed, using the system Ms. Young had.

Ms. Doak's testimony indicated that she taught Ms. Young that there was probably nothing an operator could do that could harm a resident quicker than in the area of medications. Ms. Doak taught the proper method of medication administration. Ms. Young testified that she merely labeled the top of the bottles with

masking tape. Even if this were true, which is unlikely, by Mr. Cottle's own demonstration, the tops were interchangeable and therefore the medications could easily be mixed up. As Ms. Doak testified, there was a danger of overdose, of the wrong medication being given to the wrong person, and of every other danger that could go wrong with medications. Ms. Doak clearly stated that the danger was actual, not theoretical and the situation was very dangerous. She testified that even in a perfect situation there is always a percentage of error, and the situation in the Young foster home increased the potential for error to a very serious level.

The testimony of Ms. Crocker, the nurse, indicated that she thought the residents' health was jeopardized because medications were given in an unsafe manner, due to the packaging and labeling errors and doctor's orders not being in the home despite her repeated requests for them. The ACHP staff concurred with Ms. Crocker's opinions.

The testimony was that there had already been problems with medication errors before October 11, 1995. There were problems with a resident being given the wrong dosage of metoprolol, which resulted in the resident having very low blood pressure. Ms. Young attempted to refute this testimony with a letter from a doctor indicating two other medications were responsible for the low blood pressure, but there is no indication that the doctor writing the letter knew about the error in metoprolol dosage.

The testimony shows that Ms. Young, when confronted with the situation, admitted she knew that medications had been removed from the bubble packs and relabeled, that she thought nothing was wrong with the system, and was hostile to the investigators when told the situation was dangerous.

The testimony indicated that Ms. Young gave three different, contradictory, explanations of what happened to the missing controlled substances-first indicating they were all given to the resident, then when confronted with the fact that 90 pills had just been ordered a few days previously saying they were flushed down the toilet, and indicating that she knew that the doctor had discontinued the prescription and then finally indicating that she thought another resident's daughter had stolen them.

The testimony shows that Ms. Young refused to come back to her home to take care of the residents even though it was clear that her sister, Barbara, was not competent to administer medications even after being repeatedly being trained by ACHP staff and Ms. Crocker, a nurse. The testimony showed that Ms. Young had told County staff that her restriction from the home due to hepatitis was over on October 3rd, so the County had no reason to believe Ms. Young could not come to the home herself. Her testimony that the ACHP staff told her that she was not allowed in her foster

home is not credible based on the testimony of several county witnesses, and the letter from the Clackamas county health department indicating that she was merely prohibited from food preparation and patient care. The testimony showed that when ordered by the ACHP to get another caregiver to care for the residents Ms. Young hired Kathryn Upson, only to fire her within a few days, according to what Kathryn told the pharmacist and the County, and have Barbara continue to give the medications.

Therefore the County was reasonable in suspending her license and removing all the residents from her home based on the information the ACHP knew at the time: that the medications being improperly stored, labeled, and charted; medications containing controlled substances missing and unaccounted for; Ms. Young's deceptive behavior in trying to account for the missing medications; the fact that there had already been medication errors; and the Ms. Young's hostile and uncooperative attitude, by being defensive about her caregiver, Barbara, and firing her new caregiver Kathryn, indicated that she did not understand the dangerousness of the problem and could not be relied upon to fix the it, thereby continuing to place the frail elderly and younger disabled residents in her home at risk. The ACHP's action were reasonable to protect the health and safety of these vulnerable people.

The ACHP was reasonable in revoking Ms. Young's license based on the following:

1. Missing medications containing narcotics.
2. Ms. Young admitted she allowed resident's records to be falsified by charting Tylenol 3 with codeine as being given when it was not because it was missing.
3. Poor judgment in allowing the medications to be stored and labeled as they were, in allowing an untrained caregiver to continue as a caregiver in her home, in violation of MCAR 890-020-220 (b).
4. Non-cooperation with moving her residents out, when so ordered by the ACHP, with the least possible trauma to the residents. Ms. Young would have been expected to make the move as smooth as possible for her residents, and to instruct her caregiver to do the same. Instead she and the caregiver made the moves as difficult as possible, including calling the police to evict the nurse the ACHP hired to protect the residents, and refusing the case manager access to her client. Ms. Young testified that the client said she did not want to see the case manager, yet Ms. Young knew that the client was child-like and easily manipulated, and did not allow the case manager the chance to hear from the client as to whether the client did not want to talk to the case manager. This is a violation of MCAR 890-020-260 (a), and Multnomah County Code 8.90.080 (C).
5. Blatant continued deception and dishonesty, evidencing poor character, a violation of MCAR 890-020-220 (c).

The testimony of Ms. Young is entirely unbelievable for the following reasons:

1. Ms. Young testified that she only stayed at her home in Sandy because she was quarantined for hepatitis from September 11 to October 3. She testified that she did live in the Sandy home before that because she was fixing it up including putting in carpeting. Yet the ACHP program manager testified that Ms. Young said she was quarantined from August 1 to October 2. The Clackamas County Adult care home licenser testified that Ms. Young told her she had residents needing care in her Sandy home starting August 1st.

2. Ms. Young testified that the ACHP staff told her she could not come into her foster home during the hepatitis restriction period. Yet the ACHP staff indicate that they never told her such a thing, and in fact it was Ms. Young who told them she was quarantined. Ms. Young testified that Ms. Isaman told her she could not come into her foster home due to the quarantine on dates when Ms. Isaman could not have possibly told her that since Ms. Isaman was on vacation. The letter from the Clackamas county health department indicates that Ms. Young was not restricted from her foster home but was merely restricted from preparing food and giving care.

3 Ms. Young testified that she did not leave Barbara alone with her residents for more than one to two hours until Ms. Young was quarantined from her home. Ms. Young testified that she liked to care for the residents herself. Yet Ms. Crocker testified that she delegated insulin to Barbara in early July because Ms. Young indicated that Barbara was going to be doing the care from then on as the resident manager.

4. Ms. Young testified that in July she stopped giving resident Beverly Neurontin after one dosage because the medication made Beverly have insomnia, and that she called the doctor and left a message telling his nurse this. Yet the affidavit from Dr. Smith indicates that he received no calls from Ms. Young until October 11th, when Ms. Young called his nurse indicating that Beverly could not sleep and then he gave an order for gradual tapering off of the medication. The medication charting indicated no neurontin being given for August and September and then a full dosage given in October.

5 Ms. Young testified that she gave no Compazine for resident #6 because the resident had no nausea, and no Compazine was charted for this resident during the time she lived at Ms. Young's adult care home. Yet the nurse's notes (Exhibit #121, page 2 and 3) indicate that the resident was indeed nauseated for at least a few days.

6. Ms. Young testified that she told all families of her residents that she was quarantined in the Sandy home yet Ms. Isaman testified that Beverly's parents did not know she was staying there, and the case manager for Beverly testified that she was not told that Beverly was not living the foster home.

7. Ms. Young testified that she refused to let Beverly talk to the case managers because Beverly said she did not want to talk

to them and it was Beverly's right to refuse to talk to someone. Yet Ms. Young knew that Beverly was easily manipulated and refused to let Beverly tell the case managers herself if she did not want to talk to them. From the testimony of Ms. Breum, the case manager, it is clear that Beverly took an instant liking to her and wanted to talk to her frequently after that.

8. Ms. Young testified that she had to talk to Beverly to convince her to leave her home on the day the case managers came to move her out. But the other witnesses that Ms. Young was very angry and Ms. Breum, the case manager, testified that Beverly was willing to go after Beverly's father called and talked first to Beverly and then to the case manager and told the case manager that Beverly would go with the case manager.

9. Ms. Young testified that she never took any pills out of the bubble packs and put them in other bottles, and she did not know that anyone else had done so. Yet Ms. Isaman and Ms. Stewart, testified that Ms. Young told them that she knew about the pills being out of the bubble packs because they would not fit in the roll top desk the medications were stored in and thought it was not a problem.

Obviously, either Ms. Young is not telling the truth, or many, many other people are not. Clearly, many of these people have no reason lie, so the only reasonable conclusion is that Ms. Young is changing the facts in order to protect her livelihood, as a licensed operator of two adult care homes. But a license is a privilege not a right. The ACHP cannot continue to license an operator who cannot be trusted because 99% of the time there is no oversight of the operator by any official staff. The ACHP simply must rely on the operator to be competent and trustworthy. The ACHP is mandated by law to ensure the health, safety and welfare of vulnerable residents in adult care homes. The ACHP must revoke Ms. Young's licenses to protect these frail elderly and disabled persons because Ms. Young had demonstrated deceptive, dishonest behavior, blatant disregard for the rules and standards of adult care homes and lack of good judgment in her handling of medications, which if given incorrectly could have lead to serious medical problems.

Sincerely,

Mary M. Fassell

Mary M. Fassell
Sanctions Specialist



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HEARINGS OFFICER'S ORDER

APPEAL OF VALERIE YOUNG

HEARING NOS. 154115 and 154134

DATE OF HEARING: March 4, 5, and 12, 1996

APPEARANCES:

Ms. Valerie Young, appellant, personally and through her attorney,
Mr. Mark O. Cottle

Ms. Mary Fassell for Multnomah County

HEARINGS OFFICER: Ms. Ann M. Gasser

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

BACKGROUND

On October 16, 1995, Valerie Young was notified by the Multnomah County Adult Care Home Program (ACHP) that her license to operate an adult care home at 2320 N.E. 165th Drive, Portland, Oregon was suspended for "serious problems with medications and record keeping". On November 6, 1995, Ms. Young requested a hearing regarding reinstatement of her adult foster care license.

On December 4, 1995, the Multnomah County Adult Care Home Program provided Ms. Young with an investigation report and notified her that licenses to operate two adult care homes in Multnomah County were revoked. The County noted serious violations of rules and standards for adult care homes, and failure to deal honestly and cooperatively with the ACHP and other staff as reasons for the revocation. These violations occurred at the care home at 2320 NE 165th Drive, Portland, Oregon.

On December 20, 1995, Ms. Young requested a hearing on the revocation of her license. On December 29, 1995, Ms. Young asked to consolidate the hearings on the license suspension and the license revocation. The hearings officer was duly appointed by letter on February 12, 1996.

This case involves several allegations, two licensing actions (suspension and revocation), several days of testimony and several objections. An objection was made as to notice and several were made as to testimony and evidence.

Objections to evidence and testimony were, for the most part, noted and the evidence admitted or testimony allowed. A request to exclude witnesses was denied. Appellant had several tape recorded telephone conversations that were offered as evidence. The County objected. Arguments were submitted and the hearings officer reserved the right to rule on the issue. During the time between final testimony and a ruling on the admissibility of the evidence, the appellant withdrew the request to admit the tapes. A box of drugs was admitted to evidence over the objection of the appellant.

Appellant made a general objection to the form of notice, but no specific claims of which rules or laws were violated. MCAR 890-080-200 through 890-080-250 contain the provisions for notification of administrative sanctions.

Under MCAR 890-080-210, the Department shall provide written notice to a prospective or current operator of the imposition of an administrative sanction.

Written notice of the suspension was provided to Ms. Young in an October 16, 1995 letter to Ms. Young from Mary Fassell. Written notice of the revocation was provided to Ms. Young in a December 4, 1995 letter to Ms. Young from Mary Fassell.

According to MCAR 890-080-220, if as a result of an inspection or investigation the Director finds that a resident has been abused, injured or neglected, the Director will immediately notify the operator verbally to stop the abusive conduct. Within 30 days after the completion of the investigation report, the Director will follow up with a written notification to the operator of the violation and administrative sanction.

The revocation letter alleged neglect and abuse. Residents had already been removed from the home by the time the notice of revocation was served. This requirement is not applicable.

Under MCAR 890-080-230, notification of an administrative sanction shall be served in person or by certified mail. If the operator or applicant cannot be located in person with reasonable diligence, the Director shall cause the order to be posted on the premises of the home, which shall constitute receipt of the notice.

The letters of notification are annotated "CERTIFIED MAIL" and no evidence was submitted that the notices were not served by certified mail.

Under MCAR 890-080-240, the notice of an administrative sanction shall state:

- (a) The authority to impose the sanction(s);
- (b) The nature of each sanction imposed;

(c) The reasons for sanction, including the circumstances constituting the violations of laws, codes or rules;

(d) The effective date of the order;

(e) A time line for implementation of the order. Cited deficiencies shall be corrected and/or violations abated no later than thirty (30) days after receipt of the notice unless an extension is requested and/or approved. In circumstances which pose an imminent danger to residents, deficiencies shall be corrected and or violations abated no later than twenty-four (24) hours after receipt of the notice. If residents are in immediate danger, the license may be suspended or revoked and arrangements made to move the residents;

(f) The Department's readiness to assist in placement of residents if relocation of any or all residents is ordered; the duty of the operator both to effect such placement and to cooperate with the Department in accordance with MCC 8.90.080(C);

(g) The nature of further sanctions which can be imposed for failure to implement the Director's order within specified time lines;

(h) As applicable, the right of and procedure for the operator to request variances and exceptions as provided for in MCC 8.90.020 and these rules; or to contest administrative sanctions by requesting a hearing as provided for in MCC 8.90.090 and these rules.

(i) A statement of the authority and jurisdiction under which the hearing is to be held;

(j) A statement that the Department's files on the subject of the contested case automatically become part of the contested case record upon default for the purpose of proving a prima facie case; and

(k) A statement that the notice becomes a final order upon default if the operator fails to request a hearing within the specified time.

The authority for imposing the sanctions is noted in the notification letters. The letters state the sanction imposed. The reasons for the sanctions, including the circumstances constituting the violations of codes and rules are noted. The effective date of the suspension and revocation are noted in the letter. The schedule for removal of the residents is noted in the suspension letter. The residents had already been removed from the home at the time the December letter was issued. The suspension letter indicates that a decision would be made at a later date whether to reinstate the license. No additional future sanctions were proposed in the revocation letter. The right to a conference and to a hearing were noted in the letters. The letters note that the County's information on the matter will be available to the hearings officer.

Under MCAR 890-080-250, a copy of the relevant findings from licensure or complaint investigations shall be attached to the notification of administrative sanction, unless previously provided to the applicant or operator. Ms. Young was provided with a report that was the basis of the revocation. —

The notices provided to appellant are in substantial compliance with the notice requirements, and no prejudice to the appellant is noted.

SUSPENSION

The County specifically alleged in its suspension letter, that "[a]mong other things the medications were recorded incorrectly, some medications were unlabeled, some labeled incorrectly as to name of patient, there were no doctor's orders for some medications, medications were charted incorrectly, and, medications, including a large amount of medications containing controlled substances, were missing. Neither you nor your resident manager were correcting this situation." The County required all residents in the home to move as soon as possible, but in any case, no later than October 20, 1995. The County also found that Ms. Young allowed Barbara Corbin to act as resident manager since August 1, 1995 without filing an application to be a resident manager or taking the required 18 hour training, that Ms.

Young was told to discontinue Ms. Corbin's services, that another caregiver was hired without required authorization for criminal records check, and that Ms. Corbin was allowed to go back to work in the home. Ms. Young was then advised that Ms. Corbin was not allowed to give care or medications in the home, and that Ms. Young had to find a qualified resident manager or give care herself.

MCAR 890-020-510 contains the following requirements for administration of noninjectable medications.

- (a) Noninjectable medications may be administered in adult care homes by any currently licensed operator, or approved resident manager or substitute caregiver.
- (b) There must be a written physician's order for any medications, including over the counter medications, treatments and therapies. Orders must be carried out as prescribed by a physician. Changes may not be made without a physician's order.
- (c) Each resident's medication shall be clearly labeled with the pharmacist's label or be in original labeled container or bubble pack and kept in a locked, central location, separate from that of the provider or the provider's family. Unused, outdated or recalled medications shall not be kept in the home and shall be disposed of according to the pharmacist's recommendations.
- (d) A written medication chart for each resident shall be kept of all medications administered by the caregiver to that resident, including over the counter medications. The chart shall indicate name of medication, dosage, route and time given, and shall be immediately initialed by the person giving it. Treatments and therapies must be given immediately documented on the medication sheet showing times given, type of treatment or therapy, and initials of the person giving it. The medication chart shall contain a legible signature for each set of initials. Operators shall be responsible for ensuring that narcotics and other controlled substances prescribed for residents are fully accounted for and used only by the resident.
- (e) The operator shall consult with the guardian, if any, and with the physician or nurse, and with the family or case manager of a resident who self-medicates to assure that the resident is capable of self-medication. Such consultation shall be documented in the resident's file. There must be physician's written approval to self-medicate.

(See also 890-020-870-(d) through (f) regarding storage of medications.)

Medications were stored in a box in a roll top desk. The medications were in a shoe box that was sectioned off with cardboard and tape. The box was in four sections, but contained medications for five residents. A husband and wife had one section of the box labeled for them and their medications were kept together. The name of one resident had been written over the name of a previous resident.

Evidence was presented by both the County and the appellant that the desk was at times unlocked and unauthorized persons had access to the desk. The key was left in the desk lock at times, and at other times, unauthorized persons were able to observe where the key was kept. The key could have been kept on an individual caregiver's person and passed off to another caregiver when the caregiver left the home and someone else took over care duties so that the key was not available to unauthorized persons. The medications were not kept in a locked storage area. This is a violation of MCAR 890-020-510(c) and 890-020-870(d).

Written physicians orders were not available for some medications. This is a violation MCAR 890-020-510(b).

Some medications were removed from bubble packs and placed in bottles. Temazepam capsules were in a bottle with a pharmacy label for eye drops. The lid of the bottle had masking tape on it and was hand labeled Chester, 2 x daily, 9 am 9 pm. Small round yellow pills marked with an "81" were in a Bayer aspirin bottle. No marks on the pills would identify them as Bayer aspirin. A pharmacist testified that the pills did not appear to be Bayer aspirin. No name or dosage were on the bottle. Ismo was in a bottle with masking tape over the pharmacy label marked Chester 1 tablet, 2 x daily, 9 am 9 pm. The masking tape on the lid says Rhoda Ismo 20 mg 1 tablet 2 x daily. Two different looking tablets were in one bottle with a masking tape lid label saying Rhoda, 1 daily, 8 am. Some of the small round pink pills in the bottle were not cut along the score. The masking tape on the side of the bottle says 1 tablet each (illegible word). One bottle contained small, round light blue pills. Several but not all of the pills were cut. The pills were not all cut along the score. The lid masking tape says Rhoda 1/2 tablet 1 x daily 8:00 am. The side masking tape says 1/2 tablet daily. Daypro is in a white willow bark bottle. The masked lid says Rhoda Daypro 2 tablets 1 x daily 8 am. A bottle with masking tape wrapped several times around the bottle has a hand written label saying Lorazepam 2 mg tab Ativan 2 mg tablet 1 tab every 4 hours as needed for agitation. Another bottle with several wraps of masking tape is hand labeled Flurazepam HCL 30 mg cap Dalomone 30 mg cap 1 tab at bedtime for sleep. A large brown bottle with several wraps of masking tape is hand labeled Coramazepim (spelling unclear) Tegretol 200 mg tabs morning noon night, with 3.5 tab 3.5 tab and 4 tab written underneath. A plastic bag containing Daypro has a masking tape label that was hand marked, Rhoda Daypro 2 tabs 1 x daily 8 am. Several blister packs were also found. Some of the blister packs contain fully enclosed 1/2 tablets that are not all cut on the score.

The majority of the medications at the home were not clearly labeled with the pharmacist's label and were not in their original labeled container or bubble pack. This is a violation of MCAR 890-020-510(c) and 890-020-870(e).

Numerous charting irregularities were alleged in the report accompanying the license suspension letter. For example, Tylenol 3, which contains a controlled substance, prescribed to be given as needed, but was charted as dispensed on a schedule of 9:00 a.m., 12:00 noon, and 9:00 p.m. The medication was not dispensed in accordance with the prescription. A bedtime medication was charted as given at bedtime even though it was seen already charted at 10:00 a.m.. Irregularities were not noted on the reverse of the medical charts. Tylenol 3 with codeine was unaccounted for, and several reasons were given for the discrepancy. Other controlled substances were not accounted for at the time of the suspension. The drugs were not accounted for by appellant until hearing. These are violations of MCAR 890-020-510(d).

Under MCAR 890-080-110(a), a license may be suspended as an administrative sanction. Under MCAR 890-080-120, an administrative sanction (license suspension) may be imposed for those circumstances cited in MCC 8.90.080(A). Under MCC 8.90.080(A)(2), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when there exists a threat to the life, health, safety, or welfare of any resident.

As noted above, several medications were taken out of their original containers and stored in bottles with hand written masking tape labels. The masking tape labels on several of the bottles are easily removeable. The marked lids on several of the bottles are interchangeable. None of the hand written labels contained all of the information that would be found on a pharmacist's label. Improper dispensing of medications was highly likely to occur, causing a threat to the health and safety of residents. Controlled substances were not properly accounted for and medications were not properly charted. If medications were being diverted from resident use, residents could be left in pain or may be unable to sleep, affecting resident welfare. Improperly dispensed medications threaten the health and safety of residents.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

The suspension of the license for the 165th Drive home was not preceded by a hearing. The improper storage and labeling of the medications and charting problems noted above lead to a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home.

Suspension of Ms. Young's license to operate the adult care home at 165th Drive was proper.

REVOCATION

Under MCAR 890-080-110(a), a license may be revoked as an administrative sanction. Under MCAR 890-080-120, an administrative sanction (license revocation) may be imposed for those circumstances cited in MCC 8.90.080(A). Under MCC 8.90.080(A)(2), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when there exists a threat to the life, health, safety, or welfare of any resident.

Under MCC 8.90.080(A)(4), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when the owner or operator has failed to comply with the provisions of this chapter; with city and county codes and ordinances; with the rules and standards duly promulgated by the Director for an adult care home; or any other state or federal law or rule applicable or relevant to the health or safety of a resident.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

As noted above, the condition of the medications and charting notes for the 165th Drive home showed a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home. The revocation alleged abuse and neglect. The immediate revocation was allowed under the MCC.

The following is a summary of the specific reasons for the revocation:

1. Numerous medications for residents were not given according to doctor's orders, were not charted or were charted incorrectly, were removed from their original containers, were placed in incorrectly labeled or unlabeled containers, were not properly accounted for (including controlled substances) and were not kept in a secure storage place, and there were no written physicians orders for some medications. These were noted as violations of Multnomah County Administrative Rule (MCAR) 890-020-510, 890-020-500(b), 890-020-870(d) and (e), 890-020-450(b) and (d)(D) and (G), 890-020-410(f), and 890-015-660.

2. Medication records were falsified, medications were not charted as given, fire drills were documented and not given, in violation of MCAR 890-020-450(b) and 890-020-882(c).
3. Six residents were in a home licensed for five residents, in violation of MCAR 890-020-120(c).
4. Residents were not given needed personal care, including bathing, in violation of MCAR 890-015-660 and 890-020-410(f).
5. The boyfriend of the resident manager did not complete a criminal records check while living in or being in the home on a regular basis, in violation of MCAR 890-020-230(d) and 890-020-410(d).
6. The resident manager did not have required criminal records check or training, in violation of MCAR 890-020-320(a), (c) and (e) and 890-020-230(e).
7. Ms. Young was involved in loud arguments in and around the home in violation of MCAR 890-015-120(d) and 890-020-410(f).
8. The resident manager and her boyfriend used a resident's telephone to make long distance calls, and no other long distance service was available in the home, in violation of MCAR 890-020-480(a), 890-020-410(g) and 890-015-450(b).
9. A caregiver treated residents roughly, inconsistent with their care needs, in violation of MCAR 890-015-120 and 890-020-410(f).
10. Ms. Young tried to convince residents to move to her unlicensed home in Clackamas County, asked residents to lie about the number of residents living in the home, lied to investigators and ACHP staff about who lived in the home, about when she moved out of the 165th Street home and when she was quarantined for hepatitis, indicating a lack of character to run a care home, in violation of MCAR 890-020-220(c).
11. Ms. Young admitted a resident to the home who was hospice and had care needs higher than the level of her license without first obtaining a written exception from the ACHP, in violation of MCAR 890-020-110 (e), (f) and (g).
12. The resident manager smoked in nonapproved areas of the home, in violation of MCAR 890-020-810(m).
13. Ms. Young and the caregiver tried to prevent residents from being moved from the home after they were ordered removed, in violation of MCAR 890-020-220(b) and (c).
14. Ms. Young was deceptive and uncooperative during the investigation of allegations, in violation of MCAR 890-020-260 and 890-020-220(b) and (c). A number of examples were cited.

The notification also mentioned several previous findings involving Ms. Young's care homes.

Some of the allegations are examined above in the discussion of the suspension. Though each allegation is not examined in detail here, sufficient information was submitted to show that the records were in disarray. For example, Tegretol for one resident was charted as given at Ms. Young's 165th Drive home and at Ms. Young's Sandy home during the month of September. Something is amiss whether it is

double dosing of the medications or whether it is the charting of medications that were not given. Also, medical sheets show that Barbara Corbin gave medications to residents after the time Ms. Young was told that Ms. Corbin could no longer give medications. Appellant stated at hearing that initials on some medication sheets purported to be her initials are not her initials. Controlled substances were at Ms. Young's Sandy home instead of at the 165th Drive home, and were not accounted for at the time of the suspension and revocation actions.

Barbara Corbin's boyfriend was in the home on numerous occasions. One resident claimed she preferred to be transferred by Patrick, which implies that the residents knew Patrick and that he provided care to the residents. Patrick was also observed in the home by a County staff member. Patrick appears to have been living in the home and helping with resident care. MCAR 890-020-230(d) requires caregivers and residents age 16 and over are required to have an annual criminal record clearance.

Ms. Corbin was acting as the resident manager of the home on 165th Drive. Ms. Corbin served in this capacity without the proper training and without a criminal records check.

Dates are lacking on medication sheets in the record and it is difficult to determine the dates the residents were in the home. It cannot be determined conclusively that six residents were living in the home at one time.

Ms. Corbin and Ms. Young smoked in sleeping areas. This is a violation of MCAR 890-020-810(m).

Under MCC 8.90.080, an owner or operator of an adult care home whose license has been revoked or suspended, has a duty, when ordered by the Director, to effect orderly and appropriate placement of all residents. The owner or operator shall cooperate with the Department of Human Services, which shall assist the resident and operator in effecting the placement.

Ms. Young was ordered to effect the orderly and appropriate placement of all residents. Tensions ran high in the home after the notice of suspension was served. Ms. Corbin and Ms. Young told several residents that they did not have to leave her home after the order to remove the residents was made. Ms. Young claims she would have kept the residents without compensation until the matter of her license was cleared up, and says residents was simply informing residents of their right to self-determination. There is no evidence, however, that a civil and orderly presentation of residents rights was given to residents by Ms. Young. Passing, emotion-charged comments were more the order of the day. Some confusion surrounding the removal of the residents can be attributed to the number of people were sent to Ms. Young's home by the County, but most can be attributed to the high emotions and uncooperative behavior of Ms. Young and Ms. Corbin. At one point, police were even called to remove County personnel from the home. Ms. Young did not adhere to her duty to effect orderly and appropriate placement of the residents during the removal of the residents. This is a violation of MCC 8.90.080.

The several explanations for the missing controlled substances showed a lack of truthfulness on Ms. Corbin's part and a lack of willingness to cooperate in the investigation by Ms. Young. Ms. Young generally failed to cooperate throughout the investigation. Ms. Young fails to accept responsibility for Ms. Corbin's actions. Ms. Young places almost the entire blame for any deficiencies in the home the closure of the homes on the County. The County can only act on the information supplied by the operator and the operator's employees. Ms. Young was exposed to hepatitis and was barred from her resident care homes for at least three days while the type of hepatitis was being determined. Ms. Young notified the County of this, but never provided the County written verification of her status after that. Telephone calls were made back and forth, but it appears that no communication was going on. Though better communication by all

parties may have helped, the situation in the 165th Drive home was deteriorating because of lack of operator supervision. Ms. Young also contends that Barbara Corbin had to dispense medications because no one else was available to give the medications and, again, blames this on the County. Ms. Young hired someone to manage the home, but the County advised this person not to dispense medications because she was potentially implicated in the missing controlled substances. This person left the home, and Barbara took over care duties. Ms. Young had hired a different person to come into the home earlier, who was apparently dismissed by Ms. Young. The County noted other sources for hiring caregivers. Violations in the 165th Drive home were exacerbated by the presence of Barbara Corbin and the absence of Ms. Young, but ultimately, the operator of an adult foster care home is responsible for the proper operation of the home.

Since the medications in the 165th Drive home were kept in such a dangerous manner, and because Ms. Young failed to cooperate fully with the County in its investigation, the revocation of both Multnomah County home licenses was warranted.

ORDER AND DETERMINATION:

The determinations of the Multnomah County Adult Care Home Program, dated October 16, 1995 that suspended Ms. Young's license, and dated December 4, 1995 that suspended Ms. Young's license are to remain in effect and are SUSTAINED.

This order has been mailed to the parties on May 9, 1996, and shall become final on May 29, 1996, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated: _____

9 MAY 96



Code Hearings Officer

AMG:db



CITY OF

PORTLAND, OREGON

HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960
Land Use Hearings (503) 823-7719
Code/Towing Hearings (503) 823-7307
FAX (503) 823-4347
TDD (503) 823-6868

On May 9, 1996, the hearings officer issued an order in the matter of Valerie Young, cases 154115 and 154134. The attached order corrects clerical errors on pages 3, 5, and 8 of the order, and an error on page 9 in the ORDER AND DETERMINATION section. The action taken in the December 4, 1995 Multnomah County determination was a license revocation. These corrections make no substantive changes to the original order .

May 13, 1996

Ann M. Gasser



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**CORRECTED
HEARINGS OFFICER'S ORDER**

APPEAL OF VALERIE YOUNG

HEARING NOS. 154115 and 154134

DATE OF HEARING: March 4, 5, and 12, 1996

APPEARANCES:

Ms. Valerie Young, appellant, personally and through her attorney,
Mr. Mark O. Cottle

Ms. Mary Fassell for Multnomah County

HEARINGS OFFICER: Ms. Ann M. Gasser

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

BACKGROUND

On October 16, 1995, Valerie Young was notified by the Multnomah County Adult Care Home Program (ACHP) that her license to operate an adult care home at 2320 N.E. 165th Drive, Portland, Oregon was suspended for "serious problems with medications and record keeping". On November 6, 1995, Ms. Young requested a hearing regarding reinstatement of her adult foster care license.

On December 4, 1995, the Multnomah County Adult Care Home Program provided Ms. Young with an investigation report and notified her that licenses to operate two adult care homes in Multnomah County were revoked. The County noted serious violations of rules and standards for adult care homes, and failure to deal honestly and cooperatively with the ACHP and other staff as reasons for the revocation. These violations occurred at the care home at 2320 NE 165th Drive, Portland, Oregon.

On December 20, 1995, Ms. Young requested a hearing on the revocation of her license. On December 29, 1995, Ms. Young asked to consolidate the hearings on the license suspension and the license revocation. The hearings officer was duly appointed by letter on February 12, 1996.

This case involves several allegations, two licensing actions (suspension and revocation), several days of testimony and several objections. An objection was made as to notice and several were made as to testimony and evidence.

Objections to evidence and testimony were, for the most part, noted and the evidence admitted or testimony allowed. A request to exclude witnesses was denied. Appellant had several tape recorded telephone conversations that were offered as evidence. The County objected. Arguments were submitted and the hearings officer reserved the right to rule on the issue. During the time between final testimony and a ruling on the admissibility of the evidence, the appellant withdrew the request to admit the tapes. A box of drugs was admitted to evidence over the objection of the appellant.

Appellant made a general objection to the form of notice, but no specific claims of which rules or laws were violated. MCAR 890-080-200 through 890-080-250 contain the provisions for notification of administrative sanctions.

Under MCAR 890-080-210, the Department shall provide written notice to a prospective or current operator of the imposition of an administrative sanction.

Written notice of the suspension was provided to Ms. Young in an October 16, 1995 letter to Ms. Young from Mary Fassell. Written notice of the revocation was provided to Ms. Young in a December 4, 1995 letter to Ms. Young from Mary Fassell.

According to MCAR 890-080-220, if as a result of an inspection or investigation the Director finds that a resident has been abused, injured or neglected, the Director will immediately notify the operator verbally to stop the abusive conduct. Within 30 days after the completion of the investigation report, the Director will follow up with a written notification to the operator of the violation and administrative sanction.

The revocation letter alleged neglect and abuse. Residents had already been removed from the home by the time the notice of revocation was served. This requirement is not applicable.

Under MCAR 890-080-230, notification of an administrative sanction shall be served in person or by certified mail. If the operator or applicant cannot be located in person with reasonable diligence, the Director shall cause the order to be posted on the premises of the home, which shall constitute receipt of the notice.

The letters of notification are annotated "CERTIFIED MAIL" and no evidence was submitted that the notices were not served by certified mail.

Under MCAR 890-080-240, the notice of an administrative sanction shall state:

- (a) The authority to impose the sanction(s);
- (b) The nature of each sanction imposed;

(c) The reasons for sanction, including the circumstances constituting the violations of laws, codes or rules;

(d) The effective date of the order;

(e) A time line for implementation of the order. Cited deficiencies shall be corrected and/or violations abated no later than thirty (30) days after receipt of the notice unless an extension is requested and/or approved. In circumstances which pose an imminent danger to residents, deficiencies shall be corrected and or violations abated no later than twenty-four (24) hours after receipt of the notice. If residents are in immediate danger, the license may be suspended or revoked and arrangements made to move the residents;

(f) The Department's readiness to assist in placement of residents if relocation of any or all residents is ordered; the duty of the operator both to effect such placement and to cooperate with the Department in accordance with MCC 8.90.080(C);

(g) The nature of further sanctions which can be imposed for failure to implement the Director's order within specified time lines;

(h) As applicable, the right of and procedure for the operator to request variances and exceptions as provided for in MCC 8.90.020 and these rules; or to contest administrative sanctions by requesting a hearing as provided for in MCC 8.90.090 and these rules.

(i) A statement of the authority and jurisdiction under which the hearing is to be held;

(j) A statement that the Department's files on the subject of the contested case automatically become part of the contested case record upon default for the purpose of proving a prima facie case; and

(k) A statement that the notice becomes a final order upon default if the operator fails to request a hearing within the specified time.

The authority for imposing the sanctions is noted in the notification letters. The letters state the sanction imposed. The reasons for the sanctions, including the circumstances constituting the violations of codes and rules are noted. The effective date of the suspension and revocation are noted in the letters. The schedule for removal of the residents is noted in the suspension letter. The residents had already been removed from the home at the time the December letter was issued. The suspension letter indicates that a decision would be made at a later date whether to reinstate the license. No additional future sanctions were proposed in the revocation letter. The right to a conference and to a hearing were noted in the letters. The letters note that the County's information on the matter will be available to the hearings officer.

Under MCAR 890-080-250, a copy of the relevant findings from licensure or complaint investigations shall be attached to the notification of administrative sanction, unless previously provided to the applicant or operator. Ms. Young was provided with a report that was the basis of the revocation. --

The notices provided to appellant are in substantial compliance with the notice requirements, and no prejudice to the appellant is noted.

SUSPENSION

The County specifically alleged in its suspension letter, that "[a]mong other things the medications were recorded incorrectly, some medications were unlabeled, some labeled incorrectly as to name of patient, there were no doctor's orders for some medications, medications were charted incorrectly, and, medications, including a large amount of medications containing controlled substances, were missing. Neither you nor your resident manager were correcting this situation." The County required all residents in the home to move as soon as possible, but in any case, no later than October 20, 1995. The County also found that Ms. Young allowed Barbara Corbin to act as resident manager since August 1, 1995 without filing an application to be a resident manager or taking the required 18 hour training, that Ms.

Young was told to discontinue Ms. Corbin's services, that another caregiver was hired without required authorization for criminal records check, and that Ms. Corbin was allowed to go back to work in the home. Ms. Young was then advised that Ms. Corbin was not allowed to give care or medications in the home, and that Ms. Young had to find a qualified resident manager or give care herself.

MCAR 890-020-510 contains the following requirements for administration of noninjectable medications.

- (a) Noninjectable medications may be administered in adult care homes by any currently licensed operator, or approved resident manager or substitute caregiver.
- (b) There must be a written physician's order for any medications, including over the counter medications, treatments and therapies. Orders must be carried out as prescribed by a physician. Changes may not be made without a physician's order.
- (c) Each resident's medication shall be clearly labeled with the pharmacist's label or be in original labeled container or bubble pack and kept in a locked, central location, separate from that of the provider or the provider's family. Unused, outdated or recalled medications shall not be kept in the home and shall be disposed of according to the pharmacist's recommendations.
- (d) A written medication chart for each resident shall be kept of all medications administered by the caregiver to that resident, including over the counter medications. The chart shall indicate name of medication, dosage, route and time given, and shall be immediately initialed by the person giving it. Treatments and therapies must be given immediately documented on the medication sheet showing times given, type of treatment or therapy, and initials of the person giving it. The medication chart shall contain a legible signature for each set of initials. Operators shall be responsible for ensuring that narcotics and other controlled substances prescribed for residents are fully accounted for and used only by the resident.
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(See also 890-020-870-(d) through (f) regarding storage of medications.)

Medications were stored in a box in a roll top desk. The medications were in a shoe box that was sectioned off with cardboard and tape. The box was in four sections, but contained medications for five residents. A husband and wife had one section of the box labeled for them and their medications were kept together. The name of one resident had been written over the name of a previous resident.

Evidence was presented by both the County and the appellant that the desk was at times unlocked and unauthorized persons had access to the desk. The key was left in the desk lock at times, and at other times, unauthorized persons were able to observe where the key was kept. The key could have been kept on an individual caregiver's person and passed off to another caregiver when the caregiver left the home and someone else took over care duties so that the key was not available to unauthorized persons. The medications were not kept in a locked storage area. This is a violation of MCAR 890-020-510(c) and 890-020-870(d).

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As noted above, several medications were taken out of their original containers and stored in bottles with hand written masking tape labels. The masking tape labels on several of the bottles are easily removeable. The marked lids on several of the bottles are interchangeable. None of the hand written labels contained all of the information that would be found on a pharmacist's label. Improper dispensing of medications was highly likely to occur, causing a threat to the health and safety of residents. Controlled substances were not properly accounted for and medications were not properly charted. If medications were being diverted from resident use, residents could be left in pain or may be unable to sleep, affecting resident welfare. Improperly dispensed medications threaten the health and safety of residents.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

The suspension of the license for the 165th Drive home was not preceded by a hearing. The improper storage and labeling of the medications and charting problems noted above lead to a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home.

Suspension of Ms. Young's license to operate the adult care home at 165th Drive was proper.

REVOCATION

Under MCAR 890-080-110(a), a license may be revoked as an administrative sanction. Under MCAR 890-080-120, an administrative sanction (license revocation) may be imposed for those circumstances cited in MCC 8.90.080(A). Under MCC 8.90.080(A)(2), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when there exists a threat to the life, health, safety, or welfare of any resident.

Under MCC 8.90.080(A)(4), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when the owner or operator has failed to comply with the provisions of this chapter; with city and county codes and ordinances; with the rules and standards duly promulgated by the Director for an adult care home; or any other state or federal law or rule applicable or relevant to the health or safety of a resident.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

As noted above, the condition of the medications and charting notes for the 165th Drive home showed a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home. The revocation alleged abuse and neglect. The immediate revocation was allowed under the MCC.

The following is a summary of the specific reasons for the revocation:

1. Numerous medications for residents were not given according to doctor's orders, were not charted or were charted incorrectly, were removed from their original containers, were placed in incorrectly labeled or unlabeled containers, were not properly accounted for (including controlled substances) and were not kept in a secure storage place, and there were no written physicians orders for some medications. These were noted as violations of Multnomah County Administrative Rule (MCAR) 890-020-510, 890-020-500(b), 890-020-870(d) and (e), 890-020-450(b) and (d)(D) and (G), 890-020-410(f), and 890-015-660.

2. Medication records were falsified, medications were not charted as given, fire drills were documented and not given, in violation of MCAR 890-020-450(b) and 890-020-882(c).
3. Six residents were in a home licensed for five residents, in violation of MCAR 890-020-120(c).
4. Residents were not given needed personal care, including bathing, in violation of MCAR 890-015-660 and 890-020-410(f).
5. The boyfriend of the resident manager did not complete a criminal records check while living in or being in the home on a regular basis, in violation of MCAR 890-020-230(d) and 890-020-410(d).
6. The resident manager did not have required criminal records check or training, in violation of MCAR 890-020-320(a), (c) and (e) and 890-020-230(e).
7. Ms. Young was involved in loud arguments in and around the home in violation of MCAR 890-015-120(d) and 890-020-410(f).
8. The resident manager and her boyfriend used a resident's telephone to make long distance calls, and no other long distance service was available in the home, in violation of MCAR 890-020-480(a), 890-020-410(g) and 890-015-450(b).
9. A caregiver treated residents roughly, inconsistent with their care needs, in violation of MCAR 890-015-120 and 890-020-410(f).
10. Ms. Young tried to convince residents to move to her unlicensed home in Clackamas County, asked residents to lie about the number of residents living in the home, lied to investigators and ACHP staff about who lived in the home, about when she moved out of the 165th Street home and when she was quarantined for hepatitis, indicating a lack of character to run a care home, in violation of MCAR 890-020-220(c).
11. Ms. Young admitted a resident to the home who was hospice and had care needs higher than the level of her license without first obtaining a written exception from the ACHP, in violation of MCAR 890-020-110 (e), (f) and (g).
12. The resident manager smoked in nonapproved areas of the home, in violation of MCAR 890-020-810(m).
13. Ms. Young and the caregiver tried to prevent residents from being moved from the home after they were ordered removed, in violation of MCAR 890-020-220(b) and (c).
14. Ms. Young was deceptive and uncooperative during the investigation of allegations, in violation of MCAR 890-020-260 and 890-020-220(b) and (c). A number of examples were cited.

The notification also mentioned several previous findings involving Ms. Young's care homes.

Some of the allegations are examined above in the discussion of the suspension. Though each allegation is not examined in detail here, sufficient information was submitted to show that the records were in disarray. For example, Tegretol for one resident was charted as given at Ms. Young's 165th Drive home and at Ms. Young's Sandy home during the month of September. Something is amiss whether it is

double dosing of the medications or whether it is the charting of medications that were not given. Also, medical sheets show that Barbara Corbin gave medications to residents after the time Ms. Young was told that Ms. Corbin could no longer give medications. Appellant stated at hearing that initials on some medication sheets purported to be her initials are not her initials. Controlled substances were at Ms. Young's Sandy home instead of at the 165th Drive home, and were not accounted for at the time of the suspension and revocation actions.

Barbara Corbin's boyfriend was in the home on numerous occasions. One resident claimed she preferred to be transferred by Patrick, which implies that the residents knew Patrick and that he provided care to the residents. Patrick was also observed in the home by a County staff member. Patrick appears to have been living in the home and helping with resident care. MCAR 890-020-230(d) requires caregivers and residents age 16 and over are required to have an annual criminal record clearance.

Ms. Corbin was acting as the resident manager of the home on 165th Drive. Ms. Corbin served in this capacity without the proper training and without a criminal records check.

Dates are lacking on medication sheets in the record and it is difficult to determine the dates the residents were in the home. It cannot be determined conclusively that six residents were living in the home at one time.

Ms. Corbin and Ms. Young smoked in sleeping areas. This is a violation of MCAR 890-020-810(m).

Under MCC 8.90.080, an owner or operator of an adult care home whose license has been revoked or suspended, has a duty, when ordered by the Director, to effect orderly and appropriate placement of all residents. The owner or operator shall cooperate with the Department of Human Services, which shall assist the resident and operator in effecting the placement.

Ms. Young was ordered to effect the orderly and appropriate placement of all residents. Tensions ran high in the home after the notice of suspension was served. Ms. Corbin and Ms. Young told several residents that they did not have to leave her home after the order to remove the residents was made. Ms. Young claims she would have kept the residents without compensation until the matter of her license was cleared up, and says she was simply informing residents of their right to self-determination. There is no evidence, however, that a civil and orderly presentation of residents rights was given to residents by Ms. Young. Passing, emotion-charged comments were more the order of the day. Some confusion surrounding the removal of the residents can be attributed to the number of people sent to Ms. Young's home by the County, but most can be attributed to the high emotions and uncooperative behavior of Ms. Young and Ms. Corbin. At one point, police were even called to remove County personnel from the home. Ms. Young did not adhere to her duty to effect orderly and appropriate placement of the residents. This is a violation of MCC 8.90.080.

The several explanations for the missing controlled substances showed a lack of truthfulness on Ms. Corbin's part and a lack of willingness to cooperate in the investigation by Ms. Young. Ms. Young generally failed to cooperate throughout the investigation. Ms. Young fails to accept responsibility for Ms. Corbin's actions. Ms. Young places almost the entire blame for any deficiencies in the home and the closure of the homes on the County. The County can only act on the information supplied by the operator and the operator's employees. Ms. Young was exposed to hepatitis and was barred from her resident care homes for at least three days while the type of hepatitis was being determined. Ms. Young notified the County of this, but never provided the County written verification of her status after that. Telephone calls were made back and forth, but it appears that no communication was going on. Though better

communication by all parties may have helped, the situation in the 165th Drive home was deteriorating because of lack of operator supervision. Ms. Young also contends that Barbara Corbin had to dispense medications because no one else was available to give the medications and, again, blames this on the County. Ms. Young hired someone to manage the home, but the County advised this person not to dispense medications because she was potentially implicated in the missing controlled substances. This person left the home, and Barbara took over care duties. Ms. Young had hired a different person to come into the home earlier, who was apparently dismissed by Ms. Young. The County noted other sources for hiring caregivers. Violations in the 165th Drive home were exacerbated by the presence of Barbara Corbin and the absence of Ms. Young, but ultimately, the operator of an adult foster care home is responsible for the proper operation of the home.

Since the medications in the 165th Drive home were kept in such a dangerous manner, and because Ms. Young failed to cooperate fully with the County in its investigation, the revocation of both Multnomah County home licenses was warranted.

ORDER AND DETERMINATION:

The determinations of the Multnomah County Adult Care Home Program, dated October 16, 1995 that suspended Ms. Young's license, and dated December 4, 1995 that revoked Ms. Young's license are to remain in effect and are **SUSTAINED**.

This order has been mailed to the parties on May 9, 1996, and shall become final on May 29, 1996, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated: 13 MAY 96


Code Hearings Officer

Nunc pro tunc: May 9, 1996

AMG:db

=== COVER PAGE ===

TO: _____

FAX: 8234347

FROM: ROCK DE AGES ASSC

FAX: 2611429

TEL: 2611429

COMMENT: PLEASE CALL

RECEIVED
MAY 28 1996
HEARINGS OFFICE

Ann *to*

154115

154134

I, hereby, Certify that on the
28th Day of May, 1996, I served an
appeal request before the
Mult. Board of Commissioners

cc. Beverly Stein

Mult. Co. Commissioner
1120 SW 5th
Portland OR
97204

RECEIVED

MAY 28 1996

HEARINGS OFFICE

cc.
ms Ann M. Gasser
Code Hearings officer

Valerie L. Young
Valerie L. Young
2320 NE 165 DR
Portland OR 97230

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS
2 MULTNOMAH COUNTY
3

4 In the Matter of the Suspension and
5 Revocation of the Adult Care Home
6 Licenses of Valarie Young

City Hearing Office
Nos. 154115 and 154134
Adult Care Home Program's
Response to Appeal

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUL -5 PM 4:28

8
9 BACKGROUND

10 On October 16, 1995 the Multnomah County Adult Care Home Program (ACHP)
11 suspended Ms. Young's license to operate one of her two adult care homes due to serious
12 problems with medications and record keeping. On December 4, 1995, the ACHP notified Ms.
13 Young that it was revoking her licenses to operate both of her homes, based on numerous serious
14 violations of the ACHP rules. Ms. Young requested hearings on the suspension and revocation.
15 These hearings were consolidated into one, three day hearing held March 4, 5 and 12 before an
16 independent hearing officer. The record of this hearing is now before the Board.
17

18 At hearing, Ms. Young presented no witnesses other than her brother and herself. The
19 ACHP presented numerous witnesses, including county personnel and outside witnesses with
20 expertise in medication issues. The hearing officer had the opportunity to evaluate the credibility
21 of these witnesses.
22

23 Based on the evidence presented at hearing, the hearing officer found, among other
24 violations, that medications were kept in a dangerous manner, posing an imminent threat to the
25 health, safety and welfare of residents, that an untrained caregiver without a criminal record check
26

1 was allowed to provide care, and that Ms. Young failed to cooperate in the investigation or
2 accept responsibility for the actions of her caregiver. The hearing officer affirmed both the
3 immediate suspension of the first license and the revocation of both licenses. See Hearing
4 Officer's Order, May 9, 1996 and Corrected Order, May 13, 1996.

5 ARGUMENT

6
7 The Board of County Commissioners should affirm the hearing officer's order on the
8 record before it, without taking additional evidence. The record is exhaustive. Ms. Young had
9 five months to prepare a case, and the assistance of three attorneys. She had an opportunity to
10 present witnesses, so that the hearing officer could compare their credibility with that of the
11 ACHP witnesses. She failed to do so. The violations found by the hearing officer are serious
12 violations. Testimony indicated that those violations involving improper administration of
13 medication could be life threatening. See ACHP Closing Argument, 3/25/95, pp 1-2. Ms. Young
14 has received due process. The needs of the residents must now take precedence. Until the Board
15 affirms the hearing officer order, thereby making it a final order, residents remain in Ms. Young's
16 home.
17

18 Ms. Young's request for an appeal hearing did not indicate the findings to which she was
19 objecting, although the rules require that. See MCAR 890-090-420. In the hearing, however,
20 her primary response was to ridicule the credibility and integrity of the witnesses and the evidence
21 presented by the ACHP. For example, in her closing arguments Ms. Young described the ACHP
22 as "hostile," "willing to skew the truth," "not being honest," and "grossly negligent or lying" and
23 the ACHP's evidence as "inconceivable," "ridiculous," "ludicrous" and "preposterous" and the
24 ACHP of exhibiting "blatant ineptitude" and an "unwillingness to tell the truth.." See Ms.
25 Young's Closing arguments, pp 1-4. The hearing found Ms. Young to be uncooperative and the
26

1 ACHP's case to be supported by the evidence. Clearly the hearing officer found the ACHP's
2 witnesses to be credible.

3 This Board should defer to the hearing officer's firsthand credibility findings, precisely
4 because it is not in a position to reevaluate those witnesses. Erck v. Brown Oldsmobile, 311 Or
5 519, 525 (1991); International Paper Co. v. McElroy, 101 Or App 61, 63 (1990). An additional
6 hearing by the Board would be very time consuming and, in all probability, unproductive. For
7 these reasons, it should affirm the hearing officer's order on the record.
8

9 CONCLUSION

10 Ms. Young was provided a full and fair three-day hearing. The hearing officer properly
11 affirmed the suspension and revocation of her adult care home licenses. The welfare of the
12 residents remaining in Ms. Young's home is at stake and must be given highest priority. The
13 Board should affirm the hearing officer's order as issued. A form of order is attached to this
14 memorandum for this purpose.
15

16 DATED this 5th day of July, 1996.

17
18 LAURENCE KRESSEL, COUNTY COUNSEL
19 FOR MULTNOMAH COUNTY, OREGON

20
21 By Katie Gaetjens
22 Katie Gaetjens, OSB #88210
23 Assistant County Counsel
24 Of Attorneys for Department of Aging Services
25

26 H:\data\advisory\gaetjensyoungrebuttal.doc

SINCE THERE IS A TIME LIMIT PUT ON EACH OF US SPEAKING TODAY, I
WILL START WITH WHAT VALERIE AND I BELIEVE TO BE VERY
INTERESTING.

I'LL READ FROM THE VERBATEM MINUTES OF A MEETING OF THE
ROCK OF AGES PROVIDERS ASSOCIATION ON MARCH 26, 1996 PAGE 61 & 62.

Discussion over actual true number of homes closed last year 250 or 26 ???

Page 61

Unk. You need to do another survey, Jean. You need to ask how many people
voluntarily closed their homes and moved out because they felt they were
harassed or unfairly treated by the county and that they needed to go
elsewhere.

Page 62

J.DeM: I'm saying we revoked the licenses of 26 homes last year.

Valerie: What about suspending their licenses? Same difference, isn't it, if they just
don't choose to go to a hearing?

J.DeM: There aren't any homes, where we suspended a license that you didn't end
up with.....so they're included.

T.Lee: So there isn't a home that you've put on suspension that you haven't closed?

J.DeM: RIGHT!

MY POINT HERE WHERE DOES DUE PROCESS COME IN? WHY THE
POINT OF SITTING THROUGH 3 DAYS OF HEARINGS, PAYING AN
ATTORNEY THOUSANDS OF DOLLARS, WHEN BY JEAN'S OWN





STATEMENT -- NOBODY WINS!!! I CHALLENGE YOU COMMISSIONERS
HERE TODAY TO LOOK AT THESE STATISTICS AND CONSIDER --
ISN'T IT PERHAPS TIME TO BREAK THAT RECORD AND REVERSE
THE ADULT CARE HOMES REVOCATION OF VALERIE'S LICENSE.
THE RECORD -- NOBODY WINS -- SMACKS OF VERY SUSPICIOUS
ACTIONS PERHAPS EVEN CONSPIRACY.

I HAVE SEEN THE ORDER WHICH, THE COUNSEL FOR THE AGING SERVICES
DIVISION, KATIE GAETJENS, HAS PREPARED, IN ADVANCE, FOR YOU TO SIGN
HERE, TODAY!!!

***** HOWEVER *****

I ENCOURAGE EACH OF YOU COMMISSIONERS TO WITHHOLD YOUR VOTE &
SIGNATURE; UNTIL YOU HAVE TAKEN THE OPPORTUNITY TO VIEW:

"IT'S ABOUT FREEDOM" by R. Neal Green

CHANNEL 21 (PARAGON)

TOMORROW NIGHT (FRIDAY, JULY 12, 1996)

7:30 p.m.

FROM MY OBSERVATION IN THE HEARING ROOM, IT SHOULD BE THE
MULTNOMAH COUNTY ADULT CARE HOME PROGRAM THAT SHOULD BE

**BEFORE YOU TODAY FOR NEGLIGENCE AND RETALIATIONS -- NOT
VALERIE!!!**

**HOW MANY OF YOU COMMISSIONERS HAVE READ THE ADMINISTRATIVE
RULES GOVERNING ADULT FOSTER CARE HOMES?**

**THESE ADMINISTRATIVE RULES SERVE AS A CONTRACT BETWEEN THE
ADULT CARE HOME PROGRAM STAFF AND THE ADULT CARE HOME
PROVIDERS.**

**SOME OF YOU COMMISSIONERS ARE ATTORNEYS, BUT IT DOES NOT TAKE
AN ATTORNEY TO UNDERSTAND THAT WHEN EITHER PARTIES DO NOT
FOLLOW THE RULES, THEN THERE IS A BREACH OF CONTRACT. THIS
IS A TWO WAY STREET. THE ADULT CARE HOME PROGRAM FLAGRANTLY
VIOLATED THIS CONTRACT AND VALERIE'S CONSTITUTIONAL AND CIVIL
RIGHTS BY REMOVING ALL HER RESIDENTS WITHOUT DUE PROCESS
AND WITHOUT INFORMING THE RESIDENTS OF THEIR OWN RIGHTS TO
CONTEST BEING MOVED BY THE COUNTY AS OUTLINED UNDER
MCAR 890-090-200 thru 280. ANY CONTRACT THAT HAS BEEN BREACHED
IS INVALID!!!**

1) Katie states, 'Possibility of imminent danger to health, safety, welfare, etc.'

a. Not a fact of imminent danger, just a possibility -- going out to your mailbox creates a 'possibility' for imminent danger -- just as crossing the street!

b. In this situation, "the punishment does not fit the crime!"

2) Medications management and storage sited as the cause for this 'possibility' -- and, I remind you -- only the 'possibility'.

This was possible danger was corrected when Dr. Henry brought out a complete set of newly labeled BUBBLE PACKED "SEALED" medications for every patient in the home. NOW, I believe, if you will check with the Attorney General's Model Rules for Administrative Hearings, you will find that, "When the possibility of danger has been removed, you must reinstate the license!"

3) Extenuating circumstances should be taken into consideration -- exposure to Hepatitis A

Valerie quarantined from home for the 6-week period immediately preceding the removal of all of Valerie's residents!!!

4) It was Carol Isaman's testimony that she agreed to send out a Multnomah County Contract Nurse, a Registered Nurse, to monitor Valerie's home in her absence.

It was Rosalyn's testimony that she was not instructed by Carol Isaman to monitor Valerie's home.

5) It was the Rosalyn Crocker's, the Registered Nurses', testimony that she was not aware of this. Is it possible that Carol Isaman failed to give her specific details and instructions?

a. Duty of a Contract Nurse is to monitor medications - Rosalyn was negligent in her duties, as Valerie's attorney, Mark Cottle spelled out very specifically in his closing arguments.

b. Rosalyn was monitoring Valerie's home WEEKLY from April, 1995 to October, 1995.

If there was a problem with the dispensing of medications or storage of

medications, IT WAS ROSALYN'S RESPONSIBILITY TO DOCUMENT AND TRAIN THE CAREGIVER IN PROPER TECHNIQUES!!! (Per Contract R.N. Duties and Elaine Castilleo).

- 6) It is Katie's statement also that Valerie presented no witnesses in her behalf.
- a. Valerie's sister, Barbara, was threatened with criminal prosecution if she testified; and has left the state.
 - b. Dr. Bulger, also, expressed fear of retaliation from the County if he testified.
- 7) Last, I'd like for all of you to know that I sat through all three (3) days of Valerie's and as an Adult Foster Care Provider of over 12 years, I believe it is morally wrong what the ACHP and ASD has done to Valerie. Her homes are immaculate and pictures tell a thousand words.

- 8) Did you hear any testimony from unhappy residents or their family members? NO!!!

**ONLY AGING SERVICES DIVISION, ADULT CARE HOME PROGRAM
EMPLOYEES!!!**

- 9) County retaliates against providers, who complain, who are articulate and who are intelligent.
- 10) MCAR 890-080-240 (e) "Cited deficiencies shall be corrected and/or violations abated no later than thirty (30) days after receipt of the notice."

**VALERIE WAS NEVER GIVEN A NOTICE OF A VIOLATIONS -- NOR
ALLOWED TIME TO CORRECT ANYTHING!**

- 11) MCAR 890-090-140 "Administrative sanctions imposed upon a finding of imminent danger to residents shall become effective immediately upon order of the Director."

**POSSIBILITY FOR IMMINENT DANGER IS NOT SAME AS, "A FINDING OF
IMMINENT DANGER." THEREFORE, THE ACHP ACTED IMPROPERLY**

AND DID NOT FOLLOW THEIR OWN ADMINISTRATIVE REGULATIONS
BY REMOVING ALL OF VALERIE'S RESIDENTS ON THE BASIS OF
IMMINENT DANGER WITHOUT THE REQUIRED WARNING OR NOTICE."

- 12) I CAN PERSONALLY TESTIFY TO RETALIATION FROM THE ADULT
CARE HOME PROGRAM STAFF ON SEVERAL ISSUES -- TOO MANY
TO BEGIN TO TRY AND COVER IN 3 MINUTES.

PLEASE NOTE FOR THE RECORD THAT AT NO TIME HAS THE ASD ALLEGED
THERE TO BE DANGER TO ANYONE'S LIFE!!!

12) I WOULD ALSO SUGGEST VALERIE IS BEING DISCRIMINATED FOR HER
RELIGIOUS BELIEF. IF YOU TOOK A CAMERA INTO HER HOME WITH A
ROLE OF 36 EXPOSURE FILM, YOU WOULD RUN OUT OF FILM BEFORE
YOU COULD PHOTOGRAPH EVERY DECORATIVE ITEM OF A RELIGIOUS
NATURE IN HER HOME -- FURTHER, I HAVE NEVER ENTERED VALERIE'S
HOME WHEN THE TELEVISION WAS NOT SET TO A RELIGIOUS CHANNEL.
(DOZENS OF TIMES). AS YOU ARE ALL AWARE VALERIE IS THE FOUNDER
OF THE ROCK OF AGES PROVIDERS ASSOCIATION AND I AM HER DIRECTOR.
WE HAVE BEEN CRITIZED MANY TIMES FOR THE NAME OF OUR
ASSOCIATION.

(6)

IT IS NOT VALERIES WISH TO:

- > REQUEST A NEW HEARING, OR**
- > PROVIDE ADDITIONAL TESTIMONY**
- > ALTHOUGH, I, PERSONALLY, DO NOT FEEL THAT SHE
HAD ADEQUATE LEGAL REPRESENTATION AT HER HEARING.**

**>>>>>> HOW MANY OF YOU WOULD HAVE ALLOWED THE PROSECUTING
ATTORNEY TO TALK TO YOUR CLIENT, QUESTION HER IN HER HOME,
BEFRIEND HER WITHOUT INFORMING VALERIE THAT SHE WAS HER
PROSECUTING ATTORNEY -- AND GET AWAY WITH IT WITHOUT
BRINGING SUIT AGAINST THE OTHER ATTORNEY FOR YOUR CLIENT?
MARY M. FASSELL DID CALL VALERIE ON THE PHONE, DID QUESTION
HER IN HER OWN HOME AND NEVER ONCE INFORMED HER THAT SHE
WOULD BE HER PROSECUTING ATTORNEY AT HER HEARING. AND, MARY
IS CONTINUING THIS PRACTICE, TODAY!!!**

**SHE DESERVES TO HAVE HER LICENSE REINSTATED, IMMEDIATELY -- NOT
AND WANTS TO GET BACK TO WORK PROVIDING CARE IN HER HOME.**

 7/11/96
DIANNA ROBERTS
DIRECTOR, ROA PROVIDERS ASSOC.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES
AGING SERVICES DIVISION
SOUTHEAST PORTLAND BRANCH
4610 SE BELMONT
P.O. BOX 14766 (97214-0766)
PORTLAND, OREGON 97215-1752
(503) 248-3660

BOARD OF COUNTY COMMISSIONERS 2483308
BEVERLY STEIN • CHAIR OF THE BOARD
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER
GRETCHEN KAFOURY • DISTRICT 2 COMMISSIONER
RICK BAUMAN • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

LEONARD Moved in 8-1-95
" " OUT 7-96

To Whom it May Concern,

My name is Rosalyn Crocker, Multnomah County
Aging Services Division contract RN who visits Leonard Saffney
on a regular basis. My role is described in the attached
information sheet.

I would appreciate knowing if another nurse is involved as
my goal is to function in a cooperative role in providing the
best possible care to the client.

Please contact this Branch office and leave me a message.

My telephone number is - 248-5480 -

Thank you.

Rosalyn Crocker

ec3.hlo

248-3660

CONTRACT RN - ROLE/DUTIES

ADVOCATE

- . for client
- . for provider support

ASSESSMENT AND DEVELOPMENT OF HEALTH CARE PLAN

- . Assess health, physical, and emotional needs.
- . Observation of social dynamics and report to case manager.
- . Evaluate need for equipment and request prescription.
- . Document assessment on required form for case manager, provider and physician.
- . Consult with case manager as appropriate.

REASSESSMENT/MONITOR AND UPDATE CARE PLAN

- . At periodic intervals depending on needs and condition of client.
- . Evaluate health, physical and emotional status.
- . Monitor diet; hydration; positioning; transfers; ambulation; use of restraints; behavior; medications;
- * (storage, actions, reactions and interactions) need for blood levels; and amount of assistance with ADL's.

DELEGATION OF NURSING TASKS

- . Determine whether caregiver is capable of performing the task.
- . Instruct caregiver in performance of the task as well as related medical and health care issues.
- . Observe the caregiver perform the task safely and
- * accurately before delegation is granted.
- . Provide written instructions to caregiver.
- . Determine frequency of monitoring in consultation with case manager.

TEACHING/TRAINING

- . Teach provider and/or clients in care provision as identified in health care plan.
- . Attend in-service trainings offered by agency.

RESOURCE CONSULTANT TO:

- . Client, Provider, Case Manager, Mental Health Specialist, Physician, Home Health Agencies, etc.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of the Suspension)
and Revocation of the Adult care)
Home Licenses of Valerie Young)

ORDER NO.
96- 121

The Board of County Commissioners has reviewed the record, Hearing Officer's Order, and the Adult Care Home Program's Response regarding the appeal of Valerie Young from an Order of the Hearing Officer that the Multnomah County Adult Care Program properly suspended appellant's license to operate an adult care home at 2320 N.E. 165th Drive, Portland, Oregon and properly revoked her licenses to operate that home and the second adult care home for which she was licensed. The Hearing Officer found that medications were not in their original, labeled containers and not clearly labeled with pharmacist's labels, in violation of MCAR 890-020-510(c) and 890-020-870(e), that medications administration irregularities were not charted, and that controlled substances were unaccounted for at the time of the suspension, in violation of MCAR 890-020-510(d). The Hearing Officer held that the improper storage and labeling of medications and charting problems posed a "threat of imminent danger to the health, safety, and welfare of the residents in the 165th Street home." Consequently, the suspension was authorized by MCC 8.90.040(B).

Regarding the revocation specifically, the Hearing Officer found that Ms. Young had permitted an adult male over 16 to live in the home and provide care without a criminal record check in violation of MCAR 890-020-230(d), that Ms. Young and one of her caregivers smoked in sleeping areas, in violation of MCAR 890-020-810(m), that Ms. Young failed to cooperate in the placement of residents removed from the 165th Street home after that license was suspended, in violation of MCC 8.90.080, and that Ms. Young failed to accept responsibility for the proper operation of her home. These violations were in addition to those noted as the basis for the suspension. Taken together, these violations authorized revocation under MCC 8.90.080(A).

The Board accepts the Hearing Officer's Order, attached hereto as Exhibit A. The Board has also reviewed the appellant's request for a hearing, attached as Exhibit B and the Adult Care Program's Response to the Appeal, attached as Exhibit C. Based on this review,

the Board finds that the Hearing officer's Order is fully supported by the record and that there are no grounds for rejecting or modifying the Hearing Officer's Order.

IT IS HEREBY ORDERED that the Order of the Hearing Officer in the Appeal of Valerie Young 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 11th day of July, 1996.




MULTNOMAH COUNTY, OREGON

By


Beverly Stein
Multnomah County Chair

REVIEWED:

PETER KASTING, SPECIAL COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By 
Peter Kasting



CITY OF
PORTLAND, OREGON
HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960
Land Use Hearings (503) 823-7719
Code/Towing Hearings (503) 823-7307
FAX (503) 823-4347
TDD (503) 823-6868

**CORRECTED
HEARINGS OFFICER'S ORDER**

APPEAL OF VALERIE YOUNG

HEARING NOS. 154115 and 154134

DATE OF HEARING: March 4, 5, and 12, 1996

APPEARANCES:

Ms. Valerie Young, appellant, personally and through her attorney,
Mr. Mark O. Cottle

Ms. Mary Fassell for Multnomah County

HEARINGS OFFICER: Ms. Ann M. Gasser

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

BACKGROUND

On October 16, 1995, Valerie Young was notified by the Multnomah County Adult Care Home Program (ACHP) that her license to operate an adult care home at 2320 N.E. 165th Drive, Portland, Oregon was suspended for "serious problems with medications and record keeping". On November 6, 1995, Ms. Young requested a hearing regarding reinstatement of her adult foster care license.

On December 4, 1995, the Multnomah County Adult Care Home Program provided Ms. Young with an investigation report and notified her that licenses to operate two adult care homes in Multnomah County were revoked. The County noted serious violations of rules and standards for adult care homes, and failure to deal honestly and cooperatively with the ACHP and other staff as reasons for the revocation. These violations occurred at the care home at 2320 NE 165th Drive, Portland, Oregon.

On December 20, 1995, Ms. Young requested a hearing on the revocation of her license. On December 29, 1995, Ms. Young asked to consolidate the hearings on the license suspension and the license revocation. The hearings officer was duly appointed by letter on February 12, 1996.

This case involves several allegations, two licensing actions (suspension and revocation), several days of testimony and several objections. An objection was made as to notice and several were made as to testimony and evidence.

Objections to evidence and testimony were, for the most part, noted and the evidence admitted or testimony allowed. A request to exclude witnesses was denied. Appellant had several tape recorded telephone conversations that were offered as evidence. The County objected. Arguments were submitted and the hearings officer reserved the right to rule on the issue. During the time between final testimony and a ruling on the admissibility of the evidence, the appellant withdrew the request to admit the tapes. A box of drugs was admitted to evidence over the objection of the appellant.

Appellant made a general objection to the form of notice, but no specific claims of which rules or laws were violated. MCAR 890-080-200 through 890-080-250 contain the provisions for notification of administrative sanctions.

Under MCAR 890-080-210, the Department shall provide written notice to a prospective or current operator of the imposition of an administrative sanction.

Written notice of the suspension was provided to Ms. Young in an October 16, 1995 letter to Ms. Young from Mary Fassell. Written notice of the revocation was provided to Ms. Young in a December 4, 1995 letter to Ms. Young from Mary Fassell.

According to MCAR 890-080-220, if as a result of an inspection or investigation the Director finds that a resident has been abused, injured or neglected, the Director will immediately notify the operator verbally to stop the abusive conduct. Within 30 days after the completion of the investigation report, the Director will follow up with a written notification to the operator of the violation and administrative sanction.

The revocation letter alleged neglect and abuse. Residents had already been removed from the home by the time the notice of revocation was served. This requirement is not applicable.

Under MCAR 890-080-230, notification of an administrative sanction shall be served in person or by certified mail. If the operator or applicant cannot be located in person with reasonable diligence, the Director shall cause the order to be posted on the premises of the home, which shall constitute receipt of the notice.

The letters of notification are annotated "CERTIFIED MAIL" and no evidence was submitted that the notices were not served by certified mail.

Under MCAR 890-080-240, the notice of an administrative sanction shall state:

- (a) The authority to impose the sanction(s);
- (b) The nature of each sanction imposed;

(c) The reasons for sanction, including the circumstances constituting the violations of laws, codes or rules;

(d) The effective date of the order;

(e) A time line for implementation of the order. Cited deficiencies shall be corrected and/or violations abated no later than thirty (30) days after receipt of the notice unless an extension is requested and/or approved. In circumstances which pose an imminent danger to residents, deficiencies shall be corrected and or violations abated no later than twenty-four (24) hours after receipt of the notice. If residents are in immediate danger, the license may be suspended or revoked and arrangements made to move the residents;

(f) The Department's readiness to assist in placement of residents if relocation of any or all residents is ordered; the duty of the operator both to effect such placement and to cooperate with the Department in accordance with MCC 8.90.080(C);

(g) The nature of further sanctions which can be imposed for failure to implement the Director's order within specified time lines;

(h) As applicable, the right of and procedure for the operator to request variances and exceptions as provided for in MCC 8.90.020 and these rules; or to contest administrative sanctions by requesting a hearing as provided for in MCC 8.90.090 and these rules.

(i) A statement of the authority and jurisdiction under which the hearing is to be held;

(j) A statement that the Department's files on the subject of the contested case automatically become part of the contested case record upon default for the purpose of proving a prima facie case; and

(k) A statement that the notice becomes a final order upon default if the operator fails to request a hearing within the specified time.

The authority for imposing the sanctions is noted in the notification letters. The letters state the sanction imposed. The reasons for the sanctions, including the circumstances constituting the violations of codes and rules are noted. The effective date of the suspension and revocation are noted in the letters. The schedule for removal of the residents is noted in the suspension letter. The residents had already been removed from the home at the time the December letter was issued. The suspension letter indicates that a decision would be made at a later date whether to reinstate the license. No additional future sanctions were proposed in the revocation letter. The right to a conference and to a hearing were noted in the letters. The letters note that the County's information on the matter will be available to the hearings officer.

Under MCAR 890-080-250, a copy of the relevant findings from licensure or complaint investigations shall be attached to the notification of administrative sanction, unless previously provided to the applicant or operator. Ms. Young was provided with a report that was the basis of the revocation. --

The notices provided to appellant are in substantial compliance with the notice requirements, and no prejudice to the appellant is noted.

SUSPENSION

The County specifically alleged in its suspension letter, that "[a]mong other things the medications were recorded incorrectly, some medications were unlabeled, some labeled incorrectly as to name of patient, there were no doctor's orders for some medications, medications were charted incorrectly, and, medications, including a large amount of medications containing controlled substances, were missing. Neither you nor your resident manager were correcting this situation." The County required all residents in the home to move as soon as possible, but in any case, no later than October 20, 1995. The County also found that Ms. Young allowed Barbara Corbin to act as resident manager since August 1, 1995 without filing an application to be a resident manager or taking the required 18 hour training, that Ms.

Young was told to discontinue Ms. Corbin's services, that another caregiver was hired without required authorization for criminal records check, and that Ms. Corbin was allowed to go back to work in the home. Ms. Young was then advised that Ms. Corbin was not allowed to give care or medications in the home, and that Ms. Young had to find a qualified resident manager or give care herself.

MCAR 890-020-510 contains the following requirements for administration of noninjectable medications.

- (a) Noninjectable medications may be administered in adult care homes by any currently licensed operator, or approved resident manager or substitute caregiver.
- (b) There must be a written physician's order for any medications, including over the counter medications, treatments and therapies. Orders must be carried out as prescribed by a physician. Changes may not be made without a physician's order.
- (c) Each resident's medication shall be clearly labeled with the pharmacist's label or be in original labeled container or bubble pack and kept in a locked, central location, separate from that of the provider or the provider's family. Unused, outdated or recalled medications shall not be kept in the home and shall be disposed of according to the pharmacist's recommendations.
- (d) A written medication chart for each resident shall be kept of all medications administered by the caregiver to that resident, including over the counter medications. The chart shall indicate name of medication, dosage, route and time given, and shall be immediately initialed by the person giving it. Treatments and therapies must be given immediately documented on the medication sheet showing times given, type of treatment or therapy, and initials of the person giving it. The medication chart shall contain a legible signature for each set of initials. Operators shall be responsible for ensuring that narcotics and other controlled substances prescribed for residents are fully accounted for and used only by the resident.
- (e) The operator shall consult with the guardian, if any, and with the physician or nurse, and with the family or case manager of a resident who self-medicates to assure that the resident is capable of self-medication. Such consultation shall be documented in the resident's file. There must be physician's written approval to self-medicate.

(See also 890-020-870-(d) through (f) regarding storage of medications.)

Medications were stored in a box in a roll top desk. The medications were in a shoe box that was sectioned off with cardboard and tape. The box was in four sections, but contained medications for five residents. A husband and wife had one section of the box labeled for them and their medications were kept together. The name of one resident had been written over the name of a previous resident.

Evidence was presented by both the County and the appellant that the desk was at times unlocked and unauthorized persons had access to the desk. The key was left in the desk lock at times, and at other times, unauthorized persons were able to observe where the key was kept. The key could have been kept on an individual caregiver's person and passed off to another caregiver when the caregiver left the home and someone else took over care duties so that the key was not available to unauthorized persons. The medications were not kept in a locked storage area. This is a violation of MCAR 890-020-510(c) and 890-020-870(d).

Written physicians orders were not available for some medications. This is a violation MCAR 890-020-510(b).

Some medications were removed from bubble packs and placed in bottles. Temazepam capsules were in a bottle with a pharmacy label for eye drops. The lid of the bottle had masking tape on it and was hand labeled Chester, 2 x daily, 9 am 9 pm. Small round yellow pills marked with an "81" were in a Bayer aspirin bottle. No marks on the pills would identify them as Bayer aspirin. A pharmacist testified that the pills did not appear to be Bayer aspirin. No name or dosage were on the bottle. Ismo was in a bottle with masking tape over the pharmacy label marked Chester 1 tablet, 2 x daily, 9 am 9 pm. The masking tape on the lid says Rhoda Ismo 20 mg 1 tablet 2 x daily. Two different looking tablets were in one bottle with a masking tape lid label saying Rhoda, 1 daily, 8 am. Some of the small round pink pills in the bottle were not cut along the score. The masking tape on the side of the bottle says 1 tablet each (illegible word). One bottle contained small, round light blue pills. Several but not all of the pills were cut. The pills were not all cut along the score. The lid masking tape says Rhoda 1/2 tablet 1 x daily 8:00 am. The side masking tape says 1/2 tablet daily. Daypro is in a white willow bark bottle. The masked lid says Rhoda Daypro 2 tablets 1 x daily 8 am. A bottle with masking tape wrapped several times around the bottle has a hand written label saying Lorazepam 2 mg tab Ativan 2 mg tablet 1 tab every 4 hours as needed for agitation. Another bottle with several wraps of masking tape is hand labeled Flurazepam HCL 30 mg cap Dalomone 30 mg cap 1 tab at bedtime for sleep. A large brown bottle with several wraps of masking tape is hand labeled Coramazepim (spelling unclear) Tegretol 200 mg tabs morning noon night, with 3.5 tab 3.5 tab and 4 tab written underneath. A plastic bag containing Daypro has a masking tape label that was hand marked, Rhoda Daypro 2 tabs 1 x daily 8 am. Several blister packs were also found. Some of the blister packs contain fully enclosed 1/2 tablets that are not all cut on the score.

The majority of the medications at the home were not clearly labeled with the pharmacist's label and were not in their original labeled container or bubble pack. This is a violation of MCAR 890-020-510(c) and 890-020-870(e).

Numerous charting irregularities were alleged in the report accompanying the license suspension letter. For example, Tylenol 3, which contains a controlled substance, prescribed to be given as needed, but was charted as dispensed on a schedule of 9:00 a.m., 12:00 noon, and 9:00 p.m. The medication was not dispensed in accordance with the prescription. A bedtime medication was charted as given at bedtime even though it was seen already charted at 10:00 a.m.. Irregularities were not noted on the reverse of the medical charts. Tylenol 3 with codeine was unaccounted for, and several reasons were given for the discrepancy. Other controlled substances were not accounted for at the time of the suspension. The drugs were not accounted for by appellant until hearing. These are violations of MCAR 890-020-510(d).

Under MCAR 890-080-110(a), a license may be suspended as an administrative sanction. Under MCAR 890-080-120, an administrative sanction (license suspension) may be imposed for those circumstances cited in MCC 8.90.080(A). Under MCC 8.90.080(A)(2), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when there exists a threat to the life, health, safety, or welfare of any resident.

As noted above, several medications were taken out of their original containers and stored in bottles with hand written masking tape labels. The masking tape labels on several of the bottles are easily removeable. The marked lids on several of the bottles are interchangeable. None of the hand written labels contained all of the information that would be found on a pharmacist's label. Improper dispensing of medications was highly likely to occur, causing a threat to the health and safety of residents. Controlled substances were not properly accounted for and medications were not properly charted. If medications were being diverted from resident use, residents could be left in pain or may be unable to sleep, affecting resident welfare. Improperly dispensed medications threaten the health and safety of residents.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

The suspension of the license for the 165th Drive home was not preceded by a hearing. The improper storage and labeling of the medications and charting problems noted above lead to a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home.

Suspension of Ms. Young's license to operate the adult care home at 165th Drive was proper.

REVOCATION

Under MCAR 890-080-110(a), a license may be revoked as an administrative sanction. Under MCAR 890-080-120, an administrative sanction (license revocation) may be imposed for those circumstances cited in MCC 8.90.080(A). Under MCC 8.90.080(A)(2), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when there exists a threat to the life, health, safety, or welfare of any resident.

Under MCC 8.90.080(A)(4), the Director of the Multnomah County Department of Human Services has the authority to suspend a license when the owner or operator has failed to comply with the provisions of this chapter; with city and county codes and ordinances; with the rules and standards duly promulgated by the Director for an adult care home; or any other state or federal law or rule applicable or relevant to the health or safety of a resident.

Under MCAR 8.90.080(B), suspension or revocation of a license by the Director shall be preceded by a hearing under MCC 8.90.090 if requested by the operator, unless the license is suspended or revoked for the reason of imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the suspension or revocation shall be effective upon order of the Director.

As noted above, the condition of the medications and charting notes for the 165th Drive home showed a high risk of improper dispensing of medications and posed a threat of imminent danger to the health, safety and welfare of the residents in the 165th Drive home. The revocation alleged abuse and neglect. The immediate revocation was allowed under the MCC.

The following is a summary of the specific reasons for the revocation:

1. Numerous medications for residents were not given according to doctor's orders, were not charted or were charted incorrectly, were removed from their original containers, were placed in incorrectly labeled or unlabeled containers, were not properly accounted for (including controlled substances) and were not kept in a secure storage place, and there were no written physicians orders for some medications. These were noted as violations of Multnomah County Administrative Rule (MCAR) 890-020-510, 890-020-500(b), 890-020-870(d) and (e), 890-020-450(b) and (d)(D) and (G), 890-020-410(f), and 890-015-660.

2. Medication records were falsified, medications were not charted as given, fire drills were documented and not given, in violation of MCAR 890-020-450(b) and 890-020-882(c).
3. Six residents were in a home licensed for five residents, in violation of MCAR 890-020-120(c).
4. Residents were not given needed personal care, including bathing, in violation of MCAR 890-015-660 and 890-020-410(f).
5. The boyfriend of the resident manager did not complete a criminal records check while living in or being in the home on a regular basis, in violation of MCAR 890-020-230(d) and 890-020-410(d).
6. The resident manager did not have required criminal records check or training, in violation of MCAR 890-020-320(a), (c) and (e) and 890-020-230(e).
7. Ms. Young was involved in loud arguments in and around the home in violation of MCAR 890-015-120(d) and 890-020-410(f).
8. The resident manager and her boyfriend used a resident's telephone to make long distance calls, and no other long distance service was available in the home, in violation of MCAR 890-020-480(a), 890-020-410(g) and 890-015-450(b).
9. A caregiver treated residents roughly, inconsistent with their care needs, in violation of MCAR 890-015-120 and 890-020-410(f).
10. Ms. Young tried to convince residents to move to her unlicensed home in Clackamas County, asked residents to lie about the number of residents living in the home, lied to investigators and ACHP staff about who lived in the home, about when she moved out of the 165th Street home and when she was quarantined for hepatitis, indicating a lack of character to run a care home, in violation of MCAR 890-020-220(c).
11. Ms. Young admitted a resident to the home who was hospice and had care needs higher than the level of her license without first obtaining a written exception from the ACHP, in violation of MCAR 890-020-110 (e), (f) and (g).
12. The resident manager smoked in nonapproved areas of the home, in violation of MCAR 890-020-810(m).
13. Ms. Young and the caregiver tried to prevent residents from being moved from the home after they were ordered removed, in violation of MCAR 890-020-220(b) and (c).
14. Ms. Young was deceptive and uncooperative during the investigation of allegations, in violation of MCAR 890-020-260 and 890-020-220(b) and (c). A number of examples were cited.

The notification also mentioned several previous findings involving Ms. Young's care homes.

Some of the allegations are examined above in the discussion of the suspension. Though each allegation is not examined in detail here, sufficient information was submitted to show that the records were in disarray. For example, Tegretol for one resident was charted as given at Ms. Young's 165th Drive home and at Ms. Young's Sandy home during the month of September. Something is amiss whether it is

double dosing of the medications or whether it is the charting of medications that were not given. Also, medical sheets show that Barbara Corbin gave medications to residents after the time Ms. Young was told that Ms. Corbin could no longer give medications. Appellant stated at hearing that initials on some medication sheets purported to be her initials are not her initials. Controlled substances were at Ms. Young's Sandy home instead of at the 165th Drive home, and were not accounted for at the time of the suspension and revocation actions.

Barbara Corbin's boyfriend was in the home on numerous occasions. One resident claimed she preferred to be transferred by Patrick, which implies that the residents knew Patrick and that he provided care to the residents. Patrick was also observed in the home by a County staff member. Patrick appears to have been living in the home and helping with resident care. MCAR 890-020-230(d) requires caregivers and residents age 16 and over are required to have an annual criminal record clearance.

Ms. Corbin was acting as the resident manager of the home on 165th Drive. Ms. Corbin served in this capacity without the proper training and without a criminal records check.

Dates are lacking on medication sheets in the record and it is difficult to determine the dates the residents were in the home. It cannot be determined conclusively that six residents were living in the home at one time.

Ms. Corbin and Ms. Young smoked in sleeping areas. This is a violation of MCAR 890-020-810(m).

Under MCC 8.90.080, an owner or operator of an adult care home whose license has been revoked or suspended, has a duty, when ordered by the Director, to effect orderly and appropriate placement of all residents. The owner or operator shall cooperate with the Department of Human Services, which shall assist the resident and operator in effecting the placement.

Ms. Young was ordered to effect the orderly and appropriate placement of all residents. Tensions ran high in the home after the notice of suspension was served. Ms. Corbin and Ms. Young told several residents that they did not have to leave her home after the order to remove the residents was made. Ms. Young claims she would have kept the residents without compensation until the matter of her license was cleared up, and says she was simply informing residents of their right to self-determination. There is no evidence, however, that a civil and orderly presentation of residents rights was given to residents by Ms. Young. Passing, emotion-charged comments were more the order of the day. Some confusion surrounding the removal of the residents can be attributed to the number of people sent to Ms. Young's home by the County, but most can be attributed to the high emotions and uncooperative behavior of Ms. Young and Ms. Corbin. At one point, police were even called to remove County personnel from the home. Ms. Young did not adhere to her duty to effect orderly and appropriate placement of the residents. This is a violation of MCC 8.90.080.

The several explanations for the missing controlled substances showed a lack of truthfulness on Ms. Corbin's part and a lack of willingness to cooperate in the investigation by Ms. Young. Ms. Young generally failed to cooperate throughout the investigation. Ms. Young fails to accept responsibility for Ms. Corbin's actions. Ms. Young places almost the entire blame for any deficiencies in the home and the closure of the homes on the County. The County can only act on the information supplied by the operator and the operator's employees. Ms. Young was exposed to hepatitis and was barred from her resident care homes for at least three days while the type of hepatitis was being determined. Ms. Young notified the County of this, but never provided the County written verification of her status after that. Telephone calls were made back and forth, but it appears that no communication was going on. Though better

communication by all parties may have helped, the situation in the 165th Drive home was deteriorating because of lack of operator supervision. Ms. Young also contends that Barbara Corbin had to dispense medications because no one else was available to give the medications and, again, blames this on the County. Ms. Young hired someone to manage the home, but the County advised this person not to dispense medications because she was potentially implicated in the missing controlled substances. This person left the home, and Barbara took over care duties. Ms. Young had hired a different person to come into the home earlier, who was apparently dismissed by Ms. Young. The County noted other sources for hiring caregivers. Violations in the 165th Drive home were exacerbated by the presence of Barbara Corbin and the absence of Ms. Young, but ultimately, the operator of an adult foster care home is responsible for the proper operation of the home.

Since the medications in the 165th Drive home were kept in such a dangerous manner, and because Ms. Young failed to cooperate fully with the County in its investigation, the revocation of both Multnomah County home licenses was warranted.

ORDER AND DETERMINATION:

The determinations of the Multnomah County Adult Care Home Program, dated October 16, 1995 that suspended Ms. Young's license, and dated December 4, 1995 that revoked Ms. Young's license are to remain in effect and are **SUSTAINED**.

This order has been mailed to the parties on May 9, 1996, and shall become final on May 29, 1996, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated: _____

13 MAY 96



Code Hearings Officer

Nunc pro tunc: May 9, 1996

AMG:db

6-17-96

Beverly Stein
 Chair, Mult City Board of
 1120 SW. 5th Com.
 Rtd, & 91204

Re: Vahen & Young AFCH
 appeal Hearing Request

Pursuant to appeal Hearing
 # 154115 & 154134 and order
 issued by Ann Gossu on
 May 9, 1996, I am today,
 Requesting an appeal before

①

EXHIBIT "B"

The Mult Board of
Commissioners

This letter constitutes my
second request, as my
first letter appears to have
been lost at your Communications
Center. Ref: Fax Transmittal
Communications receipt dated
5-28-96 enclosed.

Although this second request
is past the 20 day time frame,
Please note my first request
was within the time frame

(2)

I believe i should be
entitled to this hearing
under OAR 137-03--075

(4)(a) and ORS 656.319

See Sekermes Thovich v. SAIF,
280 OR 723, 573 P2d 275 (1977)

attach (6)

cc

Jim McConnell

L. Kressel

(3)

Valerie L. Young
2320 NE 165 DR

PHd. OR 97230

Ph - 261-1429

Fax 261-1429

1 BEFORE THE BOARD OF COUNTY COMMISSIONERS
2 MULTNOMAH COUNTY
3

4 In the Matter of the Suspension and
5 Revocation of the Adult Care Home
6 Licenses of Valarie Young

City Hearing Office
Nos. 154115 and 154134

Adult Care Home Program's
Response to Appeal

7
8
9 BACKGROUND

10 On October 16, 1995 the Multnomah County Adult Care Home Program (ACHP)
11 suspended Ms. Young's license to operate one of her two adult care homes due to serious
12 problems with medications and record keeping. On December 4, 1995, the ACHP notified Ms.
13 Young that it was revoking her licenses to operate both of her homes, based on numerous serious
14 violations of the ACHP rules. Ms. Young requested hearings on the suspension and revocation.
15 These hearings were consolidated into one, three day hearing held March 4, 5 and 12 before an
16 independent hearing officer. The record of this hearing is now before the Board.
17

18 At hearing, Ms. Young presented no witnesses other than her brother and herself. The
19 ACHP presented numerous witnesses, including county personnel and outside witnesses with
20 expertise in medication issues. The hearing officer had the opportunity to evaluate the credibility
21 of these witnesses.
22

23 Based on the evidence presented at hearing, the hearing officer found, among other
24 violations, that medications were kept in a dangerous manner, posing an imminent threat to the
25 health, safety and welfare of residents, that an untrained caregiver without a criminal record check
26

1 was allowed to provide care, and that Ms. Young failed to cooperate in the investigation or
2 accept responsibility for the actions of her caregiver. The hearing officer affirmed both the
3 immediate suspension of the first license and the revocation of both licenses. See Hearing
4 Officer's Order, May 9, 1996 and Corrected Order, May 13, 1996.
5

6 ARGUMENT

7 The Board of County Commissioners should affirm the hearing officer's order on the
8 record before it, without taking additional evidence. The record is exhaustive. Ms. Young had
9 five months to prepare a case, and the assistance of three attorneys. She had an opportunity to
10 present witnesses, so that the hearing officer could compare their credibility with that of the
11 ACHP witnesses. She failed to do so. The violations found by the hearing officer are serious
12 violations. Testimony indicated that those violations involving improper administration of
13 medication could be life threatening. See ACHP Closing Argument, 3/25/95, pp 1-2. Ms. Young
14 has received due process. The needs of the residents must now take precedence. Until the Board
15 affirms the hearing officer order, thereby making it a final order, residents remain in Ms. Young's
16 home.
17

18 Ms. Young's request for an appeal hearing did not indicate the findings to which she was
19 objecting, although the rules require that. See MCAR 890-090-420. In the hearing, however,
20 her primary response was to ridicule the credibility and integrity of the witnesses and the evidence
21 presented by the ACHP. For example, in her closing arguments Ms. Young described the ACHP
22 as "hostile," "willing to skew the truth," "not being honest," and "grossly negligent or lying" and
23 the ACHP's evidence as "inconceivable," "ridiculous," "ludicrous" and "preposterous" and the
24 ACHP of exhibiting "blatant ineptitude" and an "unwillingness to tell the truth.." See Ms.
25 Young's Closing arguments, pp 1-4. The hearing found Ms. Young to be uncooperative and the
26

1 ACHP's case to be supported by the evidence. Clearly the hearing officer found the ACHP's
2 witnesses to be credible.

3 This Board should defer to the hearing officer's firsthand credibility findings, precisely
4 because it is not in a position to reevaluate those witnesses. Erck v. Brown Oldsmobile, 311 Or
5 519, 525 (1991); International Paper Co. v. McElroy, 101 Or App 61, 63 (1990). An additional
6 hearing by the Board would be very time consuming and, in all probability, unproductive. For
7 these reasons, it should affirm the hearing officer's order on the record.
8

9 CONCLUSION

10 Ms. Young was provided a full and fair three-day hearing. The hearing officer properly
11 affirmed the suspension and revocation of her adult care home licenses. The welfare of the
12 residents remaining in Ms. Young's home is at stake and must be given highest priority. The
13 Board should affirm the hearing officer's order as issued. A form of order is attached to this
14 memorandum for this purpose.
15

16 DATED this 5th day of July, 1996.

17
18 LAURENCE KRESSEL, COUNTY COUNSEL
19 FOR MULTNOMAH COUNTY, OREGON

20
21 By Katie Gaetjens
22 Katie Gaetjens, OSB #88210
23 Assistant County Counsel
24 Of Attorneys for Department of Aging Services
25

26 H:\data\advisory\gaetjensyoungrebuttal.doc

#1

1st

PLEASE PRINT LEGIBLY!

MEETING DATE

7/11/96

NAME

Estel Dietz "ESTELL DEETZ"

ADDRESS

PMCA
STREET

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#2

PLEASE PRINT LEGIBLY!

2nd

MEETING DATE

7/11/96

NAME

Thelma Skelton

ADDRESS

P M C o A CHAIR, ADVISORY
STREET Committee

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-4

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#3

3rd

PLEASE PRINT LEGIBLY!

MEETING DATE

7/11/96

NAME

Jim Duncan

ADDRESS

PMC of A

CONSUMER &
ADVISORY

STREET

BOARD MEMBER

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

24

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

#4

PLEASE PRINT LEGIBLY!

MEETING DATE

7-11-96

NAME

Nicoleta Murzea

ADDRESS

16828 SE ANKENY ST

STREET

PORTLAND

97233

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

R-4

SUPPORT

☒

OPPOSE

☐

SUBMIT TO BOARD CLERK

#5

PLEASE PRINT LEGIBLY!

MEETING DATE 7-11-96

NAME

Joy Lucas

ADDRESS

1514 N.E 13th

STREET

Portland OR 97211

CITY

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO. R-4

SUPPORT

☒

OPPOSE

SUBMIT TO BOARD CLERK

#6

PLEASE PRINT LEGIBLY!

MEETING DATE

7/11/96

NAME

JOE MAHONEY

ADDRESS

10489 SE. 23 AVE.

STREET

MILWAUKIE

CITY

97222

ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

SUPPORT



OPPOSE

R-4

SUBMIT TO BOARD CLERK

#7

PLEASE PRINT LEGIBLY!

MEETING DATE

7/11/96

NAME

GROVER SIMMONS

ADDRESS

7165 S.W. GABLE PARK RD.
STREET

PORTLAND
CITY

97225
ZIP

I WISH TO SPEAK ON AGENDA ITEM NO.

R-4

SUPPORT

OPPOSE

☒

SUBMIT TO BOARD CLERK

Meeting Date: JUN 27 1996 JUL 11 1996

Agenda No: R-3 R-4

ESTIMATED STARTING TIME 10:00 9:50

(Above space for Board Clerk's Office Use ONLY)

AGENDA PLACEMENT FORM

Subject: Ordinance revising Adult Care Home Licensure

BOARD BRIEFING Date Requested:
Requested by:
Amount of time:

REGULAR MEETING Date Requested: June 27, 1996, 10:00 a.m.
Amount of time: 60 minutes

DEPARTMENT: Aging Services

DIVISION: Aging Services

CONTACT: Caroline Sullivan/Jean DeMaster

TELEPHONE: 248-3620

BLDG/RM #: 161/3rd floor

PERSON(S) MAKING PRESENTATION: Jim McConnell

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE

Ordinance repealing MCC Chapter 8.90, Adult Care Homes, and adopting Chapter 8.91, updated and expanded adult care home licensure requirements that conform to revisions in state law and changes in practice.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: 7/11/96 COPIES TO MARY FASSELL, CAROLINE SULLIVAN, JEAN DEMASTER, JIM MCCONNELL & OLD DISTRICT

OR

DEPARTMENT MANAGER: James W. Connell

BOARD OF
COUNTY COMMISSIONERS
JUN 17 PM 3:35
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION
AREA AGENCY ON AGING
421 S.W. 5TH, 3RD FLOOR
PORTLAND, OREGON 97204
SENIOR HELPLINE: (503) 248-3646 ADMINISTRATION: 248-3620
TDD: 248-3683 FAX: 248-3656

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, Board Chair

FROM: Jim McConnell, Director *Jmw*

DATE: June 14, 1996

SUBJECT: Ordinance Repealing MCC Chapter 8.90, Adult Care Homes
and adopting Chapter 8.91

I. Recommendation: The Aging Services Department recommends Board of County Commissioners approval of the attached ordinance repealing MCC Chapter 8.90, Adult Care Homes, and adopting Chapter 8.91 updated and expanded adult care home licensure requirements that conform to revisions in state law and changes in practice.

II. Analysis/Background: The Aging Services Department has rewritten the Multnomah County Code Chapter pertaining to Adult Care Home Licensure in order to provide better protection for the health, welfare and safety of elders and persons with disabilities living in Adult Care Homes in Multnomah County.

This revision has taken under consideration the recommendations of the County Auditor from September 1994, revised State Statutes adopted by the Legislature in June 1995 and Administrative Rules from the State Senior and Disabled Services Division (SDSD), adopted in April 1996.

The revised MCC 8.91 increases some requirements and clarifies how standards regarding facilities, Operators, Resident Managers and other caregivers in the adult care homes are to be enforced. All revisions are equal or superior to the State Standards as required by Senior and Disabled Services Division.

III. Fiscal Impact: The revised MCC 8.91 has no fiscal impact. No changes in personnel are required.

IV. Legal Issues: Implements State Senate Bill 543, House Bill 2525, and State Senior and Disabled Services Division Administrative Rules.

V. Controversial Issues: Some Adult Care Home Providers feel that the revised standards are too high and that government regulation of Adult Care Homes should be decreased. Some Consumer Advocate groups feel the standards and regulations should be strengthened even more to provide adequate protection for Adult Care Home residents. The well-being of residents has been the primary consideration for all changes.

VI. Link to Current County Policies: This ordinance revises the Multnomah County Code. In addition, Administrative Rules are being revised to implement the revised Code and will be submitted to the Board for approval at a future time.

VII. Citizen Participation: Several citizen advisory committees made up of elders, persons with disabilities and consumers have assisted in the preparation of the revisions. Representatives of Associations of Operators of Adult Care Homes and County and State staff providing services to residents in Adult Care Homes have also provided input into the rewriting process.

A Public Hearing and five open meetings with Operators have also been held.

VIII Other Government Participation: As described above: State Senior and Disabled Services Division, report of County Auditor.

ORDINANCE FACT SHEET

Ordinance Title: An Ordinance repealing MCC Chapter 8.90, Adult Care Homes and adopting Chapter 8.91, updated and expanded adult care home licensure requirements that conform to revisions in state law and changes in practice.

Purpose of the ordinance: The purpose of the ordinance is to provide better protection for the health, welfare and safety of persons who are elderly or who have disabilities and live in adult care homes. This ordinance will the Multnomah County Code into compliance with State Senate Bill 543 and House Bill 2525, adopted in June 1995 and with State Senior and Disabled Services Division Administrative Rules, adopted April 1996, making the Multnomah County Code equal or stronger than the State of Oregon requirements.

At present over 2,000 persons who are elderly or who have disabilities live in 650 Adult Care Homes which are licensed in Multnomah County.

Other local jurisdictions with similar legislation ?

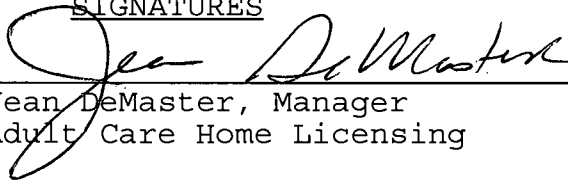
Clackamas County has similar standards and rules and is also in the process of revising them.

Experience in other areas: Not known.

Fiscal Impact: None.

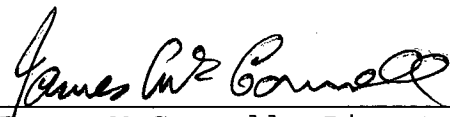
SIGNATURES

Person completing form: _____

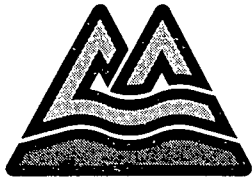

Jean DeMaster, Manager
Adult Care Home Licensing

Planning and Budget: NA

Department Manager/Elected Official: _____


James McConnell, Director
Aging Services Department

bccord96.ach



RECEIVED

JUN 11 1996

**BEVERLY STEIN
MULTNOMAH COUNTY CHAIR**

MULTNOMAH COUNTY OREGON

AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
FAX: (503) 306-5722
421 SW 5TH, ROOM 405
PORTLAND, OR 97204-2221

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

NOTICE OF INTENT TO ADOPT THE ADULT CARE HOME LICENSURE RULES **6/11/96**

(A) THE ADULT CARE HOME PROGRAM IS PROPOSING THE FOLLOWING ACTION:

To repeal of the existing Multnomah County Administrative Rules for Adult Care Homes and adopt a revised set of Administrative Rules for Adult Care Homes. (Section 890 of the Multnomah County Administrative Rules would be replaced by Section 891.)

(B) THE FOLLOWING SUMMARIZES THE INTENT, SUBJECT AND CONTENT OF THE PROPOSED CHANGES TO THE ADULT CARE HOME LICENSURE ORDINANCE AND RULES:

The proposed Administrative Rules are being revised to ensure that the residents of adult care homes in Multnomah County receive the highest quality of care possible. Many of the proposed changes were recommended in the September 1994 Audit of the Adult Care Home Program by the Multnomah County Auditor. Other changes were recommended by Operators of Adult Care Homes, an Advisory Committee for the rules, the staff of the Aging Services Department, and other advocates for elderly people and people with disabilities. The proposed changes will ensure that the standards for Adult Care Homes in Multnomah County are equal or superior to the standards adopted in April 1996 by the State of Oregon Senior and Disabilities Services Division.

The content of the proposed change includes all of the Adult Care Home Administrative Rules. These rules set forth the standards and requirements for licensing, regulating, and operating an Adult Care Home in Multnomah County.

(C) LOCATION OF THE COMPLETE TEXT OF THE PROPOSED CHANGES:

The complete text of the proposed changes to the Multnomah County Administrative Rules for Adult Care Homes are available from the Adult Care Home Program Office which is located at 421 SW 5th, Room 405, Portland, Oregon 97204. The Adult Care Home Program Office is open from 8:00am to 5:00pm, Monday through Friday.

(D) COMMENTS, SUGGESTIONS, AND RECOMMENDATIONS REGARDING THE PROPOSED CHANGES TO THE MULTNOMAH COUNTY ADMINISTRATIVE RULES FOR ADULT CARE HOMES:

Comments, suggestions, and recommendations regarding the proposed changes to these Administrative Rules must be in writing and must be received by 5:00pm on or before 6/25/96 at the Adult Care Home Program Office: 421 SW 5th, Room 405, Portland, Oregon 97204. The contact person is Jean DeMaster, Program Manager, Adult Care Home Program.

(E) REQUESTS FOR A POSTPONEMENT OF THE ADOPTION OF THE REVISIONS

To request a postponement of the adoption of the Multnomah County Administrative Rules for Adult Care Homes, an interested person must request the postponement prior to the end of the review period on 6/25/96 at 5:00pm. The request for postponement shall be directed to: Jim McConnell, Director of Aging Services, Multnomah County, 421 SW 3rd, Room 300, Portland, Oregon 97204. The request for postponement must be made in writing and must include a statement showing the identity and interest of the requesting person and the grounds for requesting the postponement.

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ORDINANCE NO. 860

An ordinance repealing MCC Chapter 8.90, Adult Care Homes, and adopting Chapter 8.91, updated and expanded adult care home licensure requirements that conform to revisions in state law and changes in practice.

Multnomah County ordains as follows:

Section I. Purpose.

The purpose of this ordinance is to replace the existing Adult Care Home code chapter, originally adopted in 1983, with code provisions reflecting changes in the law and authorizing full and responsive regulation of adult care homes in Multnomah County.

Section II. Repeal of MCC Chapter 8.90.

MCC Chapter 8.90, Adult Care Homes, is hereby repealed.

Section III. Adoption of Ordinance.

The following ordinance, attached hereto as Exhibit A, is adopted. The ordinance shall become chapter 8.91 in the Multnomah County Code.

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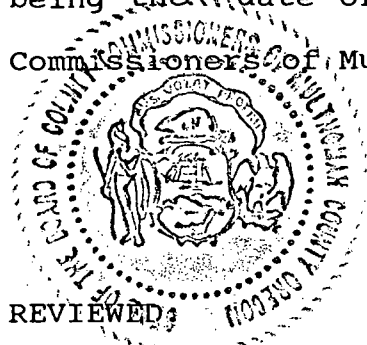
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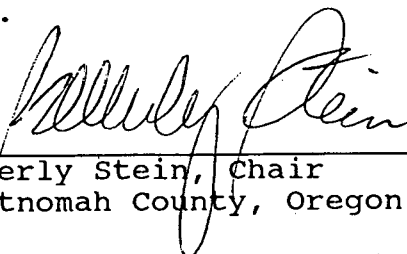
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MULTNOMAH COUNTY COUNSEL
1120 S.W. Fifth Avenue, Suite 1530
P.O. Box 849
Portland, Oregon 97207-0849
(503) 248-3138

ADOPTED this 11th day of July, 1996,
being the date of its 2nd reading before the Board of County
Commissioners of Multnomah County.




Beverly Stein, Chair
Multnomah County, Oregon

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By: 
Katie Gaetjens
Assistant County Counsel

F:\DATA\COUNSEL\WPDATA\eighteen\ordinance.kg1

06/17/96:1

MULTNOMAH COUNTY COUNSEL
1120 S.W. Fifth Avenue, Suite 1530
P.O. Box 849
Portland, Oregon 97207-0849
(503) 248-3138

EXHIBIT A:

CHAPTER 8.91

ADULT CARE HOME LICENSURE ORDINANCE

8.91.005	Title and Area of Application
8.91.010	Policy
8.91.015	Purpose
8.91.020	Definitions
8.91.025	Administration and enforcement; powers and duties of the Director
8.91.030	Residents' Bill of Rights
8.91.035	Need for a license; Application
8.91.040	Licensure
8.91.045	License Fee
8.91.050	Licenses not transferable
8.91.055	Adult Care Home Operation
8.91.060	Inspections of Adult Care Homes
8.91.065	Complaints against Adult Care Homes
8.91.070	Sanctions
8.91.075	Civil Penalties and/or Fines
8.91.080	Institution of Legal Proceedings
8.91.085	Appeals
8.91.090	Civil cause of action
8.91.140	Savings clause
8.91.150	Intergovernmental agreements

Adoption of the Administrative Rules

8.91.160	Initiation of rule adoption
8.91.165	Approval of the rule form; filing
8.91.170	Contents of notice of intent to adopt
8.91.175	Notice publication
8.91.180	Review and comment period
8.91.185	Rule adoption
8.91.190	Postponement of rule action
8.91.200	Public hearing notice contents
8.91.205	Publication of notice of public hearing
8.91.210	Public hearing; Action on rule; Filing
8.91.215	Appeal to the Board of County Commissioners
8.91.220	Appeal and review requests contents
8.91.225	Commissioner request for review
8.91.230	Date of the hearing
8.91.235	Notice of appeal hearing
8.91.240	Conduct of appeal hearing
8.91.245	Temporary rules
8.91.250	Requirements for effective temporary rule
8.91.255	Effective date of temporary rule
8.91.260	Duration of temporary rule

MULTNOMAH COUNTY CODE

GENERAL PROVISIONS

8.91.005 TITLE and AREA OF APPLICATION.

This chapter shall be known as the Multnomah County Adult Care Home Licensure Ordinance, may be so pleaded and referred to, and shall apply to all areas of Multnomah County.

8.91.010 POLICY.

(A) The Board of County Commissioners finds that:

- (1) Approximately 2,000 dependent adults, including elderly people and people with disabilities, live in adult care homes in Multnomah County; As of 6/1/96, there were approximately 650 licensed adult care homes in Multnomah County;
- (2) Standards and requirements are necessary to protect the health, welfare, and safety of the residents of adult care homes and to ensure that the homes maintain a homelike atmosphere for the residents;
- (3) Multnomah County has received an exemption to State licensure and is authorized to operate a County-wide Licensing Program. The State requires that the County program be equal or superior to the requirements of ORS 443.705 to 443.825;
- (4) The Board of County Commissioners established the Adult Care Home Program in May, 1986 to license and inspect adult care homes under Chapter 8.90 of Title 8 of the Multnomah County Code.
- (5) Consistent interpretation, application, and enforcement of regulatory standards is necessary and desirable for the protection of residents of adult care homes;

- (6) The County's program for licensure of adult care homes has successfully licensed, monitored and inspected homes and investigated complaints; and
- (7) The Board of County Commissioners has now determined that certain amendments are necessary to the County Code and Administrative Rules for the Adult Care Home Program. Those changes are required to better protect the health, welfare, and safety of the residents of the adult care homes and to ensure that Multnomah County has a standard which is equal or superior to the state's statutory requirements.

(B) The Board of County Commissioners has therefore determined that the County Ordinance and Administrative Rules should be re-written as a result of the conditions stated above and in the best interest of public health, safety, and welfare.

8.91.015 PURPOSE OF THE ADULT CARE HOME LICENSURE ORDINANCE AND PROGRAM

(A) The purpose of this ordinance is to set forth the standards and requirements governing adult care homes in Multnomah County.

(B) The goal of an adult care home is to provide necessary care to residents while emphasizing the resident's independence. This goal is reached through a cooperative relationship between the care provider and the resident, resident's family, and/or resident's legal representative in a setting that protects and encourages the resident's dignity, choice, and decision-making. Resident needs will be addressed in a manner that enables the individual to function at his/her highest level of independence.

(C) The purposes of the Adult Care Home Program are to:

(1) Uphold the vision and standards for quality care in all Adult Care Homes in Multnomah County;

(2) Enforce the Multnomah County Licensure Ordinance and Administrative Rules for Adult Care Homes to ensure an appropriate physical environment and at least a minimum standard of care in each home;

(3) Ensure that adult care home residents are given care in a homelike atmosphere which is friendly, safe, and secure, where the atmosphere is more like a home than a medical facility, where the resident's dignity and rights are respected, where positive interaction between members of the home is encouraged, and where the resident's independence and decision-making is protected and encouraged; and

(4) Provide general information to the public about Adult Care Homes in Multnomah County and ensure that the public has access to the information necessary to select an appropriate Adult Care Home.

8.91.020 DEFINITIONS.

As used in this chapter, unless the context requires otherwise:

(A) **Activities of Daily Living (ADL)** Those personal functional activities required by an individual for continued well-being including eating/nutrition, dressing, personal hygiene, mobility, toileting, and behavior, including medication and money management.

(B) **Adult Care Home** means any home or facility that provides room and/or board for compensation to persons who are not related to the operator by blood, adoption, or marriage except as provided in MCAR 891-020-140. An adult care home does not include any house, institution, hotel, or other similar living situation that supplies room and board only, or room only, or board only, if no resident of the home/facility requires any element of care. Adult care homes do not include any home or facility already licensed otherwise by a public agency.

(C) **Adult Care Home Program (ACHP):** The regulatory program of the Aging Services Department of Multnomah County that enforces of the Multnomah County Administrative Rules for Adult Care Homes.

(D) **Aging Services Department:** The Department of Multnomah County government which is responsible for the provision of services, including Medicaid services, to elderly persons and some persons with disabilities.

(E) **Board** means the operator's provision of meals on a predictable and/or regular basis.

(F) **Care** means the provision of room, board, services and assistance with activities of daily living, such as bathing, dressing, grooming, eating, bowel and bladder control, or behavior management, including medication and money management, except assistance with self-medication. Care also means services that encourage maximum resident independence and enhance the quality of life.

(G) **Caregiver** means any person responsible for providing supervision, care and services to residents of an adult care home under the jurisdiction of the ACHP.

(H) **Compensation** means payments in cash, in kind, or in labor, by or on behalf of a resident to an operator or common fund in exchange for room and/or board and/or care and/or services, including any supervision, care and services specified in the care plan. Compensation does not generally include the voluntary sharing of expenses between or among roommates.

(I) **Director** means the director of the Aging Services Department of Multnomah County, Oregon, or his or her designee.

(J) **Disability** means any physical, emotional or cognitive impairment which constitutes or results in a functional limitation of one or more of the activities of daily living and which results in the individual needing care.

(K) **Elderly person** means any person age 65 or older who is in need of care.

(L) **Licensed adult care home** means a facility which has been inspected and approved by the Adult Care Home Program.

(M) **Operator** means the person licensed by the Adult Care Home program to operate the adult care home who has overall responsibility for the provision of residential care, who meets the standards outlined in the Administrative Rules.

(N) **Owner** means any person with any legal or equitable interest in, and with the right or power of control over, the physical structure of an adult care home.

(O) **Person** includes an individual, partnership, corporation, or organization.

(P) **Resident** means any person who is receiving room, board, care, and/or services for compensation in an adult care home.

(Q) **Resident Manager** means a person employed by the adult care home operator and approved by the ACHP who lives in the home, is responsible for the daily operation of the home and care given to residents, and who must comply with the ACHP Rules.

(R) **Room** means the provision of a place to sleep on a regular basis.

8.91.025 ADMINISTRATION AND ENFORCEMENT; POWERS AND DUTIES OF THE DIRECTOR.

(A) It shall be the responsibility of the Director of the Aging Services Department to administer and enforce this chapter and rules adopted under it. The Director shall have the authority to initiate all of the activities of the Adult Care Home Program, including enforcement proceedings. Nothing in the provisions of this chapter, however, shall be construed to create a cause or right of action against Multnomah County, its agents or employees for the failure to enforce any provision of this chapter.

(B) The Director shall have the authority to promulgate such rules as may be necessary for the administration and enforcement of this chapter, pursuant to the procedures set forth in MCC 8.91.160 through 8.91.260.

(C) The Director shall adopt rules and standards governing adult care homes such as are necessary to protect the health, safety, and welfare of the residents, and which shall be consistent with the residential nature of the living accommodations.

(D) The specific requirements of this chapter or rules adopted under it may be varied by the Director upon good and sufficient cause shown that this action is in keeping with the intent and purpose of this chapter. When a variance is granted, the director shall provide documentation of the reasons for it.

(E) The Director shall have the authority to do the following:

- (1) Administer oaths;
- (2) Audit records in order to assure conformance with this chapter;
- (3) Certify official acts;
- (4) Subpoena and require attendance of witnesses at meetings or hearings to determine compliance with this chapter;
- (5) Require the production of relevant documents;
- (6) Swear witnesses;
- (7) Take testimony of witnesses in person or by deposition; and
- (8) Perform all other acts necessary to enforce the provision of this chapter.

(F) The Director shall have the authority to designate to others in the Aging Services Department the responsibility to carry out the requirements of any provision of this chapter.

8.91.030 ADMINISTRATION AND ENFORCEMENT OF THE RESIDENTS' BILL OF RIGHTS.

(A) The Director shall promote the Residents' Bill of rights; shall ensure that each operator of an adult care home is provided with a copy; and shall ensure that each operator complies with the provisions in the Residents' Bill of Rights. Each operator shall post the Residents' Bill of Rights in a conspicuous place in the Adult Care Home.

(B) The Residents' Bill of Rights shall read as follows:

The Bill of Rights for Residents of Adult Care Homes

Each resident of an Adult Care Home in Multnomah County has a right to:

- (a) be treated as an adult with respect and dignity.
- (b) live in a safe, secure, and homelike environment.
- (c) be informed of all resident rights and house rules.
- (d) be encouraged and assisted to exercise rights as a citizen, including the right to vote and to act on his or her own behalf.
- (e) be given information about his or her medical condition.
- (f) consent to or refuse treatment or training.
- (g) have all medical and personal information kept confidential.
- (h) receive appropriate care and services from the Adult Care Home and have access to prompt medical care as needed.
- (i) be free from mental or physical abuse, neglect, abandonment, punishment, harm or sexual exploitation.
- (j) be free to make suggestions or complaints without fear of retaliation;
- (k) be free from financial exploitation, including charges for application fees or non-refundable deposits and solicitation of money or property by an operator, resident manager, or caregiver, other than the amount agreed to for services.
- (l) be free from physical or chemical restraints except as ordered by a physician or qualified practitioner.
- (m) be free from any type of illegal discrimination.
- (n) be afforded personal privacy, the opportunity to associate and communicate privately with any person the resident chooses, to send and receive mail unopened, and to use the telephone in private.
- (o) participate in social, religious, and community activities.
- (p) make personal decisions about such things as friends, leisure activities, choice of physician, spending personal money, food, personal schedules, and place of residence.
- (q) be allowed and encouraged to develop talents and learn new skills, relate to other residents in meaningful ways, and the choice to take part in the normal activities and upkeep of the home.

- (r) keep and use a reasonable amount of personal clothing and other belongings, and have a reasonable amount of private, secure storage space.
- (s) be free to manage financial affairs unless legally restricted.
- (t) receive a written agreement regarding the services the home shall provide and rates charged, and receive at least thirty days written notice before the home's ownership or rates will change.
- (u) receive at least thirty days written notice and an opportunity for a hearing before being involuntarily moved out of the home by the operator, unless there is an emergency situation.
- (v) be involuntarily moved out of the home only for the following: (1) medical reasons, (2) the resident's welfare, (3) the welfare of other residents, (4) nonpayment, (5) behavior which poses an immediate threat to self or others, (6) behavior which substantially interferes with the orderly operation of the home, (7) care needs of the resident which exceed the ability or classification of the operator, or (8) the home's loss of license.
- (w) receive complete privacy when receiving treatment or personal care.
- (x) receive visitors free from arbitrary and unreasonable restrictions.
- (y) practice the religion of his/her choice.
- (z) not be forced to work against his/her will and to be paid for agreed upon work.

8.91.035 NEED FOR A LICENSE; APPLICATION FORM.

(A) It is unlawful, and it shall constitute an offense in violation of this chapter, for any person to establish, maintain or conduct in Multnomah County any adult care home without first having been licensed by the Director of the Aging Services Department through the Adult Care Home Program.

(B) The Adult Care Home Program shall license three types of Adult Care Homes:

1) Adult Foster Homes which may serve up to five residents who are unrelated to the Operator or Resident Manager by blood, adoption or marriage and who require care;

2) Limited License Homes which may serve only the individual(s) specifically named on the license; and

3) Room and Board Licenses for facilities which provide only room and board to elderly people or people with disabilities.

(C) Every person desiring to establish, maintain, operate or conduct an adult care home in Multnomah County shall make application for a license and successfully complete the application process.

8.91.040 LICENSE.

After receipt of the completed application packet, and upon payment of the prescribed fee, the Director shall cause an evaluation to be made subject to the provisions of MCC 8.91.080. The Director shall issue a license to the operator if the adult care home and all caregivers are in compliance with the provisions of this chapter and the rules and standards established by the Director. Licenses are effective for one year from the date of issue unless sooner revoked and shall be renewed annually on a date established by the Director. The Director shall maintain a registry of adult care homes licensed under this chapter.

8.91.045 LICENSURE FEE.

There shall be a licensure fee of \$40 per bed per year up to a maximum of \$200 per year per home, payable to the Aging Services Department. There shall be a fee of \$25 per year for approval of each resident manager and \$10 fee for approval of each substitute caregiver.

8.91.050 LICENSES NOT TRANSFERABLE.

No license which has been issued for the operation of an adult care home to any persons for a given location shall be valid for use by any other person or at any location other than that for which it is issued.

8.91.055 OPERATION OF THE ADULT CARE HOME

(A) The Director shall ensure that all Adult Care Homes meet or exceed the standards set forth in this Ordinance and in the Multnomah County Administrative Rules for Adult Care Homes.

(B) The Operator, Resident Manager, and all caregivers in an Adult Care Home must abide by the provisions in this Ordinance and in the Multnomah County Administrative Rules for Adult Care Homes.

(C) In an Adult Care Home, the Operator or Resident Manager must live in the home where the care is provided or must obtain a written exception in order for the adult care home to be licensed.

(D) The operator must ensure that any individual age 16 or older who lives or works in the adult care home, except the resident and residents' family members, has an Oregon and/or Multi-State criminal record check approval, as required, before working in or living in the Adult Care Home.

8.91.060 INSPECTIONS.

(A) The Director or authorized representative of the Director, including but not limited to county, city, and state officials, shall have full authority to and may enter, at any time, any adult care home licensed pursuant to this chapter or any unlicensed adult care home which the director has cause to believe is operating without a license and inspect the entire premises for the purpose of ascertaining the safe, sanitary and habitable condition thereof and the physical and mental condition of the residents. The Director or the Director's authorized representative shall have full authority to and may privately interview any resident and inspect any records concerning residents maintained by the adult care home.

(B) In the event that the Director or his or her authorized representative is denied access to any adult care home for the purpose of making an inspection in the administration of this chapter, the Director or his or her authorized representative shall not inspect without a search warrant or its equivalent.

(C) The Director may proceed ex parte to seek a warrant or its equivalent. Application for a search warrant to inspect the premises shall be made to any magistrate authorized to issue a warrant of arrest. The application must be supported by an affidavit filed with the magistrate stating the purpose and extent of the proposed inspection, whether it is a routine or periodic inspection or an inspection instituted by complaint and other specific or general information concerning the premises.

(D) The Director, or the Director's authorized representative, shall report observations or evidence of substandard conditions, poor care, or a potential need for protective services including abuse, neglect, or exploitation of a resident, to the appropriate agency. The Director shall ensure that appropriate corrective action is taken as a result of this information.

8.91.065 COMPLAINTS.

(A) Complaints against licensed or unlicensed adult care homes may be filed with the Director by any person, whether or not a resident of the home. The Director shall cause an investigation to occur and shall respond promptly and appropriately to each complaint subject to available resources.

(B) The Director shall maintain a file of all complaints and the action taken on the complaint, if any, indexed by the name of the operator. The filed complaint forms shall protect the privacy of the complainant, the resident, and any witnesses.

(C) It is the intent of this chapter that information shall be made available to the public which would assist the public in its selection of an adult care home. To this end, the Director shall make available the information in the public files for inspection and copying by the public. The Director may, however, in accordance with the provisions of ORS Chapter 124 or according to rules duly promulgated pursuant to MCC 8.91.160 through 8.91.260, classify file information as confidential.

(D) No operator of an adult care home shall retaliate against a resident by increasing charges; decreasing services, rights or privileges; or threatening to increase charges or decrease services, rights or privileges; by taking or threatening to take any action to coerce or compel the resident to leave the facility, including bringing or threatening to bring an action for possession; or by abusing or threatening to harass or to abuse a resident in any manner after the resident or any person acting on behalf of the resident has filed a complaint with the Director.

(E) No operator of an adult care home shall retaliate against an employee who has filed a complaint with the Director.

8.91.070 SANCTIONS.

(A) The Director shall have the authority to revoke, suspend, not renew, deny or attach conditions to any license for an adult care home under the following circumstances and such other circumstances as may be established by rules adopted under this chapter:

- (1) When the license was issued upon fraudulent or untrue representation.
- (2) Where there exists a threat to the life, health, safety, or welfare of any resident.
- (3) When there is reliable evidence of abuse, neglect or exploitation of any resident.

- (4) When the owner or operator has failed to comply with the provisions of this chapter; with city and county codes and ordinances; with the rules and procedures duly promulgated by the Adult Care Home Program; or with any other state or federal law or rule applicable or relevant to the health, welfare or safety of a resident.

(B) Denial, suspension, non-renewal, or revocation of a license by the Director shall be preceded by a hearing under MCC 8.91.090 if requested by the operator, unless the license is denied, suspended or revoked for the reason of an immediate threat to the life, health, safety, or welfare of a resident. If an immediate threat exists, the denial, suspension or revocation shall be effective upon order of the Director. In this case, a hearing shall follow the denial, non-renewal, suspension or revocation if requested by the operator.

(C) Conditions attached to a license shall be effective upon order of the Director.

(D) An operator of an adult care home whose license has been revoked, suspended, not renewed, or denied, or who has operated without a license in violation of this chapter, has a duty, when so ordered by the Director, to effect orderly and appropriate placement of all residents, and to refund any monies due, within a reasonable period of time from the effective date of the order. The operator shall cooperate with the Aging Services Department, which shall assist the residents and operator in effecting such placement.

(E) Any operator of an adult care home whose license has been revoked, voluntarily surrendered during a revocation/non-renewal process, or whose application has been denied shall be disqualified from applying for a license for one year from the date the revocation, denial, or surrender is final, or for a longer period if specified in the order revoking or denying the license.

8.91.075 CIVIL PENALTY; FINES.

(A) Any person who violates a provision of this chapter or the rules promulgated thereunder may be punished by a fine in an amount to be fixed by the Director, not to exceed \$1,000 for each violation. In addition, a continuing violation shall subject to the operator or owner to an action for injunctive relief.

(B) The provisions of this chapter are in addition to and not in lieu of other procedures and remedies provided by law.

8.91.080 INSTITUTION OF LEGAL PROCEEDINGS.

Upon recommendation of the Director, the County Counsel, acting in the name of the County, may bring an action or proceedings in a court of competent jurisdiction to compel compliance with or restrain by injunction any violations of this chapter or the rules adopted under it. Circumstances in which such an action or proceeding may be brought include but are not limited to the following:

(A) When an adult care home is operated without valid licensure;

(B) After notice of a denial, suspension, non renewal, or revocation of a license has been given and a reasonable time for placement of residents by the operator into other facilities has been allowed, but such placement has not been accomplished.

8.91.085 APPEALS AND HEARINGS REVIEW.

(A) Any operator who has been denied a license, whose license has been suspended or revoked, not renewed, or upon whose license conditions have been imposed, or who has received sanctions, including fines, from the Adult Care Home Program may request a hearing by filing a written request with the Director.

(B) A request for a hearing shall be filed within 20 days of the date of the director's written notice of the action. The request for a hearing shall set forth the reasons for the hearing and the issues to be heard. The director may prescribe forms for filing an appeal.

(C) Upon receipt of a timely request for a hearing, the Director shall, within 15 days, notify the hearings officer. The hearings officer shall designate a time and place for a hearing as soon as possible but in no case more than 30 days from the date of the Hearing Officer's receipt of the request for a hearing. The hearings officer shall give the owner or operator at least 10 days written notice of the time and place of the hearing. The operator shall post the notice in a conspicuous place in the adult care home.

(D) Any resident who is not covered by the Residential Landlord and Tenant Act, or any person acting in such a resident's behalf, may request a hearing by filing a request with the Director following receipt of a notice of involuntary eviction from an operator. An adult care home owner, operator or employee who receives a request for such a hearing shall immediately notify the Director.

(E) Upon receipt of a request of a hearing on an involuntary eviction pursuant to subsection (C) of this section, the Director shall promptly cause an investigation to be made to determine if a resolution can be achieved without a hearing. If a resolution cannot be achieved, the Director shall designate and promptly notify the hearings officer, who shall set a time and place for a hearing. The hearing shall not be scheduled more than 30 days from the date the director receives the request for a hearing. The hearings officer shall give the parties written notice of the time and place of hearing. If the

director has determined that immediate transfer is justified by an emergency as specified in rules adopted under this chapter, then this hearing may occur after such transfer has taken place.

(F) Hearings shall be conducted in accordance with hearing rules adopted by the Director. If a procedural issue arises that is not addressed in the department's hearing rules, the issue shall be resolved in accordance with the Attorney General's Model Rules of Procedure. The Director shall adopt rules and standards concerning involuntary evictions involving residents receiving care, including information to be considered, such as the effect of the move on the resident, and standards for decisions in hearings.

(G) "Party" means a person who is a party to the proceeding or hearing and, unless such rights are waived, is entitled to participate in the manner or area(s) specified by the hearings officer according to rule duly promulgated pursuant to MCC 8.91.160 through 8.91.260. Parties include:

- (1) Multnomah County, through the initiating department;
- (2) The person(s) requesting the hearing and named respondents;
- (3) Residents of the involved adult care home where vacation, closure, demolition, or relocation of residents is a reasonably possible outcome of the proceeding or hearing.

(H) Disclosure of ex parte communications shall be made by the hearings officer or the Director in accordance with the Attorney General's Rules of Procedure.

(I) The hearings officer shall issue an order as soon as is practicable but in no event later than 45 days after the termination of the hearing and shall mail a copy of the order to the parties. The order shall include an opinion containing findings of fact and conclusions of law explaining the reason and rationale adopted by the hearing officer in arriving at his or her conclusions.

(J) The hearings officer's order shall be a final order. The hearings officer shall notify the parties of the right to appeal the final order to the Circuit Court under ORS 34.010 to 34.100.

(K) Review of the final order shall be taken solely and exclusively by writ of review as set forth in ORS 34.011 to 34.100.

8.91.090 CIVIL CAUSE OF ACTION.

A violation of any of the rights set forth in MCC 8.91.030 or the rules adopted in connection with MCC 8.91.030 creates a civil claim by the resident against the owner or operator of the adult care home. The resident may bring an individual action in an

appropriate court for injunctive relief and/or recover actual damages or \$1,000, whichever is greater. The court may provide such equitable relief as it deems proper, and may award, in addition to relief provided in this section, reasonable attorney fees, at trial and upon appeal, and costs. If the defendant prevails, the court may award reasonable attorney fees at trial and on appeal, and costs if it finds the action to be frivolous.

8.91.140 SAVINGS CLAUSE.

In the event any subsection, subdivision, phrase, clause, sentence or word in this chapter is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not invalidate the remainder of this chapter, but shall be confined to such subsection, subdivision, phrase, clause, sentence or word.

8.91.150 INTERGOVERNMENTAL AGREEMENTS.

The county may enter into agreements with municipal corporations in the County regarding enforcement of this chapter within those municipal corporations. In addition, the County may enter into such agreements with the state as are necessary to permit administration or enforcement of this chapter within Multnomah County.

ADOPTION OF RULES

8.91.160 INITIATION OF RULE ADOPTION.

The Director or any member of the Board of County Commissioners may propose adoption, amendment or repeal of a rule under this chapter.

8.91.165 APPROVAL OF RULE FORM; FILING.

The proposed rule shall be approved as to form by the County Counsel and filed with the Director and the Clerk of the Board of County Commissioners.

8.91.170 CONTENTS OF NOTICE OF INTENT TO ADOPT.

Notice of intent to adopt a proposed rule shall contain the following information:

- (A) Description of the proposed action, i.e., adoption, repeal, or amendment.
- (B) A summary of the intent, subject and content of the proposed rule.
- (C) Complete text of the proposed rule where practicable, or the location, time and contact person for obtaining a copy of the complete text of the proposed rule.
- (D) The time limit, location, contact person and format for submitting views and comments on the proposed rule.
- (E) The time limit, location, format and contact person for requesting postponement of the action on the proposed rule.

8.91.175 NOTICE PUBLICATION.

In addition to such notice as may be required by law, notice of intent to adopt a rule shall be made in the following manner:

- (A) Publication in a newspaper of general circulation at least 15 days before the close of the review period.
- (B) Posting in a prominent location in the County Courthouse at least 15 days before the close of the review period.

8.91.180 REVIEW AND COMMENT PERIOD.

Notice of intent to adopt a proposed rule shall be made after the notice is filed with the Clerk of the Board of County Commissioners. The review period for submitting comments shall be 15 days and shall commence with publication of notice of intent to adopt a proposed rule.

8.91.185 RULE ADOPTION.

If at the close of the review period there have been no requests for a postponement or a public hearing, the Director shall, within 10 days from the close of the review period, consider the review comments and either adopt or reject the proposed rule or adopt the rule with modifications. If a proposed rule is to be substantially

amended as a result of review comments, it must be considered as a newly proposed rule. The adopted rule shall be filed with the Director and the Clerk of the Board of County Commissioners within 10 days from the close of the review period.

8.91.190 POSTPONEMENT OF RULE ACTION.

If within the review period an interested person requests postponement of the intended action, the Director, if the grounds are judged to be sufficient, shall postpone the intended action no less than 10 days nor more than 60 days to allow the requesting person an opportunity to submit data, views or arguments. A request for postponement must be made in writing to the Director and must include a statement of the identity and interest of the requesting person and of the grounds for requesting postponement.

8.91.195 REQUEST FOR PUBLIC HEARING.

If within the review period 10 or more persons, or an association with 10 or more members or a corporation requests, in writing, a public hearing on the proposed rule, the Director shall announce and conduct a public hearing.

8.91.200 PUBLIC HEARING NOTICE CONTENTS.

Notice for a public hearing on a proposed rule shall contain the following information:

- (A) Description of the proposed action, i.e., adoption, repeal or amendment.
- (B) A summary of the intent, subject and content of the proposed rule.
- (C) The date, time, place and presiding officer of the public hearing and the manner in which interested persons may present their views.
- (D) Complete text of the proposed rule if practicable or the location, time and contact person for obtaining a copy of the complete text of the proposed rule.
- (E) The time limit, location, format and contact person for appealing the decision of the Director to the Board of County Commissioners.

8.91.205 PUBLICATION OF NOTICE OF PUBLIC HEARING.

The notice of a public hearing shall be published in a newspaper of general circulation within Multnomah County and posted prominently in the County Courthouse at least 10 days before the hearing. Notice of the public hearing shall also be given by mail to all parties who have submitted comments and to the mailing list of the interested parties.

8.91.210 PUBLIC HEARING; ACTION OF RULE; FILING.

The Director shall conduct the public hearing. At the close of the hearing the Director shall adopt, reject, or amend the proposed rule. No further notice is required for continuation of a hearing to a certain date. The Director shall file notice of the action taken with regard to the proposed adoption, amendment or repeal of a rule with the Clerk of the Board of County Commissioners within fifteen days of the public hearing. Filing of the notice of action with the Clerk of the Board of County Commissioners initiates a 10 day appeal period. If no appeal is made, the action by the Director in regard to the rule shall take effect at the end of the appeal period, unless a later effective date is specified.

8.91.215 APPEAL TO THE BOARD OF COUNTY COMMISSIONERS.

Any interested person may appeal the action of the Director on a rule after a public hearing on the matter. Any member of the Board of County Commissioners may also request review of the action. Appeal must be made in writing and filed with the Director within 10 days of filing of the notice of action with the Clerk of the Board of County Commissioners. Members of the Board of County Commissioners must request review within the same time.

8.91.220 APPEAL AND REVIEW REQUEST CONTENTS.

The appeal request shall contain the following:

- (A) An identification of the decision or action being appealed, including its date.
- (B) A statement of the identity interest of the person making the appeal.
- (C) The specific grounds for the appeal.

8.91.225 COMMISSIONER REQUEST FOR REVIEW.

A member of the Board of County Commissioners may initiate review by requesting that the matter be placed on the agenda for the Board's next regular meeting.

8.91.230 DATE OF HEARING.

Upon receipt of an appeal request in conformance with the requirement of MCC 8.91.220, the Director shall schedule a hearing by the Board of County Commissioners at the Board's next regular meeting for which the agenda has not closed and the date of which permits 10 days to publish notice in a newspaper of general circulation.

8.91.235 NOTICE OF APPEAL HEARING.

The County shall prepare notice for appeal of hearings. The notice shall contain the information described in MCC 8.91.200 (D) and (E). Notice shall be published in a newspaper of general circulation in the County and posted prominently in the County Courthouse at least 10 days prior to the hearing. The County shall also notify by mail persons who have submitted comments on the proposed rule and to the mailing list of interested parties.

8.91.240 CONDUCT OF APPEAL HEARING.

The appeal hearing shall be conducted as a regular meeting of the Board of County Commissioners. The Board's action shall take the form of a Board order.

8.91.245 TEMPORARY RULES.

The Director may be confronted with a situation where it is necessary to put a rule into immediate effect in order to protect the public or the interests of particular parties. In that case, and where there is not sufficient time to follow the procedure requirements set forth in MCC 8.91.160 to 8.91.240, the Director is authorized to use temporary rules.

8.91.250 REQUIREMENTS FOR EFFECTIVE TEMPORARY RULE.

The Director may proceed without prior notice or hearings that he or she finds practicable, to adopt a rule without the notice otherwise required by this chapter. In that case, the Director shall:

(A) File a certified copy of the rule with the Clerk of the Board of County Commissioners.

(B) File with the rule the Director's finding that failure of the Director to act promptly will result in serious prejudice to the public interest or to the interest of the parties concerned. Findings shall be supported by a statement of specific facts and reasons.

(C) Take appropriate measures to make the temporary rule known to the persons who may be affected by the temporary rule, including publication in a newspaper of general circulation in the County, as promptly after filing the rule as practicable and giving notice of the rule by mail to persons who may be affected by it.

8.91.255 EFFECTIVE DATE OF TEMPORARY RULE.

A temporary rule adopted in compliance with MCC 8.91.250 and this section becomes effective immediately upon filing with the Clerk of the Board of County Commissioners or at a later time which may be designated by the rule itself.

8.91.260 DURATION OF TEMPORARY RULE.

A temporary rule may be effective for a period of not longer than 120 days. No temporary rule may be renewed after it has been in effect 120 days. The Director may, however, adopt an identical rule on notice in accordance with the procedures set forth in this chapter.

MEETING DATE: JUL 11 1996

AGENDA NO: R-5

ESTIMATED START TIME: 10:00

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Agreement with ODOT for acceptance of Immediate Opportunity Funding in association with the planned LSI Logic Integrated Circuits Plant

BOARD BRIEFING Date Requested: _____

Requested by: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: July 11, 1996

Amount of Time Needed: 5 minutes

DEPARTMENT: Environmental Services DIVISION: Transportation

CONTACT: John Dorst TELEPHONE #: 248-3599

BLDG/ROOM #: 425/eng

PERSON(S) MAKING PRESENTATION: John Dorst

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Execution of An Agreement with Oregon Department of Transportation to accept Immediate Opportunity Funding for the improvement of NE Glisan Street in association with the development of the LSI Logic Integrated Circuits Plant 7/15/96 ORIGINALS TO CATHY KRAMER

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Leah E. Wicklow

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

AGEN.PLLSIAGEN.PL/DMRJ1626.MEM

12/95

BOARD OF
COUNTY COMMISSIONERS
JUN 27 PM 2:45
CLATSOP COUNTY
OREGON




MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION AND LAND USE PLANNING DIVISION
1620 SE 190TH AVENUE
PORTLAND, OREGON 97233
(503) 248-5050

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:  Larry F. Nicholas, P.E., Director, Dept. of Environmental Services
John Dorst, Engineering Services Administrator

TODAY'S DATE: June 20, 1996

REQUESTED PLACEMENT DATE: July 11, 1996

RE: Acceptance of Immediate Opportunity Funding from ODOT for the improvement of NE Glisan Street in association with the development of the LSI Logic Integrated Circuits Plant

I. Recommendation/Action Requested

Approval and execution of the construction finance agreement between ODOT and Multnomah County is recommended by the Transportation Division.

II. Background/Analysis:

The Oregon Transportation Commission has established an Immediate Opportunity Fund to support specific economic development through the construction or improvement of roads. The Economic Development Department recommends use of these funds for the improvement of NE Glisan Street, necessary for the future development of the LSI Integrated Circuits Plant.

III. Financial Impact:

ODOT's contribution of Immediate Opportunity Funds will not exceed \$500,000. Upon execution of this agreement, ODOT will forward to the County an advance deposit of \$250,000 which will be applied to preliminary engineering and construction costs. Upon complete expenditure, up to an additional amount of \$250,000 will be paid by ODOT as billed by the County.

IV. Legal Issues:

The Office of County Counsel has reviewed and approved this IGA.

V. Controversial Issues:

There have been no identified controversial issues associated with this IGA.

VI. Link to Current County Policies:

Policy 5 of the Multnomah County Comprehensive Framework Plan encourages support of economic development investments.

As a fine example of county policy, this agreement outlines the effort of Oregon agencies cooperating to provide timely and efficient public facility improvements that will encourage and cultivate private investment for the substantial benefit of the public.

VII. Citizen Participation:

Several public meetings have been held which have informed local and interested public members of the upcoming LSI Integrated Circuits Plant development.

VIII. Other Government Participation:

Multnomah County has coordinated this project in cooperation with the cities of jurisdiction, Fairview, Wood Village and Gresham, as well as the State of Oregon and its concerned departments.

(See Administrative Procedures CON-1)

Amendment # _____

CON-APP.FOR/DMRJ1626.AGD

**CONSTRUCTION FINANCE AGREEMENT
IMMEDIATE OPPORTUNITY FUND PROJECT**

THIS AGREEMENT is made and entered into by and between the STATE OF OREGON, acting by and through its Department of Transportation, hereinafter referred to as "ODOT"; and the MULTNOMAH COUNTY, a Home Rule Political Subdivision of the State of Oregon, acting by and through its Board of Commissioners, hereinafter referred to as "County".

W I T N E S S E T H

RECITALS

1. N.E. Glisan Street is a part of the county road system under the jurisdiction and control of Multnomah County.
2. The Oregon Transportation Commission at its July 15, 1988 meeting approved establishing an Immediate Opportunity Fund. The purpose of the Immediate Opportunity Fund is to support specific economic development in Oregon through the construction or improvement of roads. Funding is reserved for cases where there is an actual transportation problem to be solved, and where a location decision hinges on an immediate commitment of road construction resources.
3. County proposes to improve 3100 feet of N.E. Glisan Street. Improvements will include construction of two travel lanes in each direction, bike lanes, curbs and sidewalks, and drainage improvements; hereinafter referred to as "Project". The N.E. Glisan Street transportation improvements are necessary for the future development of LSI Logic Integrated Circuits Plant which is to be located in the vicinity of the intersection of N.E. 223rd and N.E. Glisan Streets. The location of the project is approximately as shown on the sketch map attached hereto, marked Exhibit A, and by this reference made a part hereof.

**M.C. & A. NO. 13950
MULTNOMAH COUNTY**

The Economic Development Department recommends use of Immediate Opportunity Funds for this project. ODOT's contribution of Immediate Opportunity Funds will not exceed \$500,000 and shall be applied toward the preliminary engineering and construction portion of the project (the total project cost is estimated at \$3,702,660). Any Right-of-way or additional project costs above and beyond ODOT's contribution of \$500,000 will be the responsibility of the County.

4. For the purpose of this agreement, County will be acting on behalf of the City of Gresham and LSI Logic. County agrees to enter into separate agreements with these agencies if necessary.
5. By the authority granted in ORS 366.770 and 366.775, ODOT may enter into cooperative agreements with the counties and cities for the performance of work on certain types of improvement projects with the allocation of costs on terms and conditions mutually agreeable to the contracting parties.
6. The Parties hereto agree and understand that they will comply with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended.

NOW, THEREFORE, the premises being in general as stated in the foregoing RECITALS, it is agreed by and between the parties hereto as follows:

ODOT OBLIGATIONS

1. ODOT shall, upon execution of this agreement, forward to the County an advance deposit of \$250,000. Said deposit is to be applied to preliminary engineering and construction costs for the project. Once the County's monthly statements reflect a complete expenditure of the \$250,000 advance deposit, ODOT shall pay County as billed for preliminary engineering and construction expenses up to an additional amount not to exceed \$250,000 (for a total combined amount of \$500,000).

COUNTY OBLIGATIONS

1. County, or its consultant, shall conduct the necessary field surveys, environmental studies, traffic investigations, identify and obtain all required permits, arrange for utility relocation or reconstruction, and perform all preliminary engineering and design work required to produce preliminary and final plans, specifications, and cost estimates.

M.C. & A. NO. 13950
MULTNOMAH COUNTY

design work required to produce preliminary and final plans, specifications, and cost estimates.

2. County shall design the bike lanes/path in accordance with the current Oregon Bicycle and Pedestrian Plan.
3. County shall prepare the contract and bidding documents, advertise for bid proposals, award all contracts, pay all contractor costs, furnish all construction engineering, field testing of materials, technical inspection, and project manager services for administration of the contract.
4. County shall award a contract for construction of project within two years of the date ODOT executes this agreement, unless an extension is granted by ODOT. Construction must be completed within 5 years of the date of this agreement.
5. County shall keep accurate cost accounting records. County shall provide ODOT's Region 1 Program & Services Coordinator with an itemized statement of expenses and contractor payments utilizing ODOT's advance deposit. Once County's statements reflect a complete expenditure of the \$250,000 advance deposit, County may begin submitting monthly billings to ODOT's Region 1 Program and Funding Services Coordinator for additional reimbursement of preliminary engineering or construction expenses up to an amount not to exceed an additional \$250,000 (for a total combined amount of \$500,000). The cost records and accounts pertaining to the work covered by this agreement shall be retained for inspection by representatives of ODOT for a period of three (3) years following final payment. Copies shall be made available upon request.
6. County insures that ODOT's contribution of \$500,000 will be applied to all preliminary engineering and construction billings (matching County or other contributions) and that if project costs do not exceed \$500,000, County will reimburse ODOT accordingly. All additional funding for the project beyond ODOT's contribution for preliminary engineering and construction will be provided by County or outside sources. County agrees that if project is not completed, or should LSI Logic fail to locate at the subject property, for which these roadway improvements are necessary, County shall reimburse ODOT for any cost that have been incurred using Immediate Opportunity Funding.
7. County shall, upon project completion, be responsible for maintenance responsibilities (including maintenance and power of any traffic signals and/or illumination) for the project. If other parties are also responsible for said

M.C. & A. NO. 13950
MULTNOMAH COUNTY

maintenance and/or power, County shall insure that the appropriate agreements are executed.

8. County shall enter into and execute this agreement during a duly authorized session of Board of county Commissioners.

GENERAL PROVISIONS

1. County understands that ODOT has the option to review the project plans and specifications which will be conducted prior to County's advertisement for construction bid proposals.
2. The County, its contractors or subcontractor, 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.

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

M.C. & A. NO. 13950
MULTNOMAH COUNTY

ODOT's funding contribution of Immediate Opportunity Funds for this project was approved by the Oregon Transportation Commission on October 11, 1995 at which time the Director was authorized to sign this agreement for and on behalf of the Commission.

APPROVAL RECOMMENDED

By [Signature]
Region Manager

STATE OF OREGON, by and through
its Department of Transportation

By _____
Director

Date _____

APPROVED AS TO
LEGAL SUFFICIENCY

By _____
Asst. Attorney Gen.

By _____
County Counsel

MULTNOMAH COUNTY, by and
through its Board of Commissioners

By [Signature]
Chair

Agency Billing Address:

MULTNOMAH COUNTY
Administrative Manager
1620 S.E. 190th
Portland, OR 97233

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

REVIEWED

By [Signature]
MULTNOMAH COUNTY COUNSEL

MEETING DATE: JUL 11 1996
AGENDA #: R-60
ESTIMATED START TIME: 10:05

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: PCRB Rule, Div. 60, Affirmative Action in Public Contracts, Amendment

BOARD BRIEFING: DATE REQUESTED: _____

REQUESTED BY: _____

AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: July 11, 1996

AMOUNT OF TIME NEEDED: 5 to 10 minutes

DEPARTMENT: DSS

DIVISION: Finance

CONTACT: Franna Hathaway/Jerry Walker

TELEPHONE #: X2651/X6699

BLDG/ROOM #: 421/1st floor

PERSON(S) MAKING PRESENTATION: Franna Hathaway/Jerry Walker

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

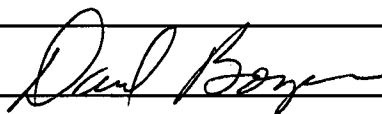
An Ordinance amending Division 60, Affirmative Action In Public Contracts, of the Multnomah County Public Contract Review Board Rules and Declaring an Emergency

7/12/96 copies to Franna Hathaway, Jerry Walker & ORD
Distribution list SIGNATURES REQUIRED:

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BOARD OF
COUNTY COMMISSIONERS
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OREGON

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

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

TO: BOARD OF COUNTY COMMISSIONERS

FROM:  Franna Hathaway

TODAY'S DATE: July 2, 1996

REQUESTED PLACEMENT DATE: July 11, 1996

RE: PCRB Rule, Division 60, Affirmative Action in Public Contracts,
Amendment

I. Recommendation/Action Requested: Approve ordinance amending Multnomah County Public Contract Review Board Rules, Division 60, Affirmative Action in Public Contracts.

II. Background/Analysis: The Multnomah County Board of County Commissioners acts as the Public Contract Review authority for county agencies, public contractors and vendors. The Multnomah County Public Contract Review Board has rule making authority to carry out the powers and duties of the Board under ORS 279.011 to 279.063. All rules shall be adopted in the manner prescribed in the ordinance creating the PCRB Rules.

The Administrative Rule, Division 60, contained herein and originally approved December 15, 1996 is in need of revision to reflect Multnomah County Resolution 93-301 regarding Intergovernmental Cooperation to Develop Incentives to Increase Minority-Owned and Women-Owned Business Participation in Public Contracts.

III. Financial Impact: N/A

IV. Legal Issues: This rule is in conformance with existing law.

V. Controversial Issues: N/A

VI. Link to Current County Policies: Is consistent with County Policy.

VII. Citizen Participation: N/A

VIII. Other Government Participation: This rule change is in part to permit coordination with the City of Portland in matters relating to Affirmative Action in Contracting.

ORDINANCE FACT SHEET

Ordinance Title: PCRB Rule, Division 60, Affirmative Action in Public Contracts, Amendment

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

Amend Public Contract Review Board Rules (PCRB), Division 60, Affirmative Action in Public Contracts, to meet Multnomah County's needs. PCRB benefits vendors, contractors, and the public.

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

All local governments have adopted their own PCRB rules or use the State or a County as their Public Contract Review Board.

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

Positive

What is the fiscal impact, if any?

None

SIGNATURES:

Person Filling Out Form: Franna Hathaway

Planning & Budget Division (if fiscal impact): _____

Department Manager/Elected Official: Paul Boyer

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

~~In the Matter of Intergovernmental
Cooperation to Develop Incentives to
Increase Minority-Owned and Women-Owned
Business (W/MBE) Participation in Public
Contracts~~

RESOLUTION
93-301

WHEREAS, Multnomah County is committed to promoting diversity in all facets of community life; and

WHEREAS, Multnomah County recognizes that the 1989 US Supreme Court decision, Croson v. City of Richmond, has diminished the ability of women and minorities to participate in public contracts at the local government level; and

WHEREAS, a recent W/MBE Feasibility Study showed a dramatic decline in participation in all areas of contracting for voluntary MBE goals; and

WHEREAS, Multnomah County has been working with other Tri-County jurisdictions to develop solutions that will help increase participation by W/MBEs in the contracting process; and

WHEREAS, The City of Portland has recently announced a "Fair Contracting and Employment Initiative"; and

WHEREAS, Multnomah County believes that by cooperating with the City of Portland in its efforts, the joint goal of diversifying contract participation and increasing economic benefits for all citizens can be more readily achieved;

NOW THEREFORE BE IT RESOLVED, that Multnomah County will participate with the City of Portland in the Contractor's Opportunity Loan Program to be implemented in conjunction with local commercial banks.

BE IT FURTHER RESOLVED, that Multnomah County will enter into an Intergovernmental Agreement with the City of Portland to provide 8 hours per month of an FTE to work with the City on Equal

08/26/93:2

Employment Opportunity contract certification and monitoring to better analyze diversification efforts by public contractors.

BE IT FURTHER RESOLVED, that Multnomah County will participate with the City of Portland in funding a MBE and WBE Disparity study to measure the extent of and identify the sources of racial and gender discrimination in the business sectors that receive public dollars through contracting.

BE IT FURTHER RESOLVED, that Multnomah County will contribute no more than \$50,000 during fiscal year 1993-94 without further Board action. Multnomah County's total contribution for funding a Disparity study will not exceed \$100,000. The Board directs staff to negotiate with the City of Portland and other participating jurisdictions details of scope of the Disparity study.

BE IT FURTHER RESOLVED, that Multnomah County will establish W/MBE participation targets for contracting that will allow the County to measure its progress in increasing W/MBE participation.

~~BE IT FURTHER RESOLVED, that the County Purchasing Department is authorized to take such other steps as are necessary and compatible with cooperating with the City of Portland and other Tri-County jurisdictions to increase contracting opportunities for W/MBEs.~~



ADOPTED this 2nd day of September, 1993.

By

Beverly Stein, Chair
Multnomah County, Oregon.

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By

H. H. Lazenby, Jr.
Assistant County Counsel

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GENERAL

200.005 Definitions for ORS 200.005 to 200.075. As used in ORS 200.005 to 200.075, 200.200 and 279.059:

(1) "Disadvantaged business enterprise" means a small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(2) "Economically disadvantaged individual" means an individual who is socially disadvantaged and whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to another in the same business area who is not socially disadvantaged.

(3) "Emerging small business" means:

(a) A business with its principal place of business located in this state;

(b) A business with average annual gross receipts over the last three years not exceeding \$1 million for construction firms and \$300,000 for nonconstruction firms;

(c) A business which has fewer than 20 employees;

(d) An independent business; and

(e) A business properly licensed and legally registered in this state.

(4) "Emerging small business" does not mean a subsidiary or parent company belonging to a group of firms which are owned and controlled by the same individuals which have aggregate annual gross receipts in excess of \$1 million for construction or \$300,000 for nonconstruction firms over the last three years.

(5) A business may be certified as an emerging small business for no more than seven years.

(6) "Minority or women business enterprise" means a small business concern which is at least 51 percent owned by one or more minorities or women, or in the case of a corporation, at least 51 percent of the stock of which is owned by one or more minorities or women, and whose management and daily business operations are controlled by one or more of such individuals.

(7) "Minority individual" means a person who is a citizen or lawful permanent resident of the United States, who is:

(a) Black who is a person having origins in any of the black racial groups of Africa;

(b) Hispanic who is a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;

(c) Asian American who is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;

(d) Portuguese who is a person of Portuguese, Brazilian or other Portuguese culture or origin, regardless of race;

(e) American Indian or Alaskan Native who is a person having origins in any of the original peoples of North America; or

(f) Member of another group, or another individual who is socially and economically disadvantaged as determined by the Advocate for Minority, Women and Emerging Small Businesses.

(8) "Small business concern" means a small business as defined by the United States Small Business Administration per CFR 121, as amended.

(9) "Socially disadvantaged individual" means an individual who has been subjected to racial or ethnic prejudice or cultural bias, without regard to individual qualities, because of the individual's identity as a member of a group.

(10) "Woman" means a person of the female sex who is a citizen or lawful permanent resident of the United States.

(11) "Responsible bidder" means one who, in the determination of the office of the Advocate for Minority, Women and Emerging Small Businesses, has undertaken both a policy and practice of actively pursuing participation by minority and women businesses in all bids, both public and private, submitted by such bidder. [1987 c.893 §2; 1989 c.1043 §1; 1991 c.517 §9]

200.015 Legislative findings. (1) The Legislative Assembly supports the aspirations of minorities, women and emerging small businesses to enter the mainstream of Oregon social, political and economic life.

(2) The Legislative Assembly finds:

(a) The opportunity for full participation in our free enterprise system by minorities, women and emerging small businesses is essential;

(b) Greater economic opportunity for minorities, women and emerging small businesses is essential;

(c) Review of public programs to remedy historical patterns of exclusion of and discrimination against racial or ethnic groups and women is needed;

(d) Public policies and programs to eliminate the effects of long-term, open and pervasive exclusion of and discrimination against minorities and women from the business sector, including increased opportunities to integrate minorities and women into the full economic life of the community should be reviewed; and

(e) In cooperation with the private sector, the affected populations, interested groups and appropriate governmental entities, a program of review should be established to recommend remedies for the unfortunate effects of social, political and economic inequity that still exist.

(3) Women and minorities are rebuttably presumed to be:

(a) Economically disadvantaged.

(b) Socially disadvantaged. [1987 c.893 §3; 1989 c.1043 §2]

200.025 Advocate for Minority, Women and Emerging Small Business; office; duties. (1) There is created in the Office of the Governor, the Advocate for Minority, Women and Emerging Small Business who shall be appointed by the Governor.

(2) There is created in the Department of Consumer and Business Services the Office for Minority, Women and Emerging Small Business, the employees of which shall be appointed by the Director of the Department of Consumer and Business Services.

(3) The Advocate for Minority, Women and Emerging Small Business shall:

(a) Advise the Governor and the director on activities and initiatives that may promote the economic integration of minorities, women and emerging small businesses into the business sector;

(b) Prepare an annual report to the Governor, director and Legislative Assembly on the status of minorities and women in the marketplace, accomplishments and resolutions of issues of concern to minority and women's enterprises and recommendations for executive and legislative actions; and

(c) Carry out other duties that may be assigned by the Governor.

(4) The Office for Minority, Women and Emerging Small Business shall:

(a) Provide assistance and information to minority, women and emerging small businesses;

(b) Assist in the development and implementation of an aggressive strategy for this state, based on research and monitoring, that encourages participation of minorities, women and emerging small businesses in the state's economy;

(c) Make recommendations to the director on the research, development and implementation of the plan for the involvement of disadvantaged and minority groups and emerging small businesses in all state programs;

(d) Maintain an Oregon Opportunity Register and Clearinghouse for information on public agency and other contract solicitations for professional services, supplies and services and other bid opportunities, in consultation with the State Board of Higher Education, the Department of Transportation and other entities;

(e) Monitor the certification and compliance program for disadvantaged, minority, women and emerging small businesses under ORS 279.059;

(f) Investigate complaints and possible abuses of the certification program; and

(g) Assist in the promotion and coordination of plans, programs and operations of state government that strengthen minority and women participation in the economic life of this state. [1987 c.893 §4; 1989 c.1043 §3; 1993 c.500 §7; 1993 c.744 §189.189a]

200.035 When state agency to notify advocate of solicitations. All state agencies shall provide timely notice of all contract and bid request solicitations in excess of \$1,000 to the Advocate for Minority, Women and Emerging Small Business and the Oregon Department of Administrative Services for the Oregon Opportunity Register and Clearinghouse. [1987 c.893 §5]

200.045 Standards for good faith efforts to meet contract requirements; standards for establishing bidder's responsibility. (1) To determine whether a bidder that has failed to meet emerging small business enterprise contract requirements, as described in ORS 279.059, may be awarded the contract, the public contracting agency must decide whether the bidder's efforts to obtain participation by emerging small business enterprises were good faith efforts to meet the requirements.

(2) Performing all of the following actions by a bidder constitutes a rebuttable presumption that the bidder has made a good faith effort to satisfy the subcontracting requirement for emerging small businesses. It shall be a rebuttable presumption that the bidder has not made a good faith effort if the bidder has not acted consistently with such actions. Efforts that are merely superficial are not good faith efforts:

(a) The bidder attended any presolicitation or prebid meetings that were scheduled by the contracting agency to inform emerging small business enterprises of contracting

and subcontracting or material supply opportunities available on the project;

(b) The bidder identified and selected specific economically feasible units of the project to be performed by emerging small business enterprises in order to increase the likelihood of participation by such enterprises;

(c) The bidder advertised in general circulation, trade association, minority and trade oriented, women-focus publications, if any, concerning the subcontracting or material supply opportunities;

(d) The bidder provided written notice to a reasonable number of specific emerging small business enterprises, identified from a list of certified emerging small business enterprises provided or maintained by the Oregon Department of Administrative Services for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;

(e) The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested;

(f) The bidder provided interested emerging small business enterprises with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;

(g) The bidder negotiated in good faith with the enterprises, and did not without justifiable reason reject as unsatisfactory bids prepared by any emerging small business enterprises;

(h) Where applicable, the bidder advised and made efforts to assist interested emerging small business enterprises in obtaining bonding, lines of credit or insurance required by the contracting agency or contractor;

(i) The bidder's efforts to obtain emerging small business enterprise participation were reasonably expected to produce a level of participation sufficient to meet the goals or requirement of the public contracting agency; and

(j) The bidder used the services of minority community organizations, minority contractor groups, local, state and federal minority business assistance offices and other organizations identified by the Advocate for Minority, Women and Emerging Small Business that provide assistance in the recruitment and placement of emerging small business enterprises.

(3) To determine whether a bidder is a responsible bidder, the performance of all the following actions constitutes a rebuttable presumption that the bidder is responsible. It shall be a rebuttable presumption that the

bidder is not responsible if the bidder has not acted consistently with the actions described in this subsection. Efforts that are merely superficial are not good faith efforts.

(a) The bidder attended any presolicitation or prebid meetings that were scheduled by the contracting agency to inform minority or women business enterprises of contracting and subcontracting or material supply opportunities available on the project;

(b) The bidder identified and selected specific economically feasible units of the project to be performed by minority or women business enterprises in order to increase the likelihood of participation by such enterprises;

(c) The bidder advertised in general circulation, trade association, minority and trade oriented, women-focus publications, if any, concerning the subcontracting or material supply opportunities;

(d) The bidder provided written notice to a reasonable number of specific minority or women business enterprises, identified from a list of certified minority or women business enterprises provided or maintained by the Oregon Department of Administrative Services for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;

(e) The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested;

(f) The bidder provided interested minority or women business enterprises with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;

(g) The bidder negotiated in good faith with interested, capable and competitive minority or women business enterprises submitting bids;

(h) Where applicable, the bidder advised and made efforts to assist interested minority or women business enterprises in obtaining bonding, lines of credit or insurance required by the contracting agency or contractor;

(i) The bidder's efforts to obtain minority or women business enterprise participation were reasonably expected to produce a level of participation sufficient to meet the goals of the public contracting agency; and

(j) The bidder used the services of minority community organizations, minority contractor groups, local, state and federal minority business assistance offices and other organizations identified by the Advocate for Minority, Women and Emerging Small Business that provide assistance in the

recruitment and placement of disadvantaged, minority or women business enterprises. [1987 c.893 §7; 1989 c.1043 §8]

CERTIFICATION

200.055 Certification of disadvantaged, minority, women or emerging small business enterprises; fee; review; appeal.

(1) Any disadvantaged, minority, women or emerging small business enterprise is entitled to be certified as such upon application to the Oregon Department of Administrative Services. If the application is approved by the department, the department shall certify the applicant as a disadvantaged, minority, women or emerging small business enterprise. The enterprise shall be considered so certified by any public contracting agency.

(2) In consultation with the State Board of Higher Education and the Department of Transportation, and with the approval of the Advocate for Minority, Women and Emerging Small Business, the Oregon Department of Administrative Services by rule shall adopt a uniform standard form and procedure designed to provide complete documentation that a business enterprise is certified as a disadvantaged, minority, women or emerging small business enterprise. The Oregon Department of Administrative Services shall compile and make available upon request a list of certified disadvantaged, minority, women or emerging small business enterprises.

(3) Any business enterprise that is refused certification as a disadvantaged business enterprise or denied recertification as such or whose certification is revoked may request an informal review by a multimember panel appointed by the Director of the Oregon Department of Administrative Services. Appeal of the decision of the panel may be made to the United States Department of Transportation.

(4) Any business enterprise that is refused certification as a minority, women or emerging small business enterprise or has its certification revoked may request a contested case hearing as provided in ORS 183.310 to 183.550.

(5) The Oregon Department of Administrative Services shall be the sole agency authorized to certify enterprises as disadvantaged, minority, women or emerging small business enterprises eligible to perform on public contracts in this state.

(6) The Oregon Department of Administrative Services by rule may establish a fee not to exceed \$100 for a copy of the list of certified disadvantaged, minority, women and emerging small business enterprises and may

assess state agencies for services under ORS 200.005 to 200.075 and 279.059.

(7) The Department of Transportation may collect a fee, not to exceed \$200, from a bidder upon bidder prequalifications to cover the costs of the Oregon Department of Administrative Services in administering ORS 200.005 to 200.075 and 279.059. The Department of Transportation shall transfer such fees to the credit of the account established under subsection (8) of this section.

(8) The Oregon Department of Administrative Services shall establish a special account in which to deposit fees and assessments. The special account is continuously appropriated to the Oregon Department of Administrative Services to meet its expenses in administering ORS 200.005 to 200.075 and 279.059. [1987 c.893 §8; 1989 c.1043 §4; 1993 c.500 §8]

200.065 Fraudulent conduct prohibited; sanctions. (1) It shall be unlawful for any person fraudulently to obtain or retain or attempt to obtain or retain or to aid another person fraudulently to obtain or retain or attempt to obtain or retain certification as a disadvantaged, minority, women or emerging small business enterprise.

(2) It shall be unlawful knowingly to make a false claim that any person is qualified for certification or is certified under ORS 200.055 for the purpose of gaining a contract or subcontract or other benefit.

(3) The public contracting agency may withhold payment, suspend or terminate the contract and may impose on any person a civil penalty not to exceed 10 percent of the contract or subcontract price or \$5,000, whichever is less, for each violation of subsection (1) or (2) of this section. The penalty shall be paid to the office of the Advocate for Minority, Women and Emerging Small Business.

(4) The Oregon Department of Administrative Services or an affected public contracting agency shall investigate any complaint that a person has violated subsection (1) or (2) of this section. In investigating such a complaint, the department or an affected public contracting agency may require any additional information, administer oaths, take depositions and issue subpoenas to compel the attendance of witnesses and the production of books, papers, records, memoranda or other information necessary to carry out its duties. If any person fails to comply with any subpoena issued under this subsection or refuses to testify on any matter on which a person may lawfully be interrogated, the procedure provided in ORS 183.440 shall be followed to compel compliance.

(5) An affected public contracting agency or the Oregon Department of Administrative Services may disqualify any person found to have violated subsection (1) or (2) of this section or who admits to such violation under oath during the course of an investigation from bidding or participating in any public contract for a period of time specified by the agency or department, not to exceed three years. Any contracting agency that has notice of the finding of the fraudulent certification may also disqualify the person from bidding on or participating in any public contract. [1987 c.893 §9; 1989 c.1043 §5]

200.075 Prohibited conduct; suspension of certification or right to participate in public contracts. (1) Any bidder or contractor or subcontractor on a public contract that knowingly commits any of the acts listed in paragraphs (a) to (c) of this subsection shall have its right to bid on or participate in any public contract suspended. The suspension shall occur only after notice and opportunity for hearing in such manner as the affected public contracting agency, by rule, shall provide. The suspension shall be for up to 90 days for a first violation, up to one year for a second violation and up to five years for a third violation. Each violation shall remain on record for five years. After five years the violation shall no longer be considered in reviewing future violations. The following acts are prohibited:

(a) Entering into any agreement representing that a disadvantaged, minority, women or emerging small business enterprise certified pursuant to ORS 200.055 will be performing work or supplying materials under the public improvement contract without the knowledge and consent of the disadvantaged, minority, women or emerging small business enterprise.

(b) Exercising management and decision making control over the internal operations of any certified disadvantaged, minority, women or emerging small business enterprise. As used in this paragraph, "internal operations" does not include normal scheduling, coordination, execution or performance as a subcontractor on a public contract.

(c) Using a disadvantaged, minority, women or emerging small business enterprise to perform a subcontract or supply material under a public improvement contract to meet an established goal or requirement when the disadvantaged, minority, women or emerging small business enterprise does not perform a commercially useful function in carrying out its responsibilities and obligations under the contract.

(2) Any disadvantaged, minority, women or emerging small business enterprise certified under ORS 200.055 that allows or com-

mits any of the acts listed in paragraphs (a) to (c) of this subsection shall have its certification suspended for up to 90 days for the first violation, up to one year for a second violation and up to five years for a third violation. Each violation shall remain on record for five years. After five years the violation shall no longer be considered in reviewing future violations. The following acts are prohibited:

(a) Use of the firm's name to meet a disadvantaged, minority, women or emerging small business enterprise goal or requirement on a public contract when the firm does not in fact intend to or does not actually perform the work under the subcontract or purchase and supply material to the project under a material supply contract.

(b) Use of any personnel of an uncertified business to operate, manage or otherwise control the disadvantaged, minority, women or emerging small business enterprise.

(c) Failure to perform a commercially useful function in carrying out its functions under a subcontract or a material supply contract entered into with a contractor or subcontractor on a public contract when represented as a certified business to meet an established goal or requirement.

(3) For the purpose of this section "commercially useful function" means the actual performance of a function or service by the business for which there is a demand in the marketplace, and for which the business receives payment not disproportionate to the work performed or in conformance with industry standards. Acting as a broker to provide for the performance of work by others does not constitute a "commercially useful function." [1987 c.893 §11; 1989 c.1043 §6; 1991 c.91 §1; 1995 c.452 §21]

200.085 [1987 c.893 §1; repealed by 1989 c.1043 §14]

RESPONSIBILITY OF PUBLIC AGENCIES

200.090 Public agencies to pursue policy of providing opportunities. Public agencies shall aggressively pursue a policy of providing opportunities for available contracts to emerging small businesses and shall cooperate with the Advocate for Minority, Women and Emerging Small Business to determine the best means by which to make such opportunities available. [1989 c.1043 §10]

MENTOR PROGRAM

200.100 Definitions for ORS 200.100 to 200.120. As used in ORS 200.100 to 200.120:

(1) "Contractor" means a person who contracts on predetermined terms to be responsible for the performance of all or part of a job of preparation or construction in

accordance with established specifications or plans, retaining control of means, method and manner of accomplishing the desired result, and who provides:

- (a) Labor at the site; or
- (b) Materials, supplies and labor at the site.

(2) "Disadvantaged business enterprise" means a small business concern that is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(3) "Minority or women business enterprise" means a small business concern which is at least 51 percent owned by one or more minorities or women, or in the case of a corporation, at least 51 percent of the stock of which is owned by one or more minorities or women, and whose management and daily business operations are controlled by one or more of such individuals.

(4) "Minority individual" means a person who is a citizen or lawful permanent resident of the United States, who is:

- (a) Black who is a person having origins in any of the black racial groups of Africa;
- (b) Hispanic who is a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- (c) Asian American who is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;
- (d) Portuguese who is a person of Portuguese, Brazilian or other Portuguese culture or origin, regardless of race;
- (e) American Indian or Alaskan Native who is a person having origins in any of the original peoples of North America; or
- (f) A member of another group, or another individual that is socially and economically disadvantaged as determined by the Advocate for Minority, Women and Emerging Small Business.

(5) "Subcontractor" means a contractor who has no direct contractual relationship with the owner. [1991 c.559 §1]

200.110 Mentor program; guidelines; eligibility. (1) The Economic Development Department may recognize the mentor relationship between contractors and minority business enterprises or women business en-

terprises certified under this chapter. The mentor relationship shall offer the opportunity to foster and encourage minority and women business enterprises, to expand the capacity of presently existing minority and women businesses and to offer the opportunity for less experienced minority and women businesses to gain training and assistance.

(2) Guidelines for eligibility for the mentor relationship include, but are not limited to:

(a) Minority and women business enterprises that meet the certification requirements of the U. S. Department of Transportation are eligible for participation in a mentor program. Other minority and women business enterprises are also eligible if they meet the certification requirements of this chapter. An agency may grant approval of an enterprise application for certification concurrent with approval of a mentor arrangement.

(b) The minority or women business enterprise must be an independent organization, and the ownership by the individuals must be real. Other employment and business interests by the individuals are not precluded, if such employment or business interests do not conflict with the power of the minority or women owners to direct the management and policies of the minority or women enterprise to make day-to-day as well as major decisions on matters of management, policy and operations.

(c) The mentor program is intended to provide minority and women business enterprises with advice, assistance and training. The enterprise shall be responsible for management and operations of the business. The mentor shall not be responsible for the management of the firm. The mentor and the enterprise shall remain separate and independent business entities with the exception that facilities may be provided to the enterprise by the mentor if a separate lease agreement is maintained by the parties.

(d) Part ownership in a minority or women business enterprise by a non-disadvantaged party, including a mentor, is permitted if in compliance with 49 CFR 23. Any property, equipment, supplies or other services which are sold, rented or donated to the enterprise and any investment made by nondisadvantaged individuals must be reported to the agency involved in the mentor program. Documentation shall be provided by bills of sale, lease agreements or similar documents.

(e) The mentor relationship may include an arrangement with an independent third party, such as a bank or accountant, to act as an agent. Third parties may receive

progress payments for work accomplished by the minority or women business enterprise, made out jointly to the agent and the enterprise, and make payments, on behalf of the enterprise, to material suppliers or for federal and state payroll taxes.

(3) Types of assistance a mentor may provide to the minority or women business enterprise include:

- (a) Financial assistance;
- (b) Technical and management assistance;
- (c) Equipment rental and use of personnel; and
- (d) Bonding assistance. [1991 c.559 §2]

200.120 Standards for program participation. (1) Mentor relationships may be documented by a written development plan, approved by the Economic Development Department in consultation with the Oregon Association of Minority Entrepreneurs. The development plan shall:

- (a) Clearly set forth the objectives of the parties and their respective roles;
- (b) Be for a specified length of time;
- (c) Determine measurable goals to be reached by the minority or women business enterprise; and
- (d) Provide that if resources of the mentor are utilized by the minority or women business enterprise in the performance of contracts or subcontracts for the mentor or for another contractor, the resources shall be separately identified, accounted for and compensated directly by the minority or women business enterprise to the mentor. If the plan provides for extensive use of the mentor's resources by the minority or women business enterprise, the arrangement may be closely monitored.

(2) The development plan may also include training to be provided by the mentor to the minority or women business enterprise. Training may include:

- (a) Business planning;
- (b) Record keeping;
- (c) Technical training;
- (d) Capital formation;
- (e) Loan packaging;
- (f) Financial counseling;
- (g) Bonding; and
- (h) Equipment utilization.

(3) The development plan may be reviewed annually by the Economic Development Department and the Oregon Association of Minority Entrepreneurs to review the progress of the mentor program.

(4) The development plan shall contain a provision that the mentor relationship may be terminated by mutual consent or upon determination that:

(a) The mentor firm no longer meets the eligibility standards for certification as a minority or women business enterprise;

(b) Either party has failed or is unable to meet its obligations under the development plan;

(c) The minority or women business enterprise is not progressing or is not likely to progress in accordance with the development plan;

(d) The minority or women business enterprise has reached a satisfactory level of self-sufficiency to compete without resorting to special treatment provided in the development plan; or

(e) The plan or provisions thereof are contrary to the requirements of federal, state, or local law or regulation, or otherwise contrary to public policy.

(5) Copies of the development plan shall be retained by all parties to it, and by the Economic Development Department and the Oregon Association of Minority Entrepreneurs.

(6) The development plan may include a provision that the arrangement shall be dissolved by either party for reason by notifying the Economic Development Department and the Oregon Association of Minority Entrepreneurs. [1991 c.559 §3]

EMERGING SMALL BUSINESS ASSISTANCE PROGRAM

200.150 Definitions for ORS 200.150 to 200.200. As used in ORS 200.150 to 200.200:

(1) "Emerging small business" means:

(a) A business with its principal place of business located in this state;

(b) A business with average annual gross receipts over the last three years not exceeding \$1 million for construction firms and \$300,000 for nonconstruction firms;

(c) A business which has fewer than 20 employees;

(d) An independent business; and

(e) A business properly licensed and legally registered in this state.

(2) "Emerging small business" does not mean a subsidiary or parent company belonging to a group of firms which are owned and controlled by the same individuals which have aggregate annual gross receipts in excess of \$1 million for construction or \$300,000 for nonconstruction firms over the last three years.

(3) A business may be certified under ORS 200.005 to 200.075 as an emerging small business for no more than seven years. [1991 c.517 §1]

200.160 Transportation Commission duties; report. The Oregon Transportation Commission shall appoint a committee to recommend plans whereby the Department of Transportation may assist emerging small businesses in overcoming barriers to participation in state public improvement and maintenance projects and shall report its recommendation to the commission and the Legislative Committee on Trade and Economic Development. [1991 c.517 §2]

200.170 Eligibility for assistance. (1) Subject to subsection (2) of this section, in order to be eligible for assistance under ORS 200.005 and 200.150 to 200.200, the applicant must:

(a) Be determined to be an emerging small business pursuant to ORS 200.150;

(b) Have not been found to be eligible for such assistance in more than seven calendar years;

(c) Show that the applicant's place of business and the work in which the applicant seeks to participate are located in this state; and

(d) Show that the applicant is in compliance with applicable licensing and registration requirements.

(2) The Department of Transportation may limit eligibility for assistance on a specific project or contract to emerging small businesses that are located in or draw a part of their workforce from economically depressed areas in this state, as designated by the Economic Development Department in consultation with the Employment Department.

(3) The applicant for assistance under ORS 200.005 and 200.150 to 200.200 must perform at least 51 percent of the labor on any public improvement or maintenance project for which assistance is received using the applicant's own workforce. [1991 c.517 §§3, 6]

200.180 Emerging Small Business Account; uses. The Emerging Small Business

Account is established within the Consumer and Business Services Fund. The Emerging Small Business Account is an investment fund for purposes of ORS 293.701 to 293.820. Moneys in the account and the interest thereon are continuously appropriated for the purposes of assisting emerging small businesses under the plans recommended under ORS 200.160. [1991 c.517 §4; 1993 c.744 §189b]

200.190 Deposit of one percent of highway construction contract amount. The Department of Transportation, when undertaking a public improvement highway construction contract, shall deposit with the State Treasurer an amount equal to not more than one percent of the contract award amount. The State Treasurer shall credit the amount reserved to the Emerging Small Business Account within the Consumer and Business Services Fund. The deposit shall be made within 30 days of the date on which the contract award is made. [1991 c.517 §5; 1993 c.744 §189c]

200.200 Security for performance by emerging small business. (1) When any requirement exists under ORS chapter 279 to provide a surety bond or other security for the faithful performance of a public contract, an emerging small business may provide:

(a) A surety bond issued by a corporate surety qualified by law to issue surety insurance as defined in ORS 731.186;

(b) A stipulation or undertaking with one or more individual sureties; or

(c) Any other form of security specified in the statute requiring the security.

(2) When the security for the faithful performance of a public contract is in the form of a stipulation or undertaking with one or more individual sureties, the individual sureties must be residents of this state. The total net worth of all the individual sureties on the stipulation or undertaking must be at least twice the sum specified in the stipulation or undertaking. The public agency requiring the security shall determine if the sureties possess the qualifications prescribed by this subsection. [1991 c.517 §8]

BEFORE THE BOARD OF COUNTY COMMISSIONERS

FOR MULTNOMAH COUNTY, OREGON

ACTING AS THE PUBLIC CONTRACT REVIEW BOARD FOR MULTNOMAH COUNTY

ORDINANCE NO. 861

An ordinance amending Ordinance 807, Division 60,
Affirmative Action In Public Contracts, of the Multnomah County
Public Contract Review Board Rules and declaring an emergency.

(Underlined sections are new or replacement, ~~strikeout~~ sections are deleted.)

Multnomah County Ordains as follows:

Section I. Findings

(A) The Board of County Commissioners has been established
as the local Public Contract Review Board (PCRB) for Multnomah
County with authority to adopt rules and regulations relating to
the award of County contracts.

(B) There is need to amend Division 60, Affirmative Action
In Public Contracts, to make additions and changes to the current
rule that reflect Multnomah County Resolution 93-301 regarding
Intergovernmental Cooperation to Develop Incentives to Increase
Minority-Owned and Women-Owned Business Participation In Public
Contracts.

Section II. Amendment: Adoption of Rule

MCC 2.20.250 is amended to add Section C:

(C) Division 60 of the public contract review board

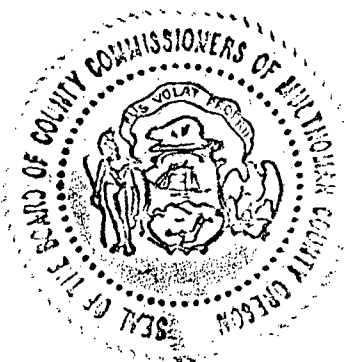
07/02/96:1

administrative rules is amended in accordance with Exhibit A
attached hereto and incorporated by reference herein.

Section III. Emergency Clause

This ordinance, being necessary for the health, safety, and
 general welfare of the people of Multnomah County, an emergency
 is declared and the ordinance shall take effect upon its
 execution by the County Chair, pursuant to section 5.50 of the
 Charter of Multnomah County.

ADOPTED this 11th day of July, 1996 being the date of its
 first reading before the Board of County Commissioners of
 Multnomah County, Oregon.



MULTNOMAH COUNTY, OREGON

By *Beverly Stein*
 Beverly Stein
 Multnomah County Chair

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL
 for MULTNOMAH COUNTY, OREGON

By *John S. Thomas*
 John S. Thomas
 Assistant County Counsel

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MULTNOMAH COUNTY PUBLIC CONTRACT REVIEW BOARD
ADMINISTRATIVE RULES

DIVISION 60

60.000 AFFIRMATIVE ACTION IN PUBLIC CONTRACTS

60.010 Purpose

- (1) The purpose of this Chapter is to establish procedures to assure that Multnomah County contractors and vendors provide adequate opportunities for minority, and women and emerging small business subcontractors to participate and compete for business opportunities provided through Multnomah County, State of Oregon.

60.015 Affirmative Action Contracts

- (1) Public contracts may be awarded pursuant to a specific Affirmative Action plan. This rule sets forth the Multnomah County Affirmative Action Plan. ~~Affirmative Action is a program designed to insure equal opportunity in employment and business for persons otherwise disadvantaged by reason of race, color, religion, sex, national origin, age or physical or mental handicap, including, but not limited to, personnel practices of contractors, and programs designed to promote competitive bids by minority and women business enterprises.~~

60.020 Definitions

- ~~(1) "Affirmative Action" as used in this rule means efforts designed to insure equal opportunity in employment and business for persons, and business enterprises otherwise disadvantaged by reason of race, color, religion, sex, national origin, age, or economic status, or physical or mental handicap.~~
- ~~(2) (1) "Minority or Women Business Enterprise" means a business concern described in ORS 200.005(6), which is at least 51% of the stock which is owned by one or more minorities or women, as the case may be, or in the case of a corporation, at least 51% of the stock which is owned by one or more minorities or women, and whose management and daily business operations are controlled by one or more of the minority or women stockholders.~~
- ~~(3) (2) "Minority individual" means a person described in ORS 200.005(7), who is a citizen or lawful permanent resident of the United States and who also is a:~~
 - ~~(a) — Black American or person having origins in any of the Black racial groups of Africa.~~
 - ~~(b) — Hispanic American or person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.~~
 - ~~(c) — Asian or Pacific American or person whose origin is from Japan, China, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Samoa, Guam, the United States Trust Territories of the Pacific or the Northern Marianas.~~
 - ~~(d) — Native American or person whose origin is from India, Pakistan or Bangladesh.~~

- (4) ~~"Good Faith Effort" means performing all of the actions described in Oregon Revised Statute 200.045 (a) through (j) to assure minority and women business enterprises an opportunity to participate and compete for subcontracts based upon Multnomah County contracts.~~
- (5) (3) "Responsive Bidder" for purposes of this rule means a bidder who submits complete documentation of "good faith effort" for any and all bids which specify their documentation as a submittal requirement.
- (6) (4) "Equal Employment Opportunity" or "EEO" shall mean non-discrimination in hiring and employment on the basis of race, religion, color, national origin, sex, age, or handicap.
- (5) Emerging Small Business" means a business described in ORS 200.005(3) and ORS 200.005(4):
- (6) Hereinafter Minority Business Enterprises, Emerging Small Business Enterprises and Women Business Enterprises may be abbreviated to read MBE, ESB, and WBE, respectively.

60.030 Policy

- (1) It is the intent of Multnomah County to provide opportunities for all segments of the business population to participate in the Multnomah County Purchasing Program. In order to assure opportunity, every County contract and/or subcontract for construction, maintenance, or services shall include provisions barring discrimination or differential treatment in contracting for business entities described in AR 60.020 (2) and ~~3~~ (a) through (d) (1) and (5).
- (2) For all contracts designated by the Purchasing Director, bid specifications shall require compliance with a "good faith effort" program. Such provisions for equitable contracting and subcontracting opportunities shall be reviewed and substantiated through a "good faith effort" program.

60.031 Good Faith Effort Program

- (1) ~~The following described activities described in ORS 200.045 are standards for good faith efforts to provide equitable opportunities for MBEs, and WBEs, and ESB's to participate in subcontract opportunities created through Multnomah County contracts. [-]~~
- (2) The Purchasing Director shall implement a good faith effort program utilizing the standards described in ORS 200.045 that are determined to be effective to achieve the purpose of this section together with such other standards as are appropriate to such a program. Bid or proposal specifications for contracts requiring good faith effort shall state the requirements necessary to show that a good faith effort has been made and shall require documentation of such effort. The Purchasing Director shall cooperate with other municipal and state agencies to design, to the maximum extent possible, a program that is uniform between agencies.
- ~~(a) Performing all of the following actions by a bidder constitutes a rebuttable presumption that the bidder has made a good faith effort to obtain participation by MBE and WBE firms.~~

- ~~(1) The bidder attended any pre-solicitation meetings scheduled by the County to inform M/WBEs of subcontracting or material supply opportunities available on the project;~~
- ~~(2) The bidder identified and selected specific economically feasible units of projects to be performed by M/WBEs to increased likelihood of participation by such enterprises;~~
- ~~(3) The bidder advertised in general circulation, trade association, minority and trade-oriented publications, if any, concerning the subcontracting opportunities;~~
- ~~(4) The bidder provided written notice to a reasonable number of specific M/WBEs, identified from the M/WBE Director maintained by the Purchasing Section for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;~~
- ~~(5) Making not later than five (5) days before bids/proposals are due, follow up phone calls to all M/WBE's who attended any pre-solicitation or prebid meetings to determine if they would be submitting bids and or to encourage them to do so.~~
- ~~(6) The bidder provided interested M/WBEs with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;~~
- ~~(7) The bidder negotiated in good faith with the enterprises, and did not, without justifiable reason, reject as unsatisfactory bids prepared by any M/WBEs;~~
- ~~(8) Where applicable, the bidder advised and made efforts to assist interested M/WBEs in obtaining bonding, lines of credit or insurance required by the County or contractor;~~
- ~~(9) The bidder's efforts to obtain M/WBE participation were reasonably expected to produce a level of participation sufficient to meet the goals or requirement of the County.~~
- ~~(10) The bidder used the services of M/WBE community organizations, minority contractor groups, local, state and federal MBE assistance offices and other organizations identified by the Advocate for M/WBE that provide assistance in recruitment and placement of M/WBEs.~~

60.032 Evaluation of Good Faith Effort

- ~~(1) After bids requiring good faith are opened [The Purchasing Director or his/her designee shall [review the bid documents to] determine if there is the bid complies with bid specifications for good faith effort. MBE and/or WBE subcontract participation.] This would be evidenced by a letter of intent to subcontract with a specific Minority and/or Women Business Enterprise, specifying the category of work to be performed, and the dollar amount of such work.~~
- ~~(2) If there is no subcontract participation by MBEs and/or WBEs, the evidence of good faith effort shall be reviewed and verified consistent with Multnomah County Public Contract Review Board Administrative Rule 60.031, Subsections (a) through (j). Failure of bidder to submit good faith effort documentation required by the bid specifications shall be determined "non-responsive" to the bid specifications. Non-responsive bids will be rejected by the Multnomah County Purchasing Section.~~
- ~~(3) Failure of bidder to submit good faith effort documentation required by the bid specifications shall be determined "non-responsive" to the bid specifications. Non-responsive bids will be rejected by the Multnomah County Purchasing Section.~~

60.040 Requirement for Certification as Equal Employment Opportunity Employer

- (1) No vendor shall furnish goods or services to the County in any year, whether by single contract or multiple contracts, for an amount in excess of the limit set for formal bids in AR 10.010 unless such vendor is certified as an Equal Employment Opportunity Employer. No County agency shall enter into a contract by which a vendor shall exceed such limitation unless the vendor is, at the time of such contract, certified by the Purchasing Director as an EEO Employer.

60.041 Certification Procedure/Appeal

- (1) Vendors furnishing goods and services to the County in excess of the limits set forth in AR 60.040 shall apply for and obtain EEO certification from the City of Portland as an EEO employer. The Purchasing Director shall maintain a list of certified vendors based upon City of Portland certification. A vendor may appeal from a decision to deny certification or revoke certification in accordance with the procedure prescribed in AR 40.090 for denial or revocation of prequalification.

60.050 Workforce Requirements in Construction Contracts

- (1) For all contracts designated by the Purchasing Director as being appropriate for such a program, the Purchasing Director shall establish specifications to be included in the bid specifications which require for such contracts that contractors make reasonable efforts to increase apprenticeship training and work opportunities for women and minorities, and, to ensure that their workforce reflects the diversity of Multnomah County and is reasonably consistent with the availability of qualified women and minorities. The specifications shall state the requirements necessary to show that a reasonable effort has been made, shall require documentation of such effort, and shall provide for remedies to the County for failure to comply with any of the specified requirements.

MEETING DATE: JUL 11 1996

AGENDA NO: R-7

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: APPROVAL OF IGA WITH CITY OF PORTLAND

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: July 11, 1996

Amount of Time Needed: 3 MINUTES

DEPARTMENT: MSS DIVISION: Finance

CONTACT: Jerry Walker TELEPHONE #: 248-5429

BLDG/ROOM #: 421/Contracts

PERSON(S) MAKING PRESENTATION: Jerry Walker

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable): 7/15/96 ORIGINALS TO JERRY WALKER

Request of Board of County Commissioners, ~~acting as PCRB~~, to ratify Intergovernmental Agreement to allow the City of Portland to administer EEO Certification Program and Workforce Hiring and Training Program for Multnomah County.

SIGNATURE REQUIRED:

ELECTED OFFICIAL: *Peverly Stein* OR
DEPARTMENT MANAGER: *Paul Boyer*

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
96 JUL -2 PM 4:40
MULTNOMAH COUNTY
OREGON

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

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Jerry Walker, Contracts Administrator

TODAY'S DATE: July 2, 1996

REQUESTED PLACEMENT DATE: July 11, 1996

RE: Approval of Intergovernmental Agreement with the City of Portland to participate the City's EEO Certification & Workforce Hiring & Training Programs.

I. RECOMMENDATION:

County & City staff have met regularly to determine the most cost effective means for the County to participate or duplicate the City of Portland EEO Certification and Workforce Hiring & Training Programs. The best approach is presented in this intergovernmental agreement. The recommendations from the Disparity Study and from the M/WBE Advisory Committee Supports this approach.

II. Background/Analysis:

Resolution 93-301, approved by the Board of County Commissioners in 1993, committed the County to adopt the City of Portland's Fair Contracting Initiatives. The EEO Certification process and the Workforce Hiring & Training Requirements and key elements of the fair contracting initiatives. Rather than duplicate the City's Programs, it is more cost effective and less confusing for contractors to contract with the City to provide the services for the County by approving this intergovernmental agreement, the City's role and the County's role in the process is clearly defined.

III. Financial Impact:

The County's Financial commitment \$40,000 to support .5 FTE in the City's EEO Certification Program & .5 FTE in the City's workforce Hiring & Training.

In anticipation of approval by the Board of County Commissioners, \$5,000 was paid to the City for En of their computer systems to accommodate the County's needs.

IV. Legal Issues:

Responsibilities for legal services are outlined (Section 10) in this intergovernmental agreement.

V. Controversial Issues:

VI. Link to Current County Policies:

This agreement is the result of resolution 93-301 passed by the BCC in 1993.

VII. Citizen Participation

VII. Other Government Participation:

Tri-Met, The City of Portland and Multnomah County will be the primary participants, in workforce Hiring & Training Program. Multnomah County & The City of Portland will be the only Jurisdictions participating in the EEO Certification Program, however other jurisdictions are looking at possibly participating also.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

~~(In the Matter of Intergovernmental
Cooperation to Develop Incentives to
Increase Minority-Owned and Women-Owned
Business (W/MBE) Participation in Public
Contracts)~~

RESOLUTION
93-301

WHEREAS, Multnomah County is committed to promoting diversity in all facets of community life; and

WHEREAS, Multnomah County recognizes that the 1989 US Supreme Court decision, Croson v. City of Richmond, has diminished the ability of women and minorities to participate in public contracts at the local government level; and

WHEREAS, a recent W/MBE Feasibility Study showed a dramatic decline in participation in all areas of contracting for voluntary MBE goals; and

WHEREAS, Multnomah County has been working with other Tri-County jurisdictions to develop solutions that will help increase participation by W/MBEs in the contracting process; and

WHEREAS, The City of Portland has recently announced a "Fair Contracting and Employment Initiative"; and

WHEREAS, Multnomah County believes that by cooperating with the City of Portland in its efforts, the joint goal of diversifying contract participation and increasing economic benefits for all citizens can be more readily achieved;

NOW THEREFORE BE IT RESOLVED, that Multnomah County will participate with the City of Portland in the Contractor's Opportunity Loan Program to be implemented in conjunction with local commercial banks.

BE IT FURTHER RESOLVED, that Multnomah County will enter into an Intergovernmental Agreement with the City of Portland to provide 8 hours per month of an FTE to work with the City on Equal

Employment Opportunity contract certification and monitoring to better analyze diversification efforts by public contractors.

BE IT FURTHER RESOLVED, that Multnomah County will participate with the City of Portland in funding a MBE and WBE Disparity study to measure the extent of and identify the sources of racial and gender discrimination in the business sectors that receive public dollars through contracting.


BE IT FURTHER RESOLVED, that Multnomah County will contribute no more than \$50,000 during fiscal year 1993-94 without further Board action. Multnomah County's total contribution for funding a Disparity study will not exceed \$100,000. The Board directs staff to negotiate with the City of Portland and other participating jurisdictions details of scope of the Disparity study.

BE IT FURTHER RESOLVED, that Multnomah County will establish W/MBE participation targets for contracting that will allow the County to measure its progress in increasing W/MBE participation.

~~(BE IT FURTHER RESOLVED, that the County Purchasing Department is authorized to take such other steps as are necessary and compatible with cooperating with the City of Portland and other Tri-County jurisdictions to increase contracting opportunities for W/MBEs.)~~

ADOPTED this 2nd day of September, 1993.

By


Beverly Stein, Chair
Multnomah County, Oregon.

LAURENCE KRESSEL, COUNTY COUNSEL
FOR MULTNOMAH COUNTY, OREGON

By


H. H. Lazebny, Jr.
Assistant County Counsel

08/26/93:2

GENERAL

200.005 Definitions for ORS 200.005 to 200.075. As used in ORS 200.005 to 200.075, 200.200 and 279.059:

(1) "Disadvantaged business enterprise" means a small business concern which is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(2) "Economically disadvantaged individual" means an individual who is socially disadvantaged and whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities as compared to another in the same business area who is not socially disadvantaged.

(3) "Emerging small business" means:

(a) A business with its principal place of business located in this state;

(b) A business with average annual gross receipts over the last three years not exceeding \$1 million for construction firms and \$300,000 for nonconstruction firms;

(c) A business which has fewer than 20 employees;

(d) An independent business; and

(e) A business properly licensed and legally registered in this state.

(4) "Emerging small business" does not mean a subsidiary or parent company belonging to a group of firms which are owned and controlled by the same individuals which have aggregate annual gross receipts in excess of \$1 million for construction or \$300,000 for nonconstruction firms over the last three years.

(5) A business may be certified as an emerging small business for no more than seven years.

(6) "Minority or women business enterprise" means a small business concern which is at least 51 percent owned by one or more minorities or women, or in the case of a corporation, at least 51 percent of the stock of which is owned by one or more minorities or women, and whose management and daily business operations are controlled by one or more of such individuals.

(7) "Minority individual" means a person who is a citizen or lawful permanent resident of the United States, who is:

(a) Black who is a person having origins in any of the black racial groups of Africa;

(b) Hispanic who is a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;

(c) Asian American who is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;

(d) Portuguese who is a person of Portuguese, Brazilian or other Portuguese culture or origin, regardless of race;

(e) American Indian or Alaskan Native who is a person having origins in any of the original peoples of North America; or

(f) Member of another group, or another individual who is socially and economically disadvantaged as determined by the Advocate for Minority, Women and Emerging Small Businesses.

(8) "Small business concern" means a small business as defined by the United States Small Business Administration per CFR 121, as amended.

(9) "Socially disadvantaged individual" means an individual who has been subjected to racial or ethnic prejudice or cultural bias, without regard to individual qualities, because of the individual's identity as a member of a group.

(10) "Woman" means a person of the female sex who is a citizen or lawful permanent resident of the United States.

(11) "Responsible bidder" means one who, in the determination of the office of the Advocate for Minority, Women and Emerging Small Businesses, has undertaken both a policy and practice of actively pursuing participation by minority and women businesses in all bids, both public and private, submitted by such bidder. [1987 c.893 §2; 1989 c.1043 §1; 1991 c.517 §9]

200.015 Legislative findings. (1) The Legislative Assembly supports the aspirations of minorities, women and emerging small businesses to enter the mainstream of Oregon social, political and economic life.

(2) The Legislative Assembly finds:

(a) The opportunity for full participation in our free enterprise system by minorities, women and emerging small businesses is essential;

(b) Greater economic opportunity for minorities, women and emerging small businesses is essential;

(c) Review of public programs to remedy historical patterns of exclusion of and discrimination against racial or ethnic groups and women is needed;

(d) Public policies and programs to eliminate the effects of long-term, open and pervasive exclusion of and discrimination against minorities and women from the business sector, including increased opportunities to integrate minorities and women into the full economic life of the community should be reviewed; and

(e) In cooperation with the private sector, the affected populations, interested groups and appropriate governmental entities, a program of review should be established to recommend remedies for the unfortunate effects of social, political and economic inequity that still exist.

(3) Women and minorities are rebuttably presumed to be:

(a) Economically disadvantaged.

(b) Socially disadvantaged. [1987 c.893 §3; 1989 c.1043 §2]

200.025 Advocate for Minority, Women and Emerging Small Business; office; duties. (1) There is created in the Office of the Governor, the Advocate for Minority, Women and Emerging Small Business who shall be appointed by the Governor.

(2) There is created in the Department of Consumer and Business Services the Office for Minority, Women and Emerging Small Business, the employees of which shall be appointed by the Director of the Department of Consumer and Business Services.

(3) The Advocate for Minority, Women and Emerging Small Business shall:

(a) Advise the Governor and the director on activities and initiatives that may promote the economic integration of minorities, women and emerging small businesses into the business sector;

(b) Prepare an annual report to the Governor, director and Legislative Assembly on the status of minorities and women in the marketplace, accomplishments and resolutions of issues of concern to minority and women's enterprises and recommendations for executive and legislative actions; and

(c) Carry out other duties that may be assigned by the Governor.

(4) The Office for Minority, Women and Emerging Small Business shall:

(a) Provide assistance and information to minority, women and emerging small businesses;

(b) Assist in the development and implementation of an aggressive strategy for this state, based on research and monitoring, that encourages participation of minorities, women and emerging small businesses in the state's economy;

(c) Make recommendations to the director on the research, development and implementation of the plan for the involvement of disadvantaged and minority groups and emerging small businesses in all state programs;

(d) Maintain an Oregon Opportunity Register and Clearinghouse for information on public agency and other contract solicitations for professional services, supplies and services and other bid opportunities, in consultation with the State Board of Higher Education, the Department of Transportation and other entities;

(e) Monitor the certification and compliance program for disadvantaged, minority, women and emerging small businesses under ORS 279.059;

(f) Investigate complaints and possible abuses of the certification program; and

(g) Assist in the promotion and coordination of plans, programs and operations of state government that strengthen minority and women participation in the economic life of this state. [1987 c.893 §4; 1989 c.1043 §3; 1993 c.500 §7; 1993 c.744 §189.189a]

200.035 When state agency to notify advocate of solicitations. All state agencies shall provide timely notice of all contract and bid request solicitations in excess of \$1,000 to the Advocate for Minority, Women and Emerging Small Business and the Oregon Department of Administrative Services for the Oregon Opportunity Register and Clearinghouse. [1987 c.893 §5]

200.045 Standards for good faith efforts to meet contract requirements; standards for establishing bidder's responsibility. (1) To determine whether a bidder that has failed to meet emerging small business enterprise contract requirements, as described in ORS 279.059, may be awarded the contract, the public contracting agency must decide whether the bidder's efforts to obtain participation by emerging small business enterprises were good faith efforts to meet the requirements.

(2) Performing all of the following actions by a bidder constitutes a rebuttable presumption that the bidder has made a good faith effort to satisfy the subcontracting requirement for emerging small businesses. It shall be a rebuttable presumption that the bidder has not made a good faith effort if the bidder has not acted consistently with such actions. Efforts that are merely superficial are not good faith efforts:

(a) The bidder attended any presolicitation or prebid meetings that were scheduled by the contracting agency to inform emerging small business enterprises of contracting

and subcontracting or material supply opportunities available on the project;

(b) The bidder identified and selected specific economically feasible units of the project to be performed by emerging small business enterprises in order to increase the likelihood of participation by such enterprises;

(c) The bidder advertised in general circulation, trade association, minority and trade oriented, women-focus publications, if any, concerning the subcontracting or material supply opportunities;

(d) The bidder provided written notice to a reasonable number of specific emerging small business enterprises, identified from a list of certified emerging small business enterprises provided or maintained by the Oregon Department of Administrative Services for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;

(e) The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested;

(f) The bidder provided interested emerging small business enterprises with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;

(g) The bidder negotiated in good faith with the enterprises, and did not without justifiable reason reject as unsatisfactory bids prepared by any emerging small business enterprises;

(h) Where applicable, the bidder advised and made efforts to assist interested emerging small business enterprises in obtaining bonding, lines of credit or insurance required by the contracting agency or contractor;

(i) The bidder's efforts to obtain emerging small business enterprise participation were reasonably expected to produce a level of participation sufficient to meet the goals or requirement of the public contracting agency; and

(j) The bidder used the services of minority community organizations, minority contractor groups, local, state and federal minority business assistance offices and other organizations identified by the Advocate for Minority, Women and Emerging Small Business that provide assistance in the recruitment and placement of emerging small business enterprises.

(3) To determine whether a bidder is a responsible bidder, the performance of all the following actions constitutes a rebuttable presumption that the bidder is responsible. It shall be a rebuttable presumption that the

bidder is not responsible if the bidder has not acted consistently with the actions described in this subsection. Efforts that are merely superficial are not good faith efforts.

(a) The bidder attended any presolicitation or prebid meetings that were scheduled by the contracting agency to inform minority or women business enterprises of contracting and subcontracting or material supply opportunities available on the project;

(b) The bidder identified and selected specific economically feasible units of the project to be performed by minority or women business enterprises in order to increase the likelihood of participation by such enterprises;

(c) The bidder advertised in general circulation, trade association, minority and trade oriented, women-focus publications, if any, concerning the subcontracting or material supply opportunities;

(d) The bidder provided written notice to a reasonable number of specific minority or women business enterprises, identified from a list of certified minority or women business enterprises provided or maintained by the Oregon Department of Administrative Services for the selected subcontracting or material supply work, in sufficient time to allow the enterprises to participate effectively;

(e) The bidder followed up initial solicitations of interest by contacting the enterprises to determine with certainty whether the enterprises were interested;

(f) The bidder provided interested minority or women business enterprises with adequate information about the plans, specifications and requirements for the selected subcontracting or material supply work;

(g) The bidder negotiated in good faith with interested, capable and competitive minority or women business enterprises submitting bids;

(h) Where applicable, the bidder advised and made efforts to assist interested minority or women business enterprises in obtaining bonding, lines of credit or insurance required by the contracting agency or contractor;

(i) The bidder's efforts to obtain minority or women business enterprise participation were reasonably expected to produce a level of participation sufficient to meet the goals of the public contracting agency; and

(j) The bidder used the services of minority community organizations, minority contractor groups, local, state and federal minority business assistance offices and other organizations identified by the Advocate for Minority, Women and Emerging Small Business that provide assistance in the

recruitment and placement of disadvantaged, minority or women business enterprises. [1987 c.893 §7; 1989 c.1043 §8]

CERTIFICATION

200.055 Certification of disadvantaged, minority, women or emerging small business enterprises; fee; review; appeal.

(1) Any disadvantaged, minority, women or emerging small business enterprise is entitled to be certified as such upon application to the Oregon Department of Administrative Services. If the application is approved by the department, the department shall certify the applicant as a disadvantaged, minority, women or emerging small business enterprise. The enterprise shall be considered so certified by any public contracting agency.

(2) In consultation with the State Board of Higher Education and the Department of Transportation, and with the approval of the Advocate for Minority, Women and Emerging Small Business, the Oregon Department of Administrative Services by rule shall adopt a uniform standard form and procedure designed to provide complete documentation that a business enterprise is certified as a disadvantaged, minority, women or emerging small business enterprise. The Oregon Department of Administrative Services shall compile and make available upon request a list of certified disadvantaged, minority, women or emerging small business enterprises.

(3) Any business enterprise that is refused certification as a disadvantaged business enterprise or denied recertification as such or whose certification is revoked may request an informal review by a multimember panel appointed by the Director of the Oregon Department of Administrative Services. Appeal of the decision of the panel may be made to the United States Department of Transportation.

(4) Any business enterprise that is refused certification as a minority, women or emerging small business enterprise or has its certification revoked may request a contested case hearing as provided in ORS 183.310 to 183.550.

(5) The Oregon Department of Administrative Services shall be the sole agency authorized to certify enterprises as disadvantaged, minority, women or emerging small business enterprises eligible to perform on public contracts in this state.

(6) The Oregon Department of Administrative Services by rule may establish a fee not to exceed \$100 for a copy of the list of certified disadvantaged, minority, women and emerging small business enterprises and may

assess state agencies for services under ORS 200.005 to 200.075 and 279.059.

(7) The Department of Transportation may collect a fee, not to exceed \$200, from a bidder upon bidder prequalifications to cover the costs of the Oregon Department of Administrative Services in administering ORS 200.005 to 200.075 and 279.059. The Department of Transportation shall transfer such fees to the credit of the account established under subsection (8) of this section.

(8) The Oregon Department of Administrative Services shall establish a special account in which to deposit fees and assessments. The special account is continuously appropriated to the Oregon Department of Administrative Services to meet its expenses in administering ORS 200.005 to 200.075 and 279.059. [1987 c.893 §8; 1989 c.1043 §4; 1993 c.500 §8]

200.065 Fraudulent conduct prohibited; sanctions.

(1) It shall be unlawful for any person fraudulently to obtain or retain or attempt to obtain or retain or to aid another person fraudulently to obtain or retain or attempt to obtain or retain certification as a disadvantaged, minority, women or emerging small business enterprise.

(2) It shall be unlawful knowingly to make a false claim that any person is qualified for certification or is certified under ORS 200.055 for the purpose of gaining a contract or subcontract or other benefit.

(3) The public contracting agency may withhold payment, suspend or terminate the contract and may impose on any person a civil penalty not to exceed 10 percent of the contract or subcontract price or \$5,000, whichever is less, for each violation of subsection (1) or (2) of this section. The penalty shall be paid to the office of the Advocate for Minority, Women and Emerging Small Business.

(4) The Oregon Department of Administrative Services or an affected public contracting agency shall investigate any complaint that a person has violated subsection (1) or (2) of this section. In investigating such a complaint, the department or an affected public contracting agency may require any additional information, administer oaths, take depositions and issue subpoenas to compel the attendance of witnesses and the production of books, papers, records, memoranda or other information necessary to carry out its duties. If any person fails to comply with any subpoena issued under this subsection or refuses to testify on any matter on which a person may lawfully be interrogated, the procedure provided in ORS 183.440 shall be followed to compel compliance.

(5) An affected public contracting agency or the Oregon Department of Administrative Services may disqualify any person found to have violated subsection (1) or (2) of this section or who admits to such violation under oath during the course of an investigation from bidding or participating in any public contract for a period of time specified by the agency or department, not to exceed three years. Any contracting agency that has notice of the finding of the fraudulent certification may also disqualify the person from bidding on or participating in any public contract. [1987 c.893 §9; 1989 c.1043 §5]

200.075 Prohibited conduct; suspension of certification or right to participate in public contracts. (1) Any bidder or contractor or subcontractor on a public contract that knowingly commits any of the acts listed in paragraphs (a) to (c) of this subsection shall have its right to bid on or participate in any public contract suspended. The suspension shall occur only after notice and opportunity for hearing in such manner as the affected public contracting agency, by rule, shall provide. The suspension shall be for up to 90 days for a first violation, up to one year for a second violation and up to five years for a third violation. Each violation shall remain on record for five years. After five years the violation shall no longer be considered in reviewing future violations. The following acts are prohibited:

(a) Entering into any agreement representing that a disadvantaged, minority, women or emerging small business enterprise certified pursuant to ORS 200.055 will be performing work or supplying materials under the public improvement contract without the knowledge and consent of the disadvantaged, minority, women or emerging small business enterprise.

(b) Exercising management and decision making control over the internal operations of any certified disadvantaged, minority, women or emerging small business enterprise. As used in this paragraph, "internal operations" does not include normal scheduling, coordination, execution or performance as a subcontractor on a public contract.

(c) Using a disadvantaged, minority, women or emerging small business enterprise to perform a subcontract or supply material under a public improvement contract to meet an established goal or requirement when the disadvantaged, minority, women or emerging small business enterprise does not perform a commercially useful function in carrying out its responsibilities and obligations under the contract.

(2) Any disadvantaged, minority, women or emerging small business enterprise certified under ORS 200.055 that allows or com-

mits any of the acts listed in paragraphs (a) to (c) of this subsection shall have its certification suspended for up to 90 days for the first violation, up to one year for a second violation and up to five years for a third violation. Each violation shall remain on record for five years. After five years the violation shall no longer be considered in reviewing future violations. The following acts are prohibited:

(a) Use of the firm's name to meet a disadvantaged, minority, women or emerging small business enterprise goal or requirement on a public contract when the firm does not in fact intend to or does not actually perform the work under the subcontract or purchase and supply material to the project under a material supply contract.

(b) Use of any personnel of an uncertified business to operate, manage or otherwise control the disadvantaged, minority, women or emerging small business enterprise.

(c) Failure to perform a commercially useful function in carrying out its functions under a subcontract or a material supply contract entered into with a contractor or subcontractor on a public contract when represented as a certified business to meet an established goal or requirement.

(3) For the purpose of this section "commercially useful function" means the actual performance of a function or service by the business for which there is a demand in the marketplace, and for which the business receives payment not disproportionate to the work performed or in conformance with industry standards. Acting as a broker to provide for the performance of work by others does not constitute a "commercially useful function." [1987 c.893 §11; 1989 c.1043 §6; 1991 c.91 §1; 1995 c.452 §21]

200.085 [1987 c.893 §1; repealed by 1989 c.1043 §14]

RESPONSIBILITY OF PUBLIC AGENCIES

200.090 Public agencies to pursue policy of providing opportunities. Public agencies shall aggressively pursue a policy of providing opportunities for available contracts to emerging small businesses and shall cooperate with the Advocate for Minority, Women and Emerging Small Business to determine the best means by which to make such opportunities available. [1989 c.1043 §10]

MENTOR PROGRAM

200.100 Definitions for ORS 200.100 to 200.120. As used in ORS 200.100 to 200.120:

(1) "Contractor" means a person who contracts on predetermined terms to be responsible for the performance of all or part of a job of preparation or construction in

accordance with established specifications or plans, retaining control of means, method and manner of accomplishing the desired result, and who provides:

- (a) Labor at the site; or
- (b) Materials, supplies and labor at the site.

(2) "Disadvantaged business enterprise" means a small business concern that is at least 51 percent owned by one or more socially and economically disadvantaged individuals, or, in the case of any corporation, at least 51 percent of the stock of which is owned by one or more socially and economically disadvantaged individuals and whose management and daily business operations are controlled by one or more of the socially and economically disadvantaged individuals who own it.

(3) "Minority or women business enterprise" means a small business concern which is at least 51 percent owned by one or more minorities or women, or in the case of a corporation, at least 51 percent of the stock of which is owned by one or more minorities or women, and whose management and daily business operations are controlled by one or more of such individuals.

(4) "Minority individual" means a person who is a citizen or lawful permanent resident of the United States, who is:

- (a) Black who is a person having origins in any of the black racial groups of Africa;
- (b) Hispanic who is a person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race;
- (c) Asian American who is a person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent or the Pacific Islands;
- (d) Portuguese who is a person of Portuguese, Brazilian or other Portuguese culture or origin, regardless of race;
- (e) American Indian or Alaskan Native who is a person having origins in any of the original peoples of North America; or
- (f) A member of another group, or another individual that is socially and economically disadvantaged as determined by the Advocate for Minority, Women and Emerging Small Business.

(5) "Subcontractor" means a contractor who has no direct contractual relationship with the owner. [1991 c.559 §1]

200.110 Mentor program; guidelines; eligibility. (1) The Economic Development Department may recognize the mentor relationship between contractors and minority business enterprises or women business en-

terprises certified under this chapter. The mentor relationship shall offer the opportunity to foster and encourage minority and women business enterprises, to expand the capacity of presently existing minority and women businesses and to offer the opportunity for less experienced minority and women businesses to gain training and assistance.

(2) Guidelines for eligibility for the mentor relationship include, but are not limited to:

(a) Minority and women business enterprises that meet the certification requirements of the U. S. Department of Transportation are eligible for participation in a mentor program. Other minority and women business enterprises are also eligible if they meet the certification requirements of this chapter. An agency may grant approval of an enterprise application for certification concurrent with approval of a mentor arrangement.

(b) The minority or women business enterprise must be an independent organization, and the ownership by the individuals must be real. Other employment and business interests by the individuals are not precluded, if such employment or business interests do not conflict with the power of the minority or women owners to direct the management and policies of the minority or women enterprise to make day-to-day as well as major decisions on matters of management, policy and operations.

(c) The mentor program is intended to provide minority and women business enterprises with advice, assistance and training. The enterprise shall be responsible for management and operations of the business. The mentor shall not be responsible for the management of the firm. The mentor and the enterprise shall remain separate and independent business entities with the exception that facilities may be provided to the enterprise by the mentor if a separate lease agreement is maintained by the parties.

(d) Part ownership in a minority or women business enterprise by a non-disadvantaged party, including a mentor, is permitted if in compliance with 49 CFR 23. Any property, equipment, supplies or other services which are sold, rented or donated to the enterprise and any investment made by nondisadvantaged individuals must be reported to the agency involved in the mentor program. Documentation shall be provided by bills of sale, lease agreements or similar documents.

(e) The mentor relationship may include an arrangement with an independent third party, such as a bank or accountant, to act as an agent. Third parties may receive

progress payments for work accomplished by the minority or women business enterprise, made out jointly to the agent and the enterprise, and make payments, on behalf of the enterprise, to material suppliers or for federal and state payroll taxes.

(3) Types of assistance a mentor may provide to the minority or women business enterprise include:

- (a) Financial assistance;
- (b) Technical and management assistance;
- (c) Equipment rental and use of personnel; and
- (d) Bonding assistance. [1991 c.559 §2]

200.120 Standards for program participation. (1) Mentor relationships may be documented by a written development plan, approved by the Economic Development Department in consultation with the Oregon Association of Minority Entrepreneurs. The development plan shall:

- (a) Clearly set forth the objectives of the parties and their respective roles;
- (b) Be for a specified length of time;
- (c) Determine measurable goals to be reached by the minority or women business enterprise; and
- (d) Provide that if resources of the mentor are utilized by the minority or women business enterprise in the performance of contracts or subcontracts for the mentor or for another contractor, the resources shall be separately identified, accounted for and compensated directly by the minority or women business enterprise to the mentor. If the plan provides for extensive use of the mentor's resources by the minority or women business enterprise, the arrangement may be closely monitored.

(2) The development plan may also include training to be provided by the mentor to the minority or women business enterprise. Training may include:

- (a) Business planning;
- (b) Record keeping;
- (c) Technical training;
- (d) Capital formation;
- (e) Loan packaging;
- (f) Financial counseling;
- (g) Bonding; and
- (h) Equipment utilization.

(3) The development plan may be reviewed annually by the Economic Development Department and the Oregon Association of Minority Entrepreneurs to review the progress of the mentor program.

(4) The development plan shall contain a provision that the mentor relationship may be terminated by mutual consent or upon determination that:

(a) The mentor firm no longer meets the eligibility standards for certification as a minority or women business enterprise;

(b) Either party has failed or is unable to meet its obligations under the development plan;

(c) The minority or women business enterprise is not progressing or is not likely to progress in accordance with the development plan;

(d) The minority or women business enterprise has reached a satisfactory level of self-sufficiency to compete without resorting to special treatment provided in the development plan; or

(e) The plan or provisions thereof are contrary to the requirements of federal, state, or local law or regulation, or otherwise contrary to public policy.

(5) Copies of the development plan shall be retained by all parties to it, and by the Economic Development Department and the Oregon Association of Minority Entrepreneurs.

(6) The development plan may include a provision that the arrangement shall be dissolved by either party for reason by notifying the Economic Development Department and the Oregon Association of Minority Entrepreneurs. [1991 c.559 §3]

EMERGING SMALL BUSINESS ASSISTANCE PROGRAM

200.150 Definitions for ORS 200.150 to 200.200. As used in ORS 200.150 to 200.200:

(1) "Emerging small business" means:

(a) A business with its principal place of business located in this state;

(b) A business with average annual gross receipts over the last three years not exceeding \$1 million for construction firms and \$300,000 for nonconstruction firms;

(c) A business which has fewer than 20 employees;

(d) An independent business; and

(e) A business properly licensed and legally registered in this state.

(2) "Emerging small business" does not mean a subsidiary or parent company belonging to a group of firms which are owned and controlled by the same individuals which have aggregate annual gross receipts in excess of \$1 million for construction or \$300,000 for nonconstruction firms over the last three years.

(3) A business may be certified under ORS 200.005 to 200.075 as an emerging small business for no more than seven years. [1991 c.517 §1]

200.160 Transportation Commission duties; report. The Oregon Transportation Commission shall appoint a committee to recommend plans whereby the Department of Transportation may assist emerging small businesses in overcoming barriers to participation in state public improvement and maintenance projects and shall report its recommendation to the commission and the Legislative Committee on Trade and Economic Development. [1991 c.517 §2]

200.170 Eligibility for assistance. (1) Subject to subsection (2) of this section, in order to be eligible for assistance under ORS 200.005 and 200.150 to 200.200, the applicant must:

(a) Be determined to be an emerging small business pursuant to ORS 200.150;

(b) Have not been found to be eligible for such assistance in more than seven calendar years;

(c) Show that the applicant's place of business and the work in which the applicant seeks to participate are located in this state; and

(d) Show that the applicant is in compliance with applicable licensing and registration requirements.

(2) The Department of Transportation may limit eligibility for assistance on a specific project or contract to emerging small businesses that are located in or draw a part of their workforce from economically depressed areas in this state, as designated by the Economic Development Department in consultation with the Employment Department.

(3) The applicant for assistance under ORS 200.005 and 200.150 to 200.200 must perform at least 51 percent of the labor on any public improvement or maintenance project for which assistance is received using the applicant's own workforce. [1991 c.517 §§3, 6]

200.180 Emerging Small Business Account; uses. The Emerging Small Business

Account is established within the Consumer and Business Services Fund. The Emerging Small Business Account is an investment fund for purposes of ORS 293.701 to 293.820. Moneys in the account and the interest thereon are continuously appropriated for the purposes of assisting emerging small businesses under the plans recommended under ORS 200.160. [1991 c.517 §4; 1993 c.744 §189b]

200.190 Deposit of one percent of highway construction contract amount. The Department of Transportation, when undertaking a public improvement highway construction contract, shall deposit with the State Treasurer an amount equal to not more than one percent of the contract award amount. The State Treasurer shall credit the amount reserved to the Emerging Small Business Account within the Consumer and Business Services Fund. The deposit shall be made within 30 days of the date on which the contract award is made. [1991 c.517 §5; 1993 c.744 §189c]

200.200 Security for performance by emerging small business. (1) When any requirement exists under ORS chapter 279 to provide a surety bond or other security for the faithful performance of a public contract, an emerging small business may provide:

(a) A surety bond issued by a corporate surety qualified by law to issue surety insurance as defined in ORS 731.186;

(b) A stipulation or undertaking with one or more individual sureties; or

(c) Any other form of security specified in the statute requiring the security.

(2) When the security for the faithful performance of a public contract is in the form of a stipulation or undertaking with one or more individual sureties, the individual sureties must be residents of this state. The total net worth of all the individual sureties on the stipulation or undertaking must be at least twice the sum specified in the stipulation or undertaking. The public agency requiring the security shall determine if the sureties possess the qualifications prescribed by this subsection. [1991 c.517 §8]

MULTNOMAH COUNTY CONTRACT APPROVAL FORM

(See Administrative Procedures CON-1)

Contract # 500057

Prior-Approved Contract Boilerplate: _____

Attached: _____

Not Attached _____

Amendment # _____

<p style="text-align: center;">CLASS I</p> <p><input type="checkbox"/> Professional Services under \$25,000</p> <p><input type="checkbox"/> Intergovernmental Agreement under \$25,000</p>	<p style="text-align: center;">CLASS II</p> <p><input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption)</p> <p><input type="checkbox"/> PCRB Contract</p> <p><input type="checkbox"/> Maintenance Agreement</p> <p><input type="checkbox"/> Licensing Agreement</p> <p><input type="checkbox"/> Construction</p> <p><input type="checkbox"/> Grant</p> <p><input type="checkbox"/> Revenue</p>	<p style="text-align: center;">CLASS III</p> <p><input checked="" type="checkbox"/> Intergovernmental Expenditure Agreement over \$25,000</p> <p style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>R-7</u> DATE <u>7/11/96</u></p> <p style="text-align: center;"><u>DEB BOGSTAD</u></p> <p style="text-align: center;">BOARD CLERK</p>
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Department: Management Support Svcs Division: Finance - Contract Admin. Date: 7/2/96

Contract Originator: Jerry Walker Phone: 6699 Bldg/Room: 421/1

Administrative Contact: Wilma Redeau Phone: 5429 Bldg/Room: 421/1

Description of Contract: **Agreement with the City of Portland to administer Equal Employment Opportunity Certification of County's Contracts and Workforce Hiring and Training Requirements on Construction Projects**

RFP/BID #: _____ Date of RFP/BID: _____ Exemption Expiration Date: _____

ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRF ☒ N/A

<p>Contractor Name: <u>City of Portland</u></p> <p>Mailing Address: <u>1120 SW 5th Ave</u> <u>Portland OR 97230</u></p> <p>Phone: <u>(503) 823-6881</u></p> <p>Employer ID# or SS#: _____</p> <p>Effective Date: <u>7/1/96</u></p> <p>Termination Date: <u>Upon Notification</u></p> <p>Original Contract Amount: \$ <u>45,200.00</u></p> <p>Total Amt of Previous Amendments: \$ _____</p> <p>Amount of Amendment: \$ _____</p> <p>Total Amount of Agreement: \$ <u>45,200.00</u></p>	<p>Contact Person: <u>Larry Wilson</u></p> <p>Remittance Address (if different) _____</p> <p>_____</p> <p>_____</p> <p>Payment Schedule Terms</p> <p><input checked="" type="checkbox"/> Lump Sum \$ <u>40,000</u> <input checked="" type="checkbox"/> Due on Receipt</p> <p><input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30</p> <p><input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other</p> <p><input type="checkbox"/> Requirements contract - Requisition Required Purchase Order No. _____</p> <p><input type="checkbox"/> Requirements Not to Exceed \$ _____</p> <p>Encumber: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>
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REQUIRED SIGNATURES:

Department Manager: *Paula Berg* Date: 7/3/96

Purchasing Manager: _____ Date: _____
(Class II Contracts Only)

County Counsel: *[Signature]* Date: 7-2-96

County Chair/Sheriff: *[Signature]* Date: July 11, 1996

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 DESCRIPT	AMOUNT	IN CD EC
01											
02											
03											

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

JUNE 5, 1996

INTERGOVERNMENTAL AGREEMENT

FOR

EEO CERTIFICATION AND WORKFORCE TRAINING

This Intergovernmental Agreement ("IGA") is between the City of Portland ("City") and the County of Multnomah ("County") each of whom shall be referenced as "party" and collectively as "parties."

1. Intergovernmental Program Description

The City of Portland currently has two programs that it administers in regard to purchasing and construction activities. The City's Equal Employment Opportunity ("EEO") certification program requires a vendor to obtain an EEO certification before the City can acquire more than \$2500 in goods and services from it during a fiscal year. The City's Workforce Training and Hiring ("Workforce") program requires contractors working on certain city construction projects to make efforts to hire and train a diverse workforce including apprentices under specified circumstances.

The County would like to implement substantially similar programs and would like to use the benefit of City experience and expertise in this regard. By using pre-existing City programs and City employees who have experience regarding these programs County will be able to save money and avoid unnecessary duplication of effort.

2. City's EEO Program Responsibilities

The City will:

- a. Review applications for EEO certification from the County's potential vendors and contractors and determine whether the applicant should be certified;

- b. Provide to County a weekly computer file of all certified firms;
- c. Provide telephone assistance to county employees and actual and potential County vendors and contractors that want information regarding the EEO certification process;
- d. Provide introductory training regarding the EEO certification process to appropriate County staff; and
- e. Provide related services to actual and potential County vendors, contractors and County staff that is necessary for the implementation of the EEO program. These services include, but are not limited to, written notification of certification, assistance to vendors and contractors regarding methods for improving workforce diversity and training of county staff.

3. County's EEO Program Responsibilities

The County will:

- a. Adopt all necessary ordinances, rules and regulations to ensure that it does business only with vendors, contractors and companies that have received EEO certification from the City;
- b. Revise all internal procedural manuals, bid specifications, and alternative bidding documents (including, but not limited to, Requests for Proposals) to notify potential and actual contractors and vendors and County staff of EEO certification requirements;
- c. Provide the Business Development staff of the City's Purchasing Bureau with reports showing vendors being paid by the County to assist the City in the EEO certification process. The format of such reports may be decided by the parties to this Agreement;
- d. Provide funding on an annual basis for .5 FTE (one half of one full time employee) to defray the costs of City assistance. The parties agree that this amount for fiscal year 1996-1997 is \$18,020. This payment will be annually renegotiated to reflect actual costs of salary and benefits paid by the City. Payment is due on July 15, 1996;

e. Pay \$5,000 to City to be used to upgrade the City's computer system to assist in the EEO certification process. Payment of this amount already has been made by County prior to signing of this agreement and is hereby acknowledged by City; and

f. Provide a Letter of Assurance to City stating that no County employee will be deprived of his or her employment as a result of the City's work under this Intergovernmental Agreement. Therefore, City does not anticipate that any employee will be transferred from County to City. If it is later found that an transfer of employee occurred pursuant to ORS Chapter 236 as a result of this Agreement, County agrees to be financially responsible for all costs associated with that employee.

4. Joint City and County Program Responsibilities

The City and County jointly will:

- a. Train appropriate County staff; and
- b. Advertise and promote the City's EEO certification process for the County in a manner that both parties find mutually agreeable.

5. City's Workforce Training and Hiring Program Responsibilities:

City will:

- a. Provide outreach and compliance activities to implement the program at the same level provided to City projects. Included within these activities are attendance at pre-bid meetings, attendance at pre-construction meetings, timely notification of County staff regarding compliance issues; and monthly compliance reviews and data collection for each County project;
- b. Provide quarterly monitoring reports on all County funded projects in a format to be mutually agreed upon by the parties;
- c. Provide telephone assistance to County employees and potential and actual County vendors and contractors who desire information about the program;

d. Provide introductory Workforce Program training to County Project Managers and appropriate County staff. Training will include, but will not be limited to, coordination with the City's program, forwarding of appropriate bid documents to the City; review of bid specifications and other construction proposals for inclusion of program, and methods of contractor compliance; and

e. Consult with County regarding proposed program changes.

6. County Workforce Training and Hiring Program Responsibilities

County will:

a. Adopt all necessary ordinances, rules and regulations to implement the Workforce program and maintain their program in a way that it is consistent with the City program;

b. Revise all internal procedural manuals, bid specifications, and alternative bidding documents (including, but not limited to, Requests for Proposals) to notify potential and actual contractors and vendors and County staff of Workforce Training and Hiring program requirements;

c. Coordinate with City so that the County Workforce program is substantially similar to the City's program;

d. Train Project Managers and County Purchasing staff to implement the Workforce program. Training will include, but will not be limited to, coordination with the City's program, forwarding of appropriate bid documents to the City; review of bid specifications and other construction proposals for inclusion of program, and methods of contractor compliance;

e. Provide annual funding for .5 FTE (one half of one Full time employee) to defray the costs of the City's assistance. This amount for fiscal year 1996-1997 is \$22,000. This figure will be annually renegotiated to reflect actual costs of salary and benefits incurred by City. The payment of \$22,000 is due and owing on July 15, 1996; and

f. Participate in annual discussions and negotiations regarding joint interagency funding for Workforce Clearinghouse services. The parties acknowledge that the Workforce Clearinghouse is presently funded by City, the

Oregon Department of Transportation ("ODOT") and the Tri-County Metropolitan Transportation District of Oregon. ("Tri-Met.")

7. City and County Joint Workforce Program Responsibilities

City and County will provide training of project managers and appropriate County Staff about both the City's EEO program and its Workforce program.

8. Notification

Each party shall notify the other in the event that complaints are received about City's EEO certification program or its Workforce program to permit City to make sure that delivery of services to County is consistent with the City program and to assist in correction of any problems that might exist.

Each party shall notify the other immediately if it receives a notice of tort claim or is served with a complaint and summons regarding the City's EEO program or Workforce program.

9. Status of City Employees

Although contribution by County has been made, City will continue to be responsible for paying the salary and benefits of the City employees working on County projects, covering those employees for purposes of Worker's Compensation insurance, and be responsible for their general supervision and discipline, even for work with vendors, contractors and companies that do business only with the County.

10. Responsibilities for Legal Services

a. Advice: The parties acknowledge that the EEO certification and the Workforce Training and Hiring program may entail consultation with the City Attorney's office or Multnomah County Counsel as the need arises. Each party shall bear its own costs in regard to obtaining legal advice from its own counsel.

b. Litigation/Appeals: County will permit vendors, contractors or companies to appeal if they have been decertified or have been refused certification by the City's EEO program. City will provide to County all records and information relied on by City in making the decision to decertify or refuse

certification. County will handle all aspects of any such appeal, any subsequent litigation against the County as a result of an EEO or certification decision, and any litigation following any appeal to the County Board. In all such instances, County shall be solely responsible for any judgment, damages, costs, attorneys fees and expenses that may be incurred by County as a result of an appeal or any such litigation.

c. Litigation regarding validity of Program: Notwithstanding the above provisions, City agrees to defend any claim brought against County that challenges the constitutional validity of either the EEO or Workforce program.

atjvd.wrklecoliga2.wpd

MULTNOMAH COUNTY, OREGON

By: _____

Beverly Stein, County Chair

REVIEWED:

**Laurence Kressel, County Counsel
for MULTNOMAH COUNTY, OREGON**

By: _____

John Thomas, Assistant Counsel

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-7 DATE 7/11/96
DEB BOGSTAD
BOARD CLERK

CITY OF PORTLAND

By: _____

Name: _____

Title: _____

Date: _____

By: _____

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM:

City Attorney

Date: _____

MEETING DATE: JUN 27 1996 JUL 11 1996

AGENDA #: R-5 R-8

ESTIMATED START TIME: 10:15

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Approve Ordinance Amending MCC 5.30 Motor Vehicle Fuel Tax

BOARD BRIEFING: DATE REQUESTED: _____

REQUESTED BY: _____

AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: June 27, 1996

AMOUNT OF TIME NEEDED: 5 minutes

DEPARTMENT: DSS DIVISION: Finance

CONTACT: Dave Boyer TELEPHONE #: 248-3903
BLDG/ROOM #: 106/1430

PERSON(S) MAKING PRESENTATION: Dave Boyer

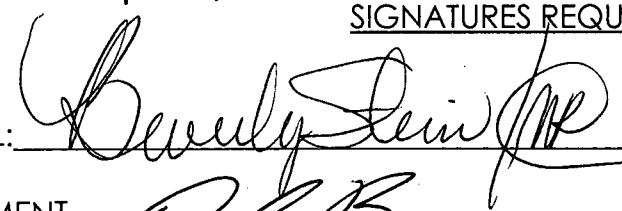
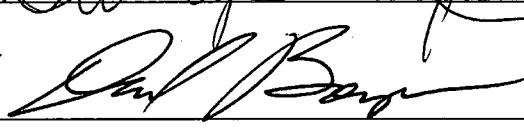
ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Approve ordinance amending MCC 5.30 Motor Vehicle Fuel Tax
7/12/96 copies to Dave Boyer & Ordinance Distribution

SIGNATURES REQUIRED:

ELECTED OFFICIAL: 
(OR)
DEPARTMENT MANAGER: 

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
96 JUN 19 PM 3:41

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY, OREGON

COUNTY COMMISSIONERS

BEVERLY STEIN, CHAIR
TANYA COLLIER
GARY HANSEN
SHARRON KELLEY
DAN SALTZMAN

DIRECTORS OFFICE
ACCOUNTS PAYABLE
GENERAL LEDGER
PAYROLL
TREASURY
LAN ADMINISTRATION

FINANCE DIVISION


PORTLAND BUILDING
1120 SW FIFTH AVENUE, SUITE 1430
PO BOX 14700
PORTLAND, OR 97214-0700
PHONE (503)248-3312
FAX (503) 248-3292

CENTRAL STORES
CONTRACTS
PURCHASING

FORD BUILDING
2505 SE 11TH
PORTLAND, OR 97202
PHONE (503) 248-5111
FAX (503)248-3252

MEMORANDUM

TO: Board of County Commissioners

FROM: Dave Boyer, Finance Director 

DATE: June 3, 1996

SUBJECT: Amend Multnomah County Code 5.30 Motor Vehicle Fuel Tax

I. Recommendation / Action:

Amend MCC 5.30.340 Motor Vehicle Fuel Tax

II. Background / Analysis:

1. Multnomah County and Metro entered into a Phase I intergovernmental agreement entitled "Intergovernmental Agreement (IGA) Regarding Transfer of Regional Parks, Natural Areas, Golf Courses, Cemeteries and Trade/Spectator Facilities Presently Owned and Operated by Multnomah County to Metro," dated December 9, 1993.
2. Multnomah County and Metro completed the transfer of property in Phase II of an intergovernmental agreement entitled "Intergovernmental Agreement Regarding Transfer of Ownership of Regional Parks, Natural Areas, Golf Courses, Cemeteries, and Trade/Spectator Facilities Presently Owned by Multnomah County to Metro," dated March 21, 1996.
3. In the intergovernmental agreement dated March 21, 1996, Multnomah County agreed to amend Multnomah County Code Section 5.30.340 to authorize transfer of a portion of the revenues collected by the County from its \$.03 per-gallon fee of the sale of motor fuel to propel or operate motor boats to Metro.

III. Financial Impact:

There is no change in the financial arrangement with Metro that was in affect during phase I of the agreement.

IV. Legal Issues:

None that I am aware of

V. Controversial Issues:

None that I am aware of

VI. Link to Current County Policy:

The IGA with Metro contains language stating the County will amend MCC 5.30.

VII. Citizen Participation:

None needed

VIII. Other Government Participation:

Metro

ORDINANCE FACT SHEET

Ordinance Title:

An ordinance amending MCC 5.30 (Motor Vehicle Fuel Tax).

Give a brief statement of the purpose of the amendment including rationale for adoption, a description of persons benefited, and alternatives explored:

As part of the implementation procedure called for in the inter-governmental agreement dated March 21, 1996, between Multnomah County and Metro, Multnomah County agreed to authorize transfer of a portion of the revenues collected by the County from its \$0.03 per gallon fee on the sale of motor fuel to propel or operate motor boats to Metro.

What other local jurisdictions have enacted similar legislation?

Not applicable.

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

Not applicable.

What is the fiscal impact, if any?

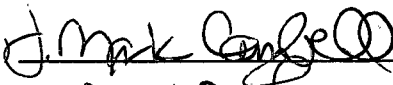
The fiscal impact will not be significant, in that the reduction to the County of the corresponding expenses will substantially offset the proposed reduction in Motor Vehicle tax receipts.

SIGNATURES

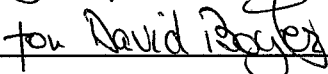
Person Filling Out Form



Planning & Budget (If fiscal impact



Department Manager/Elected Official



1 BEFORE THE BOARD OF COUNTY COMMISSIONERS

2 FOR MULTNOMAH COUNTY, OREGON

3 ORDINANCE NO. 862.

4
5 An ordinance amending MCC Chapter 5.30 (Motor Vehicle Fuel Tax) to authorize
6 the transfer of a portion of the revenues collected to Metro.

7
8 (Language in brackets is to be deleted; underlined is new)

9
10 MULTNOMAH COUNTY ORDAINS AS FOLLOWS:

11
12 Section 1. Purpose.

13 1. Multnomah County and Metro entered into a Phase I intergovernmental
14 agreement entitled "Intergovernmental Agreement Regarding Transfer of Regional Parks,
15 Natural Areas, Golf Courses, Cemeteries and Trade/Spectator Facilities Presently Owned
16 and Operated by Multnomah County to Metro," dated December 9, 1993.

17 2. Multnomah County and Metro completed the transfer of property in Phase II
18 of an intergovernmental agreement entitled "Intergovernmental Agreement Regarding
19 Transfer of Ownership of Regional Parks, Natural Areas, Golf Courses, Cemeteries, and
20 Trade/Spectator Facilities Presently Owned by Multnomah County to Metro," dated March
21 21, 1996.

1 3. In the intergovernmental agreement dated March 21, 1996, Multnomah
2 County agreed to amend Multnomah County Code Section 5.30.340 to authorize transfer
3 of a portion of the revenues collected by the County from its \$.03 per-gallon fee of the sale
4 of motor fuel to propel or operate motor boats to Metro.

5
6 4. The agreement specifically noted that "Revenue from future increases in the
7 tax rate, if any are approved by the county, shall not be subject to transfer to Metro unless
8 specifically authorized by the county."

9
10 Section 2. Amendment.

11 MCC 5.30.340 (B) (1) and (2) is amended to read as follows:

12 5.30.340. Use of fee.

13 (B) (1) On or before August 15, [1988,] 1996, and on or before August 15 of
14 each year thereafter, the director of the Department of Environmental Services shall
15 determine as accurately as possible the amount of motor vehicle fuel tax imposed under
16 MCC 5.30.020 to 5.30.190 during the preceding fiscal year with respect to fuel purchased
17 and used to operate or propel motorboats. The amount determined shall be reduced by
18 the amount of any refunds for motorboats used for commercial purposes actually paid
19 during the preceding year on account of MCC 5.30.200 (A)(1).

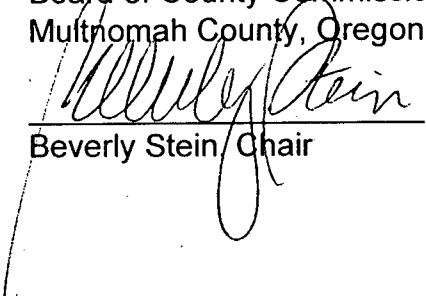
20 (2) The amount of the estimate made under subsection (1) of this section as
21 reduced by refunds shall be [credited to a dedicated account in the road fund] transferred
22 to Metro on or before September 30 of each year, to be used solely for the acquisition,

1 development, administration, operation, and maintenance of any [county-owned] Metro-
2 owned or operated facility which [serves recreational boaters] was transferred under
3 "Phase II Intergovernmental Agreement Regarding Transfer of Ownership of Regional
4 Parks, Natural Areas, Golf Courses, Cemeteries, and Trade/Spectator Facilities Presently
5 Owned by Multnomah County to Metro," dated March 21, 1996.

6
7 Adopted this 11th day of July, 1996, being the date of
8 its Second reading before the Board of County Commissioners of Multnomah County,
9 Oregon.

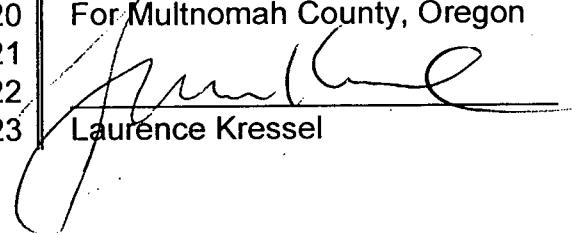


Board of County Commissioners
Multnomah County, Oregon


Beverly Stein, Chair

18 REVIEWED:

19 County Counsel
20 For Multnomah County, Oregon

21
22
23 
Laurence Kressel

MEETING DATE: JUL 11 1996

AGENDA #:

R-9

ESTIMATED START TIME: 10:20

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Resolution Defining Funds for 1996-97

BOARD BRIEFING: DATE REQUESTED:

REQUESTED BY:

AMOUNT OF TIME NEEDED:

REGULAR MEETING: DATE REQUESTED: July 11, 1996

AMOUNT OF TIME NEEDED: 5 minutes

DEPARTMENT: Support Services DIVISION: Finance

CONTACT: Dave Boyer, Dave Warren

TELEPHONE #: 3903, 3822

BLDG/ROOM #: 106/1400

PERSON(S) MAKING PRESENTATION: Dave Boyer

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Resolution defining the accounting structure and funds to be used by Multnomah County in 1996-97.

7/15/96 copies to DAVE BOYER & DAVE WARREN

BOARD OF
COUNTY COMMISSIONERS
96 JUL - 1 PM 2:32
MULTNOMAH COUNTY
OREGON

SIGNATURES REQUIRED:

ELECTED
OFFICIAL:

(OR)
DEPARTMENT
MANAGER: Dave Boyer

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

BUDGET AND QUALITY

PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Board of County Commissioners

FROM: Dave Boyer, Dave Warren *DB*

TODAY'S DATE: July 1, 1996

REQUESTED PLACEMENT DATE: July 11, 1996

SUBJECT: Resolution Defining the Funds to be Used in 1996-97

I. Recommendation / Action Requested:

Adopt the Resolution

II. Background / Analysis:

Each year the Board is asked to ratify the fund structure by which the County does its accounting. The resolution lists all the funds in place as of July 1, segregates them by type of fund, and briefly describes the revenues and expenditures for which each fund accounts.

III. Financial Impact:

None

IV. Legal Issues:

None

V. Controversial Issues:

None likely.

VI. Link to Current County Policies:

The County's Financial Policy on Fund Accounting Structure requires the Finance Director to prepare a resolution each year defining the various County funds, and to define funds in accordance with generally accepted accounting principles.

VII. Citizen Participation:

CIC reviews dedicated revenue funds annually and reports to the Board on their use and advisability.

VIII. Other Government Participation:

N/A

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

(In the Matter of Adopting)
(and Defining the Various) RESOLUTION No. 96-122
(County Funds.)

WHEREAS, the Board of County Commissioners of Multnomah County has the responsibility to ensure that the County's financial records are maintained; and

WHEREAS, the Chair of the Board of County Commissioners is responsible under MCC 2.30.450 for the fiscal operations of the County; and

WHEREAS, the Board has established various funds in the County's 1996-97 Budget;

IT IS RESOLVED that the Multnomah County Board of Commissioners adopts and defines the following policies and fund structure as the guidelines for the financial accounting of County resources and expenditures.

GOVERNMENTAL FUNDS

Basis of Accounting

The County maintains all Governmental Fund Types including: the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Project Funds using the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded in the accounting period in which they become measurable and available, and expenditures are recorded at the time liabilities are incurred.

GENERAL FUND

General Fund (100) - Accounts for the financial operations of the County which are not accounted for in any other fund. The principal sources of revenue are property taxes, business income taxes, motor vehicle rental taxes, intergovernmental revenue, and interest income. Primary expenditures in the General Fund are made for general government, public safety, health services, aging services, and youth and family services.

The General Fund also accounts for the repayment of short-term debt interest expenses incurred through the sale of short-term promissory notes.

SPECIAL REVENUE FUNDS

Special Revenue Funds are authorized for a specific purpose and generally operate on a year-to-year basis until the Fund is discontinued or revised by proper legislative authority. In the event the Fund is discontinued, any excess funds would be returned to the originating jurisdiction or the County General Fund.

Strategic Investment Program Fund (140) – Accounts for revenues from large corporations receiving property tax abatements and paying fees to the County for specific purposes as part of the agreement by which those taxes were reduced. Expenditures are partly restricted by contractual obligations, and partly are at the discretion of the County for Community Service Fees, the statutorily required payment by the companies that equals one fourth of the annual tax savings enjoyed by the company. The fund was created by Supplemental Budget action in 1996.

Road Fund (150) - In accordance with ORS 366.524 - 366.542 and ORS 368.705, accounts for revenues primarily received from the State of Oregon motor vehicle fee apportionments, County gasoline taxes, federal reserve yield, and interest income. Expenditures are restricted by Article IX, Section 3A of the Constitution of the State of Oregon and consist of construction, repair, maintenance, and operations of public highways and roads.

Emergency Communications Fund (151) - Accounts for revenues received from the State Telephone Excise Tax. Expenditures are restricted for the Emergency Communication Network in conjunction with the City of Portland, pursuant to Multnomah County Code 5.90.060.

Natural Areas Acquisition and Protection Fund (153) - Accounted for the acquisition, protection and management of natural areas. Revenues were derived from the sale of property and interest income. Authorized by Resolution 90-57, as amended by Resolution 93-338. With the transfer of the County parks program to Metro, accompanied by a \$1.2 million payment from this fund, the need for the fund will cease in Fiscal Year 1997-98.

Bicycle Path Construction Fund (154) - Accounts for one percent of State of Oregon Motor Vehicle fees collected pursuant to ORS 366.514. Expenditures are restricted by ORS for bicycle path construction and maintenance.

Recreation Fund (155) – Accounts for State revenue paid to counties to supplement their parks programs. The revenues are County Marine Fuel Tax and RV License Fee Sharing. The General Fund contributes an amount to cover the cost of operating tours at the Bybee-Howell historical park. The expenditures of the fund are payments to Metro to which the County transferred all parks operations in 1994.

Federal/State Program Fund (156) - Accounts for the majority of dedicated revenues and expenditures related to federal and state financial assistance programs (grants). Also accounts for General Fund contributions (match) and operational revenues.

County School Fund (157) - Accounts for funds transferred from General Fund and Forest Reserve yield revenues received from the State pursuant to ORS 328.005 - 328.035. Funds are distributed to the County School districts.

Tax Title Land Sales Fund (158) - Accounts for the receipt and sale of foreclosed properties. Under the provision of ORS 275.275, these revenues are distributed to the taxing districts in Multnomah County.

Animal Control Fund (159) - Accounts for revenues from dog and cat licenses, control fees. Cash transfers are made to the General Fund for animal control activities.

Willamette River Bridge Fund (161) - Accounts for State of Oregon Motor Vehicle fees and County gasoline taxes which are transferred from the Road Fund. Expenditures are made for inspections and maintenance of the Hawthorne, Morrison, Burnside, Sellwood, and Broadway bridges.

Library Fund (162) - Accounts for the Multnomah County Public Library operations. Property taxes from a three-year special serial levy and transfers from the General Fund are the principal sources of revenue. The Multnomah County Public Library was established by Ordinance 649 pursuant to ORS 357.400 - 375.610.

County Fair Fund (164) - In accordance with ORS 565.210 - 565.450, accounts for the State Racing Apportionment paid to the County to supplement the costs of presenting an annual County Fair. The actual operations of the Fair are conducted by a private non-profit group, the Friends of the Fair. The expenditures in the Fund are payments to the Friends of the Fair.

Convention Center Fund (166) - Accounts for a portion of the County's transient lodging taxes collected from all hotels and motels in the County. Expenditures are to be used for Convention Center and regional arts and culture purposes pursuant to Multnomah County Code 5.50.

Land Corner Preservation Fund (167) - Accounts for the collection of recording fees on real property transactions and surveying activities. Expenditures are made for the establishment, re-establishment, and maintenance of public corners of government surveys pursuant to ORS 203.148 and Multnomah County Code 5.10.270.

Inmate Welfare Fund (168) - Accounts for the proceeds from the sale of commissary items. Purchases are made for supplies for inmates in County jails. Excess funds are used on inmate amenities such as recreation equipment for the institutions.

Jail Levy Fund (169) - Accounts for the three-year Public Safety Levy originally approved by the voters in November 1989 and renewed in May 1993 and May 1996. Property taxes are the principal source of revenue. The expenditures recorded in this fund are those of the Inverness Jail, and related Corrections programs.

Assessment and Taxation Fund (175) - This fund was established as a result of the adoption of a statewide system aimed at assuring the quality and consistency of property assessment and tax collection of all counties, by the Oregon Legislature in 1989. This system involves State Department of Revenue examination of all Oregon counties' Assessment and Taxation budgets, includes a partial subsidy of those budgets based on recording fees imposed in 1989.

Justice Services Special Operations Fund (180) - This fund was established in the 1993-94 budget to account for revenues previously placed in the General Fund that are dedicated to Justice Services in the Community Corrections Department, the District Attorney's Office, and the Sheriff's Office. This fund accounts for probation fees, criminal processing assessment fees, conciliation court fees and marriage license fees for the Community Corrections Department. This fund accounts for revenues received from forfeitures and video lottery for the District Attorney's Office. This fund also accounts for the Sheriff's Office revenues received from forfeitures, alarm permits, concealed weapon permits, gun ordinance fees and liquor license fees collected for civil processing inspection.

DEBT SERVICE FUNDS

Debt Service Funds exist until all long-term debt is repaid. Once the debt is repaid, any receipts remaining in the fund are returned to the originating jurisdiction or County General Fund.

Revenue Bond Sinking Fund (224) - Accounts for the principal and interest payments on bonds issued to construct the Edgefield Children's Center. The revenues are derived from lease of the facility to the Edgefield Children's Center, Inc. The fund was created by Supplemental Budget action in 1996.

Capital Lease Retirement Fund (225) - Accounts for lease/purchase principal and interest payments for buildings and major pieces of equipment acquired by the issuance of Certificates of Participation or other lease/purchase arrangements. Revenues consist of service reimbursements and cash transfers from other County funds.

Library Bond Sinking Fund - 1993 (226) - This fund accounts for the retirement of General Obligation Bonds approved in May 1993 to repair the Central Library and construction of the Midland Library. Proceeds are derived from property taxes.

Library Bond Sinking Fund - 1996 (227) - This fund accounts for the retirement of General Obligation Bonds approved in May 1996 to repair branch libraries and improve

the computer systems and linkages of the Library system. Proceeds are derived from property taxes. The fund was created in the 1996-97 Adopted Budget.

Public Safety Bond Sinking Fund (228) - This fund accounts for the retirement of General Obligation Bonds approved in May 1996 to expand Inverness Jail, construct new jail facilities, upgrade other jail facilities, and pay for major data processing linkages in the Corrections system. Proceeds are derived from property taxes. The fund was created in the 1996-97 Adopted Budget.

CAPITAL PROJECTS FUNDS

Capital Projects Funds operate until the capital project is completed. Upon completion, any remaining cash is transferred to the Debt Service Fund to retire debt associated with the construction or acquisition of designated fixed assets or to the originating source of the funds.

Justice Bond Project Fund (230) - This fund accounts for projects to expand Inverness Jail, construct new jail facilities, upgrade other jail facilities, and pay for major data processing linkages in the Corrections system. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 21, 1996. The fund was created in the 1996-97 Adopted Budget.

Edgefield Children's Center Fund (231) - Accounts for the construction of an expanded Edgefield Children's Center. The proceeds are from issue of revenue bonds to be repaid from operational revenues of the Center. The fund was created by Supplemental Budget action in 1996.

SB 1145 Fund (232) - Accounts for State revenue to build jail beds to house convicted felons with sentences under twelve months. Until 1997, these felons were historically a responsibility of the State. The 1995 Legislature (in SB 1145) shifted that responsibility to counties and agreed to fund the construction of detention facilities and operational costs so that counties could assume the task of supervising these felons. The revenues are payments from the State of Oregon. The fund was created in the 1996-97 Adopted Budget.

Equipment Lease/Purchase Fund (234) - Accounts for expenditures for long-term lease purchases of equipment. Resources are derived from certificates of participation proceeds and other lease/purchase agreements and General Fund service reimbursements.

Facilities Lease/Purchase Project Fund (235) - Accounts for expenditures for long-term lease/purchases of property, remodeling, and construction of County facilities. Resources are derived from certificates of participation proceeds and other lease/purchase agreements and General Fund service reimbursements.

Library Construction Fund (236) - This fund accounts for the expansion of the Midland Library and renovation of the Central Library, renovation of branch libraries, and upgrades to Library computer systems and linkages. Proceeds are derived from the sale of General Obligation Bonds approved by the voters May 18, 1993 and May 21, 1996.

Capital Improvement Fund (240) - Accounts for the proceeds derived from the sale of unrestricted property, interest income, and any service reimbursement or operating revenue from leased facilities. Expenditures are made for capital acquisitions or for the retirement of lease/purchases. Authorized by Resolution 90-57, as amended by Resolution 93-338.

Capital Acquisition Fund (245) - Accounts for capital purchases with economic payoffs of less than five years. Initial resources were a transfer from the discontinued Natural Areas Acquisition and Protection Fund. Expenditures will be reimbursed over time by service reimbursements charged to the budgets of programs for which equipment is purchased. The fund was created in the 1996-97

PROPRIETARY FUNDS

Basis of Accounting

The County maintains all Proprietary Fund Types including: Enterprise Funds using the full accrual basis of accounting. Under the accrual basis of accounting, revenues are recorded at the time they are earned, and expenses are recorded at the time liabilities are incurred.

Internal Service Funds are entirely or predominantly self-supporting by user charges, operating earnings, or transfers from other funds. These funds, authorized under ORS 294.470, are considered to have indefinite life. In the event the fund is discontinued, any excess funds would be returned to the originating jurisdictions or County Fund.

ENTERPRISE FUNDS

Library Entrepreneurial Initiatives Fund (362) - Accounted for all miscellaneous non-tax revenues received by the Library, with the exception of the "Title Wave" bookstore. The fund is dedicated solely for Library improvement or enhancement purposes. The 1996-97 Budget transfers all balances and revenues to the Library Fund. This fund will cease to exist in Fiscal Year 1997-98.

CareOregon Fund (390) - Accounts for all financial activity associated with the operation of a managed health care system known as CareOregon. This includes payments to providers with whom the County has contracted for service to enrollees. Multnomah County is administrative agent for this collaborative partnership between Multnomah

County Health Department, Oregon Health Science University, Clackamas County Health Department, and private nonprofit Community and Migrant Health Centers across Oregon.

Children's Capitation Project Fund (395) – Accounts for all financial activity associated with the State required Children's Capitated Mental Health program. This includes payments to providers with whom the County contracts for services. Revenues are capitation payments from the State to the County. The fund was created by Supplemental Budget action in 1996.

INTERNAL SERVICE FUNDS

Insurance Fund (400) - Accounts for all internal service reimbursements, revenues, and expenses associated with the County's insurance requirements and administration of workers' compensation, general liability, tort, auto, property, employee medical, dental, vision, life and long-term disability claims and insurance, employee benefits, health promotion, post-retirement benefits, and unemployment insured and self-insured programs pursuant to Multnomah County Code 2.60.115 to 2.60.150.

Fleet Management Fund (401) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's motor vehicle fleet.

Telephone Fund (402) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's telephone system.

Data Processing Fund (403) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's data processing services and operations. Beginning in 1996-97, this includes replacement and upgrade of personal computers and a standard software suite common to all County users.

Mail Distribution Fund (404) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's U.S. Mail, internal distribution and delivery.

Facilities Management Fund (410) - Accounts for internal service reimbursements, revenues and expenses associated with the administration and operation of the County's property management, custodial, maintenance and leasing of all County-owned and leased property. Prior to Fiscal Year 1994-95 operations were accounted for in General Fund (100).

FIDUCIARY (AGENCY) FUNDS

These agency funds account for resources received and held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund. The agency funds are as follows:

Public Guardian Fund (450) - Accounts for receipts and disbursements for individuals who are not capable of handling their own financial affairs.

Library Retirement Fund (480) - Accounts for the receipt and disbursement of funds for the Library Retirement Plan. The fund was established in Fiscal Year 1990-91 as a result of the Library merging with the County.

Sundry Taxing Bodies Fund (500) - Accounts for the collection of property taxes for all governmental entities located in Multnomah County and the disbursement of the collections to such entities.

Clearing Fund (503) - Accounts for Multnomah County checks outstanding, accrued payroll and payroll deductions payable and investments.

Deferred Compensation Fund (515) - Accounts for voluntary withholdings from employee's wages on which income taxes are deferred until the time of withdrawal.

Department and Offices Agency Fund (505) - Accounts for the collection and disbursement of various receipts held. Multnomah County maintains several sub-funds which are used to account for the receipt of resources held by the County in a fiduciary capacity. Disbursements are made in accordance with the agreement or applicable legislative enactment for each particular fund:

Sheriff's Revolving (853) - Accounts for the costs of extraditing prisoners which are prepaid by the County. Reimbursement is received from the State of Oregon as specified in ORS 206.315.

Fair Apportionment (859) - Accounts for payments made to specified exhibitors at the Multnomah County Fair. Payments are made from the County's apportionment of State racing revenue as specified in ORS 565.280 and 565.290.

Medical Examiner (865) - Accounts for funds belonging to deceased persons. The County holds these funds until they are claimed by the deceased's heirs or, after five years, are transferred to the State Land Board.

MCSO Forfeitures (880) - Accounts for cash transactions subject to forfeiture under 1989 Oregon Law, Chapter 791.

Animal Control Grooming Area (887) - Accounts for donations held in trust to remodel the existing grooming area at Animal Control and for new equipment.

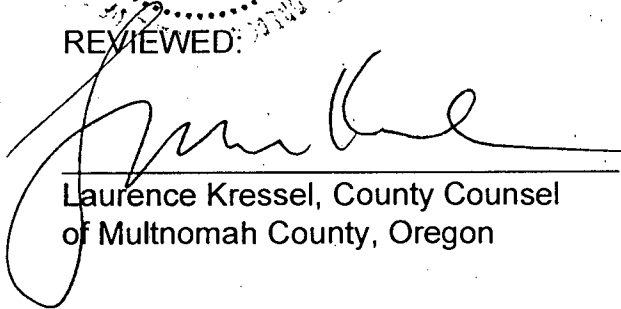
Animal Control Adoption Outreach Project (889) - Accounts for donations held in trust to operate the Second Chance Adoption Program at Clackamas Town Center storefront for animals not adopted at regional Animal Control Centers.

This Resolution replaces Resolution No. 95-141.

ADOPTED this 11th day of July 1996.

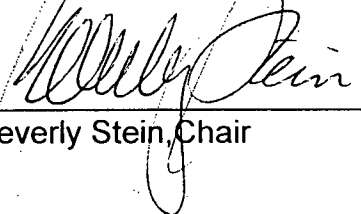


REVIEWED:



Laurence Kressel, County Counsel
of Multnomah County, Oregon

Board of County Commissioners
Multnomah County, Oregon

By 

Beverly Stein, Chair

MEETING DATE: JUL 11 1996

AGENDA #: R-10

ESTIMATED START TIME: 10:25

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Resolution Levying Property Taxes for 1996-97

BOARD BRIEFING: DATE REQUESTED: _____

REQUESTED BY: _____

AMOUNT OF TIME NEEDED: _____

REGULAR MEETING: DATE REQUESTED: July 11, 1996

AMOUNT OF TIME NEEDED: 5 minutes

DEPARTMENT: Support Services DIVISION: Budget and Quality

CONTACT: Dave Warren TELEPHONE #: 3822

BLDG/ROOM #: 106/1400

PERSON(S) MAKING PRESENTATION: Dave Warren

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Resolution levying ad valorem taxes for Multnomah County in 1996-97

7/15/96 copies to DAVE WARREN & DAVE BOYER

SIGNATURES REQUIRED:

ELECTED OFFICIAL: 

(OR)
DEPARTMENT MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
96 JUL - 1 PM 2:32
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

BUDGET AND QUALITY
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Board of County Commissioners

FROM: Dave Warren

TODAY'S DATE: July 1, 1996

REQUESTED PLACEMENT DATE: July 11, 1996

SUBJECT: Levying Property Taxes for 1996-97

I. Recommendation / Action Requested:

Levy the taxes for 1996-97, including a clause in the resolution indicating that this is a provisional action to be revisited in September when the actual property values are known.

II. Background / Analysis:

Statute (ORS 294.435) requires that the Board levy taxes. Statute (ORS 294.435) also provides for the Assessor to grant an extension of the date by which the amount of those taxes is communicated to Assessment and Taxation. It is not clear if the Board is required to take action prior to July 15 if the Assessor grants an extension for filing the amount.

This action may not be required. I have, however, been unable to find an authority who will say that it is or is not. Since the action is permissible, and since the consequences of failing to formalize the tax levy in a timely way could be extremely expensive, I recommend that the Board pass this resolution.

III. Financial Impact:

The action authorizes a levy of \$165,734,845, the full authorized amounts for the voter approved levies and for debt retirement on the authorized bonds.

By late September, the Public Safety Levy, and possibly the amounts to retire bonded indebtedness, will probably need to be revised downward. This will take place once the assessed property values are final (so that the amount the County can levy without infringing on other governments can be determined) and when Finance issues bonds (and we know the interest rates and costs).

IV. Legal Issues:

As above, it is not clear that the action needs to be taken.

V. Controversial Issues:

None, so long as it is understood that the Board will revisit the amounts in September.

VI. Link to Current County Policies:

Intergovernmental agreement with all the cities except Gresham restrict how much the County and the cities will levy so that they do not infringe on each other's property tax receipts.

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

As above.

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR
MULTNOMAH COUNTY

(In the matter of levying Ad Valorem)
 (Property Taxes for Multnomah County,) RESOLUTION _____
 (Oregon for Fiscal Year 1996-97)

WHEREAS on May 4, 1995, the Board of County Commissioners approved the budget for Multnomah County, Oregon, for the fiscal year beginning July 1, 1996 and ending June 30, 1997, to the Tax Supervising and Conservation Commission; and

WHEREAS on June 7, 1996, the Tax Supervising and Conservation Commission met and discussed the budget; and

WHEREAS on June 13, 1996 the Board of County Commissioners adopted the budget for Multnomah County, Oregon for the 1996-97 fiscal year, and that budget provides for ad valorem property taxes levied on all property in Multnomah County;

NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Multnomah County hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$165,734,845 and that these taxes are levied upon all taxable property within Multnomah County as of 1:00 a.m. July 1, 1995. The following allocation and categorization subject to the limits of section 11b, Article XI of the Oregon Constitution make up the aggregate levy:

	Subject to the General Government Limitation	Excluded from the Limitation
Tax Base within 6% limitation (General Fund)	\$ 108,400,187	\$ 0
Library Serial Levy Fund	15,250,541	0
Public Safety Levy Fund	29,472,786	0
Library General Obligation Bonds		5,118,858
Public Safety General Obligation Bonds	<u>0</u>	<u>7,492,473</u>
Category Total	\$ 153,123,514	\$ 12,611,331
 Total Levy		 \$165,734,845

FURTHER RESOLVED that the amounts levied as specified above upon all taxable property in Multnomah County are subject to review and revision by the Board of County Commissioners upon

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR

MULTNOMAH COUNTY

(In the matter of levying Ad Valorem)
 (Property Taxes for Multnomah County,) RESOLUTION 96-123
 (Oregon for Fiscal Year 1996-97)

WHEREAS on May 4, 1995, the Board of County Commissioners approved the budget for Multnomah County, Oregon, for the fiscal year beginning July 1, 1996 and ending June 30, 1997, to the Tax Supervising and Conservation Commission; and

WHEREAS on June 7, 1996, the Tax Supervising and Conservation Commission met and discussed the budget; and

WHEREAS on June 13, 1996 the Board of County Commissioners adopted the budget for Multnomah County, Oregon for the 1996-97 fiscal year, and that budget provides for ad valorem property taxes levied on all property in Multnomah County;

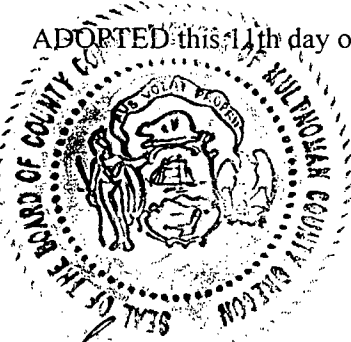
NOW THEREFORE BE IT RESOLVED that the Board of County Commissioners of Multnomah County hereby levies the taxes provided for in the adopted budget in the aggregate amount of \$165,534,666 and that these taxes are levied upon all taxable property within Multnomah County as of 1:00 a.m. July 1, 1995. The following allocation and categorization subject to the limits of section 11b, Article XI of the Oregon Constitution make up the aggregate levy:

	Subject to the General Government Limitation		Excluded from the Limitation	
Tax Base within 6% limitation (General Fund)	\$	108,400,187	\$	0
Library Serial Levy Fund		15,250,541		0
Public Safety Levy Fund		29,472,786		0
Library General Obligation Bonds				5,037,607
Public Safety General Obligation Bonds		0		<u>7,373,545</u>
Category Total	\$	153,123,514	\$	12,411,152
Total Levy				\$165,534,666

FURTHER RESOLVED that the amounts levied as specified above upon all taxable property in Multnomah County are subject to review and revision by the Board of County Commissioners upon

determination by the Division of Assessment and Taxation of the actual assessed value of taxable property in Multnomah County and may, depending on that value and other circumstances, be reduced before the tax bills for Multnomah County are prepared by the Division of Assessment and Taxation.

ADOPTED this 11th day of July 1996.



REVIEWED:

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By Beverly Stein
Beverly Stein, Chair

Laurence Kressel
Laurence Kressel, County Counsel
of Multnomah County, Oregon

MEETING DATE: JUL 11 1996

AGENDA #: R-11

ESTIMATED START TIME: 10.30

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT:

BOARD BRIEFING:

DATE REQUESTED: 7/11/96

REQUESTED BY: Norm Monroe

AMOUNT OF TIME NEEDED: 30 Minutes

REGULAR MEETING:

DATE REQUESTED:

AMOUNT OF TIME NEEDED:

DEPARTMENT: Nondepartmental

DIVISION: Chair's Office

CONTACT: Norm Monroe

TELEPHONE #: 248-3962

BLDG/ROOM #: 106/1515

PERSON(S) MAKING PRESENTATION: Maureen Casterline, Dist. 2 Regional Manager-AFS; Donna Beegle, Marshall Caring Community; Peggy Schultz, Lents/Brentwood-Darlington parent; Howard Klink, Department of Community and Family Services; Norm Monroe, Chair's Staff

ACTION REQUESTED:

☒ INFORMATIONAL ONLY ☒ POLICY DIRECTION ☐ APPROVAL ☐ OTHER

SUGGESTED AGENDA TITLE:

Briefing and request for policy direction regarding submission of grant to Department of Human Resources for the Welfare Reform Reinvestment Waiver Grant Program

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein

(OR)

DEPARTMENT

MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
96 JUL -1 AM 9:14
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

**BRIEFING SUMMARY
WELFARE REFORM WAIVER PROPOSAL
PROCESS**

On March 28, 1996, Oregon received waivers from the federal government allowing it to make sweeping changes in its welfare system. Since March of 1994, Oregon's welfare caseload has dropped from 43,600 to 35,200, primarily due to strategies that move people quickly into employment.

A benefit from this reduction in welfare caseloads has been a savings of close to 7 million dollars. The Department of Human Resources has decided to reinvest these saving into local communities to develop strong partnerships and strategies to further reduce welfare rolls.

The States Department of Human Resources has initiated a grant proposal process to strengthen its ties to local partnerships and provide supportive services to welfare clients. The department's Adult and Family Services Divisions across the state have been instructed to encourage local agencies to apply for these available funds to further reduce local and state wide welfare caseloads.

Multnomah County and District 2 Adult and Family Services Department have joined together to encourage local agencies interested in these funds to join with the County in applying for these resources. Forty Five Agencies have met and agreed to join together to apply for this dollars. AFS has identified four target areas that they would be interested in agencies directing their efforts. **1. Teen Pregnancy Prevention; 2. Day Care; 3. Housing and 4. Jobs.**

Multnomah County and the local AFS office has been in close contact with the State Department of Human Resource department during all phases of this process. We have impressed the State officials with the level of collaboration that has taken place at the local level.

We are asking the Board of County Commissioners for two decisions. **(1). One is authority to apply for part of the available 7 million dollars and (2). authorize the department of Community and Family Services to act as fiscal agents for 45 community based agencies applying to the state for fiscal support.**

A large proportion of the dollars are targeted for the Lents/Brentwood Darlington area of Outer South East. One of the group of agencies that have come together to apply for these funds has been a coalition of parents from Kelly/Lent school as well as agencies that serve the Lents and Brentwood Darlington Community.

Oregon

DEPARTMENT OF
HUMAN RESOURCES

Human Resources Building

OFFICE OF THE
DIRECTOR

June 3, 1996

To: Community Partners
From: Gary Weeks
RE: Welfare Reform Reinvestment Fund

Oregon has reached an agreement with the federal government that gives us greater flexibility to be even more successful with our work on welfare reform. Since 1994, as you may know, Oregon has reduced its welfare caseload from about 44,000 to about 35,000. We did that by helping clients successfully enter or return to the workforce rather than through punitive measures. This nationally significant success story results largely from the work of our Adult and Family Services staff and their partners. I thank them for the results they have delivered to Oregon.

A unique, federally funded welfare reinvestment fund is one major benefit of the hard work. Aimed at further reducing the welfare caseload and keeping people off welfare, the reinvestment fund is part of Oregon's agreement with the federal government under the Oregon Option.

Since I became director of the Department of Human Resources last July, DHR has taken significant steps to integrate the work of our divisions and program offices and to build more and stronger partnerships with communities across Oregon. The welfare reform reinvestment fund, which may be as much as \$7 million, provides another exciting opportunity to advance our community partnership agenda.

Attached to this memo, you will find an outline describing the reinvestment fund and how it will work. Basically, we are asking interested communities to tell us how they would invest these new dollars in very targeted ways that will further reduce welfare caseload and keep people off welfare. We are looking for projects most likely to produce immediate results.

We want you to be innovative. Your knowledge of your local community and all your past hard work to build strong collaborative partnerships are the keys to finding those successful strategies that can accomplish our objectives. We are building flexibility into the process of finding those projects that are most likely to succeed.

If you are interested, check with your AFS District Office (a list is included in this packet). They will help convene a broad based local coalition to begin work on articulating how you would make new investments that would further reduce the numbers of people on welfare and help keep people off welfare. You need to involve your local Adult and Family Services office. The staff in these offices know the realities of the local welfare caseload--the necessary base for a successful strategy.



John A. Kitzhaber
Governor

500 Summer Street NE
Salem OR 97310-1012
Salem - (503) 945-5944
FAX - (503) 378-2897
TTY - (503) 945-5928

Involving other Department of Human Resources divisions and program offices, the private sector, and other public and non-profit organizations in your process will help demonstrate you are well positioned to succeed.

A note about the available money: the total for the entire state may be as much as \$7 million. In our process, we will balance two competing interests--funding multiple projects while, at the same time, not diluting the money to such a degree that we reduce the opportunity to produce concrete results. So, if your investment strategy emerges as one of the stronger ideas, we reserve the right to negotiate the budget.

I need also to tell you in the most direct terms that the welfare reform reinvestment fund is not a stable source of new money. The federal government could alter its agreement with Oregon or our success rate on reducing welfare cases could fall below the national average. For many reasons, these funds may not be available in the future. Translation: there is enough uncertainty that you should view this as a one time investment opportunity.

You will find three documents attached to this memo: the first describes the reinvestment fund and its elements, the second describes the application and selection process, and the third is a list of AFS District Managers and their phone numbers. Each District Manager will soon be convening local partners to discuss this opportunity.

We are aiming for project implementation by September 1, 1996. Therefore, we need to receive your proposal by 5 p.m. on July 12, 1996.

Between July 12 and August 1, 1996, the Adult and Family Services Division will review the submissions. A panel representing state and local partners, chaired by Steve Minnich of AFS, will consider the proposals. Recommendations will be forwarded to me. By August 9, I will announce which projects have been selected for funding.

I want to give you three contact sources to answer questions. The most important is your local AFS District Office. These numbers are most appropriate for content questions regarding welfare reform or for questions about convening groups locally to develop proposals. If you have questions purely related to the process of applying for these welfare reinvestment dollars, telephone the Community Partnership Team at (503) 986-5944. If you have general questions about the outcomes we hope to achieve, please call Michele Wallace of AFS at 945-6841.

This is an exciting time for the Department of Human Resources. Our ability to partner with communities to produce better results for Oregonians has grown significantly over the past year. That's due to the hard work of this department and your own capacity. We're looking forward to the unfolding of yet another significant chapter on community partnerships.

June 3, 1996

Welfare Reform Reinvestment Fund

Purpose for reinvestment:

1. Move more people off the welfare caseload and into employment.
2. Help people who have moved off the caseload to stay off.
3. Prevent people from coming on to the caseload in the first place. This reinvestment strategy needs to be focused on steps for prevention that will have an immediate impact on the caseload, such as preventing teen pregnancy or second teen pregnancies.

Ingredients for successful reinvestment:

1. Projects must agree to participate in an evaluation process managed by the Community Partnership Team at the Department of Human Resources (DHR).
2. Projects must produce timely, measurable results.
3. While new, innovative ideas will be considered, projects are encouraged to build on existing, demonstrated successful models and best practices.
4. Communities will be given flexibility to employ their knowledge of local conditions to deliver results.
5. Priority will be given to proposals from communities that provide some form of match for the dollars available in the reinvestment fund. The match could take the form of local dollars, in-kind contributions, or a combination.
6. Projects should be proposed by local, collaborative partnerships that include the local Adult and Family Service (AFS) office, the private sector as well as multiple public and private non-profit agencies. The most critical partnerships are those necessary to accomplish the objectives of your proposal, but we encourage the building of broad, local partnerships.



John A. Kitzhaber
Governor

500 Summer Street NE
Salem OR 97310-1012
Salem - (503) 945-5944
FAX - (503) 378-2897
TTY - (503) 945-5928

Reinvestment fund:

These are the dollars Oregon realizes from the federal government through demonstrating a welfare caseload reduction greater than the national average. This money will also support DHR liaison with communities on reinvestment projects, evaluation and costs associated with new welfare reform rules for clients.

Reinvestment process:

The first full week of June, the Department of Human Resources will mail a package of information to community partners. The package will provide details of the reinvestment opportunity, ingredients for successful investment, and a description of the application and selection process.

AFS will work with the Community Partnership Team to answer questions and manage the process. AFS District managers will soon convene a meeting with local partners to further discuss this opportunity.

The deadline for responding is 5:00 p.m. July 12, 1996. By August 1, 1996, projects will be reviewed by the Adult and Family Services Division and considered by a panel of individuals who will make recommendations to Gary Weeks, director of the Department of Human Resources. He will announce projects selected for funding by August 9. Project implementation will begin by September 1, 1996.

APPLICATION INSTRUCTION SHEET

As an application, we would like to receive a document that includes, but is not limited to:

1. A description of your proposal, which should include:
 - what you plan to do; target impacts--within a specified timeline--for welfare caseload;
 - those responsible for implementing your strategy;
 - a description of your partners' capacity to produce results; please incorporate an analysis of the size of your local welfare caseload over the past two years;
 - a description of how you will build on a successful model or best practice; or why and how you have chosen to try something new.
2. A list of your state, local, private and non-profit partners.
3. An estimated timeline for implementation of your strategy.
4. The name and phone number of a local contact person.

Applications should be submitted to:

Chuck Dimond
Community Partnership Team
500 Summer Street NE, 4th Floor
Salem, OR 97310-1012

Deadline is 5:00 p.m. July 12, 1996



John A. Kitzhaber
Governor

500 Summer Street NE
Salem OR 97310-1012
Salem - (503) 945-5944
FAX - (503) 378-2897
TTY - (503) 945-5928

Welfare Reform Reinvestment Fund A Unified Proposal : AFS District 2

District 2: A Place of Need; A Place of Hope

In some ways there are no glaring differences between Adult and Family Services District 2 and the rest of the state. The overall ratios of statistics reflect what one might expect them to reflect. District 2 consists of Multnomah and Washington Counties. There are an estimated 996,500 people living in the district; almost one third (31.8%) of the state's population. 31.9% of the state's population under the age of 18 live in the area. The number of ADC eligible persons are about what one would expect them to be at 30.1%. There are slightly fewer ADC-UN eligible persons in District 2 at 23.6%. In April of 1995 the ADC-Basic caseload was 11,070 and in April 1996 the caseload was 9661. This was a difference of -12.7% as compared to -13.3% for the state as a whole. The reduction of ADC-UN caseloads shows a comparable relation with -25.5% in District 2 and -25.0% for the state.¹

In other ways there are differences which lead to problems and opportunities which are unique to the metropolitan area. Multnomah County is the smallest county by area in the state, but is the largest in terms of population, accounting for 20% of the total state population. The population density of Multnomah County is 1,380.2 persons per square mile as compared to 31.0 per square mile for the state.² In addition to being the most densely populated area in the state, District 2 has the most diverse population in the state. Having the highest concentration of diverse cultures and peoples, and the highest concentration of poor people in the state, underscores the increased needs for social services in the area.

On the other hand, growth in the local economy and favorable employment opportunities provide us with a unique opportunity to make progress in the coming year. The Oregon unemployment rate has consistently been lower than the national average for the last two years, and the state has added jobs in all industry sectors. Unemployment rates reported in Portland Metropolitan Area Labor Trends, February 1996, show that in November 1995 the Portland area had an unemployment rate of 3.9% compared to an Oregon rate of 4.9% and a national rate of 5.3%. Recent figures from the Oregon Employment Department indicate that the Portland-Vancouver metro area continues at a level substantially below both the national and the Oregon rates.³ Table 1 below shows low

¹ AFS Oregon Public Assistance Programs Branch and District Data, (hereafter referred to as AFS Blue Book), April 1996.

² US Census Bureau, US Counties 1994.

³ Workforce Analysis Section, Oregon Employment Department, Resident Oregon Labor Force and Unemployment by Area, June 21, 1996.

unemployment rates the metro area as compared to the State of Oregon and the US in general, an indicator of the tightness of the labor market which has now continued since the early 1990's.

Table 1

Comparative Unemployment Rates

Area	May 96	April 96	May 95
Portland Metro	3.9%	4.0%	3.6%
Oregon	4.9%	5.3%	4.65
US	5.4%	5.4%	5.5%

This exceptionally low unemployment rate offers the Metro area the opportunity to create substantial systemic improvements in order to ensure that welfare caseloads can be reduced by providing cementing the coordination between AFS, JOBS and the network of support services provided through County and other public and private efforts. This proposal will link supports to AFS clients across systems to enable them to attain and retain employment, and to reduce caseloads through prevention of teen pregnancy.

Table 2 below (provided by AFS District 2) provides data on key performance measures attesting to successful efforts Currently under way in District 2.

Table 2

Key Performance Measures

Performance Measure	Goal 1995-97	Actual 3rd Quarter
Caseload Reduction (Reduction in # of clients receiving ADC or ADC-UN)	1440	1568
Placements (Total Placements: Contractor+branch)	5092	4012
Adult Participation (Total participants providing at least 1 hr of service)	11907	9581
Teen Participation (Total # providing at least 1 hr of service)	1900	1454
Recidivism (# of clients placed and receiving ADC after 18 months)	17.56	14.86

The following facts provide contextual background to the growing demand for effective social services, which we have a unique opportunity to address given the growing local economy and the low unemployment rate.

- A recent study assessing the characteristics of people moving into and out of Oregon in the period 1985-1990 notes that those moving into the state are less educated, more likely to be in poverty, and more likely to not speak English well than those moving out of the state. Given that there is more in-migration than out-migration, this has implications for all governmental programs which work to move people to self-sufficiency. Thus the State has committed under the Oregon Option to reducing caseloads at the same time that in-migration is increasing client need for assistance from social service programs.⁴
- The high school dropout rate for Oregon schools is increasing just at the time that employers are demanding a higher level of skills. The dropout rate went from 5.75% in 91/92, down slightly in 92/93 to 5.69%, then up to 6.63% in 93/94 and 7.37% in 94/95. Within ethnic categories the rates vary substantially from a Hispanic rate of 17.9%, African-American rate of 11.6%, American Indian at 11.1%, White at 6.7% and Asian/Pacific Islander at 5.6%. The four-year dropout rate - cumulative over the four years of a high school cohort, which has only recently been calculated for Oregon schools, for the class of 1995 is 24.5%. Presumably if the one year rate for 94/95 is 7.37% and the four year rate is 24.5%, the four-year rate for minorities, which was not available, will show a similar order of magnitude increase. Of the eight Oregon high schools which reported more than 40 dropouts in 94-95, two are in District 2 - Hillsboro and Beaverton.⁵ An increasing dropout rate is an indicator for growth in ADC caseloads, as those persons are least prepared to get and hold any jobs, let alone jobs which pay a family wage. The importance of education in assuring self-sufficiency is highlighted by OED's analysis that new jobs in Oregon which pay an annual wage of more than \$20,000 almost wholly require training above and beyond basic high school.⁶
- A recent descriptive report on poverty in Multnomah County, based on 1990 census data indicates that women are more likely to be in poverty than men, racial and ethnic populations are disproportionately poor compared to the white population, and most families with children who are in poverty are headed by single mothers(60%).⁷

⁴ Center for Population Research and Census, Portland State University, Do All Trails Lead to Oregon? An Analysis of the Characteristics of People Moving to and from Oregon, 1985-1990, included in demographic data on the Oregon Employment Department (OED) Home Page.

⁵ Office of Student Services, Oregon Department of Education, Dropout Data Pertaining to Hispanic Students, 194-95, April 30, 1996.

⁶ OED Employment News Around the State, June 14, 1996.

⁷ Dept. of Community and Family Services, Office of Community Action and Development, Multnomah County, Poverty in Multnomah County: A Descriptive Report (Review Draft), April 19, 1996.

- Poverty in District 2 shows greater concentration in Multnomah County than in Washington County, however Washington County reports anecdotally of growing issues of concern in the western area of that county, some of which appear to be associated with increases in the Hispanic population, an assumption borne out by the high Hispanic dropout rate in Beaverton and Hillsboro. The highest numbers of persons in poverty in Multnomah County are concentrated in East County (19,446) through Southeast (17,405), Northeast (16,692), and North Portland (9,831). Downtown (4,806), Southwest (3,722) and Northwest (2,737) account for relatively low numbers.⁸ Not unexpectedly, these figures generally parallel the AFS caseload statistics.

AFS Caseloads. The statistics indicate that District 2 accounts for 30.4% of the statewide ADC caseload, and 31.2% of the statewide Food Stamp caseload for public assistance clients.⁹ With the implementation of the Oregon Option, AFS staff have stated that the requirement to participate in JOBS will be extended from the current 35% of the ADC caseload to the whole caseload, under a "labor attachment" case management model. In plain English the primary focus of JOBS is to reduce the ADC caseload by assuring movement of clients into employment, and to assure they retain employment, which are two of the primary foci of the Reinvestment Fund.

With this imperative in mind, the current caseload demographics for District 2 indicate that the highest areas of need in the district are in East County and Southeast, which together account for 41% of the District 2 ADC caseload. This highest area of need is closely followed by the Albina, North and Northeast branches, which account for 39%, of the District 2 ADC caseload. These case level proportions are roughly the same for the number of persons receiving Food Stamps. In this program Southeast and East County account for 41% of the caseload and Albina/North/Northeast account for 40% of the District 2 caseload. While the Albina/North/Northeast area has garnered new social service infrastructure resources including designation of parts of the area as a federal Empowerment Zone, creation of the Northeast Workforce Center, and location of Steps to Success within the community at PCC Cascade, the infrastructure development of Outer Southeast and East County is still in more developmental stages. As noted in numerous recent planning studies, as well as in the planning discussions for this grant, although the caseload levels are roughly similar between these two geographic sub-regions, there is a greater need for additional resources in Outer Southeast, an area which geographically extends into both the Southeast and East Portland AFS branches. This is an area with high social service needs that has few service delivery sites, inadequate transportation connections to existing service delivery sites, and inadequate social service infrastructure.

⁸ Dept. of Community and Family Services, Office of Community Action and Development, Multnomah County, Strategic Investment Program: Outer Southeast and East Multnomah County Social Services Infrastructure Planning Assessment Report, (Hereafter referred to as SIP Infrastructure Plan), May 15, 1996, Chart 1.

⁹ AFS Blue Book

These factors increase the need for coordinated locally accessible service sites in the area, as has been raised in community-based planning forums.¹⁰

Another way to view the reduction of caseload issues addressed by this proposal is through an examination of reductions in AFS caseloads. A comparison by month of current year to the same month of the previous year shows that District 2 at a 12.7% decrease still slightly lags the statewide caseload reduction of 13.3%.¹¹ District 2 had a JOBS participation rate of 76% in April of 1996 as compared to 45% in April of 1995 for an change of 31%. This progress, though impressive, is still somewhat behind the state's rate of 84% in April of 1996 as compared to 43% in April 1995 (a change of 41%). Note should be made that although the participation rate is lower than the statewide rate, the effectiveness of the metro area programs is evident from the placement rate of 39.7%, which slightly exceeds the statewide placement rate of 38.6%. Nonetheless it's obvious that District 2's resources will be stretched to maintain its high placement rates under the state wide implementation of JOBS Plus.. Those not currently required to participate in JOBS are admittedly harder to assist, either because of lack of basic educational or job skills, or the complications associated with illness, responsibilities for others, particularly young children, or barriers such as lack of ability to speak English, unstable housing, and transportation.

Child Care Needs. Child care remains among the most important support services to allow parents on public assistance caseloads to become self-supporting through employment. Without child care, a parent cannot work. Without adequate child care, a parent may be able to take a job but will have difficulty in meeting the employer's expectations of reliability. Continuing child care problems interfere with a parent's ability to regularly report to work, to report on time, and to put in a full workday without distractions. The adequacy of child care includes issues of affordability, reliability, quality of care for the child, and transportation accessibility in relation to the workplace. Currently Metro Child Care Resource and Referral (Metro CCR&R) assists parents in locating child care and administers both state and local child care assistance funds. One fund administered by the agency that assists parents to move from public caseloads and remain self-supporting are AFS funds for Employment-Related Child Care, which served 5605 children in April 1996, or 30.8% of the statewide caseload for this service. Among the same target geographic areas addressed in the general caseload section of this analysis, the East County/Southeast area again accounts for the highest numbers with 41.2% of the total District 2 caseload, followed by Albina/North/Northeast with 32.1% of the total District 2 caseload. With regards to the non-contracted child care provided directly to AFS clients, District 2 average costs far exceed the costs of any other district. The monthly cost per participant in District 2 was \$8150. The next highest cost per participant in the state was \$60.18, in District 3, and it ranged as low as \$27.50 in District

¹⁰ Recent planning documents which highlight the need for increased service delivery sites in Outer Southeast include the City of Portland's Outer Southeast Community Plan, and Multnomah County's SIP Infrastructure Plan, as well as community driven planning efforts documented in the Marshall Caring Community Plan and the current community efforts occurring in the Lents area.

¹¹ AFS Blue Book at 3.

14. The State wide average was \$52.59.¹² This cost differential provides graphic evidence of the higher cost of services in the metropolitan area compared to other areas of the state.

Needs identified within the Metro area as posing particular problems are the lack of affordable care, particularly for infants and toddlers, and continuing concerns with quality of care, particularly in regard to registered homes. In an attempt to resolve these issues collaboratively among public and private entities, Multnomah County funds both an emergency child care assistance program, and is assisting in the development of effective models to link child care homes into support networks with larger licensed centers.¹³

The planning groups for the consolidated Reinvestment Fund proposal fully supported the need to provide adequate affordable child care as one of the major elements to success in permanent reduction in AFS caseloads.

Housing. The need for affordable housing in District 2 was identified as one of the priority areas based on the recognition that a stable housing situation is a prerequisite to success on the job. The Fall 1995 Berry Report, which reports vacancy rates in the Metro area reported vacancy rates ranging from 3.7% to 4.6%. This is evidence of the compression in the housing market in general since under 5% is the industry norm at which it is generally considered to be a "landlord's market." The need for affordable housing in the low end of the market is particularly acute given that in times of shortage, as is occurring now as evidenced by the low vacancy rates, the price of the commodity will rise. The Housing and Community Development Commission, an intergovernmental commission of Multnomah County, the City of Portland and the City of Gresham, is charged with responsibility for the Comprehensive Housing Affordability Strategy (CHAS). The latest CHAS indicates a deficit of over 10,000 units that would be affordable to the very low income in Multnomah County.¹⁴ Given that AFS has resources to assist with housing costs for current AFS participants, the strength of a long term caseload reduction strategy is inherently linked to assuring that housing support for crisis situations for those who have moved off the caseload can be maintained to prevent recidivism.

Teen Parenting and Pregnancy Prevention. Teen pregnancy statistics indicate why this is a particular focus for the District 2 proposals, for both prevention of growth in the caseload and for reductions in the caseload.

- Vital statistics records for Multnomah and Washington Counties indicate that the number births to teens ages 10-17 has increased each year since 1992, and the rate in Multnomah continues to exceed the statewide rates. The statewide teen birth totals have grown from 1873 in 1992, to 2081 in 1995, a rate of increase in the four year period of 11.1% (See Chart 1). Washington and

¹² Id. at 14.

¹³ SIP Infrastructure Plan at 67-68.

¹⁴ Housing and Community Development Commission (HCDC), CHAS Community Profile/Needs Assessment/Annual Investment Plan, December 1993, at 50.

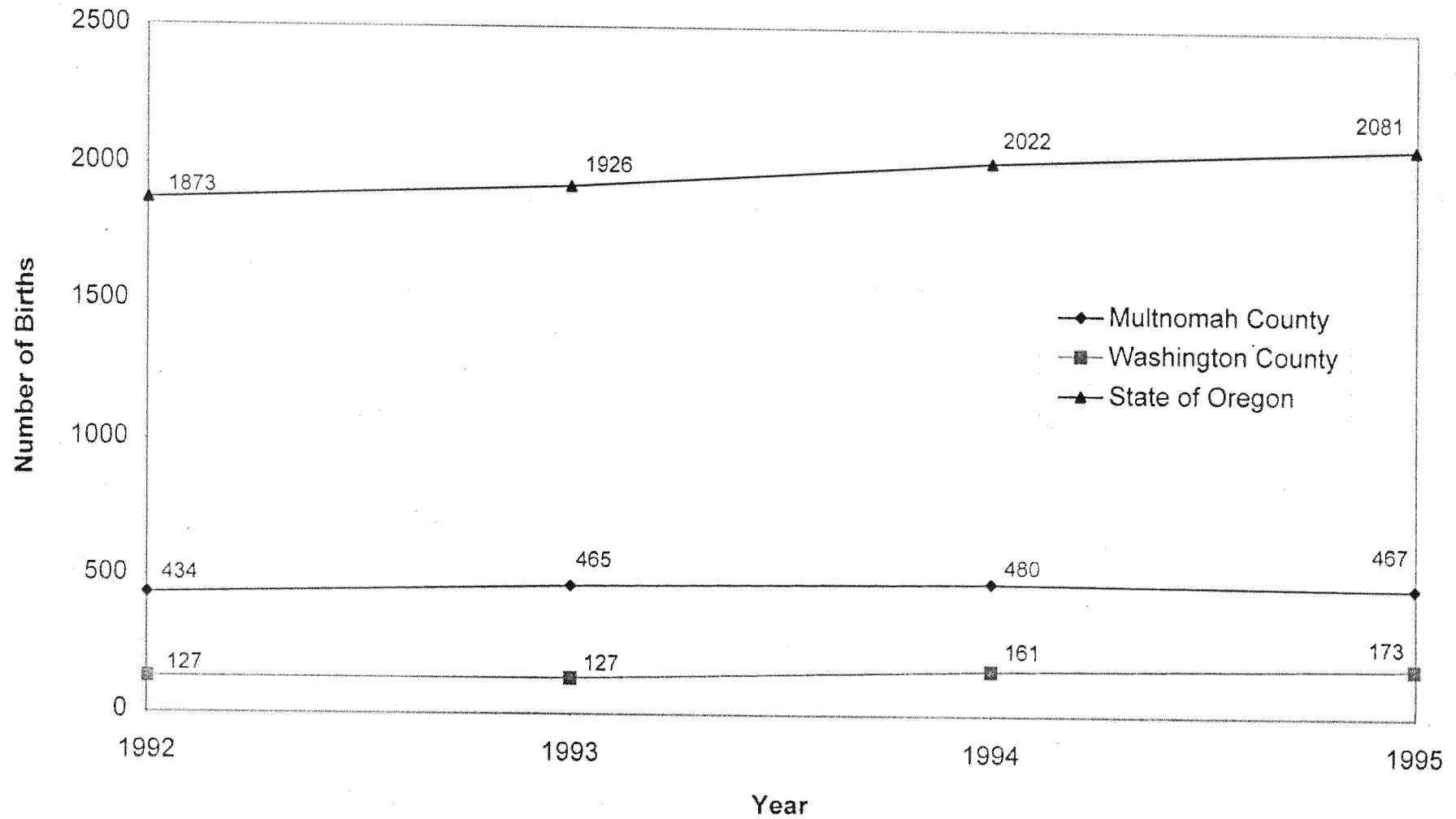
Multnomah counties alone account for between 30% and 31% of these births each year, with Multnomah County constituting between 22.4% and 24.1%, and Washington County accounting for between 6.6% and 8.3% of the statewide total in these years (See Chart 2). Although the Multnomah County teen birth rate per thousand is decreasing it is still greatly exceeds the statewide rate in all years. Washington County, which has a rate that is lower than the statewide average has seen a rapid increase from 6.8% in 1992 to 8.5% in 1995 (See Chart 3). The magnitude of the teen pregnancy problem, and the need for greater effort addressed to teen pregnancy prevention is evident in comparing the teen pregnancy numbers and rates with the birth numbers and rates. Multnomah County had 467 births to teen mothers in 1995 of 802 reported pregnancies, which means that 58% of the pregnancies resulted in births. Washington County had 173 births of 322 reported pregnancies, for 53% of the pregnancies carried to term. Better teen parent prevention activities which reduce the number of pregnancies have the advantage of reducing caseloads through prevention, which costs substantially less than medical and support costs for teenage parents who are not ready for individual self-sufficiency, let alone to support a family. (See Charts 4-6).

- The importance of providing support so teen parents can complete high school is shown by Chart 7, which reports teenage mothers by age and educational attainment. It is clear from this statewide data that few of the teen mother in 1993 had yet to complete high school, which is the absolute minimum of educational attainment for a job that could provide some measure of career advancement.
- The implications of teen parenting for the fiscal resources of the state are evident when one considers that the State paid the medical costs for 71% of births to teen mothers (See Chart 8). These young parents will have the longest needs for extensive services to assure completion of school necessary to finding and holding employment, as well as the social supports necessary to successful parenting. This last issue of successful parenting is related to the demands for services from State Office for Services to Children and Families (SOSCF). When children are endangered because of inadequate parenting this sister office to AFS finds its caseload increasing. Thus social supports that foster successful teen parenting are integral to the long-term reduction of state caseloads. Reducing the numbers of teenage births can therefore have a very direct impact on reducing the caseload through prevention activities.

Summary. District 2, which includes Washington and Multnomah Counties, the most urban area of the state, is experiencing high growth in jobs and concomitant growth in wages. District 2 also unfortunately leads the state in numbers and complexity of problems experienced by its public assistance caseload. The promise offered by this economic growth, and the challenge faced by the metro community, is to ensure that AFS

CHART ONE

Number of Teen Births by Year Ages 10-17



Source: Oregon Health Division, Center for Health Statistics

PREG.XLS:Birth#(chart)

CHART TWO

County Teen Birth Totals as Percentage of Oregon State Totals Ages 10-17

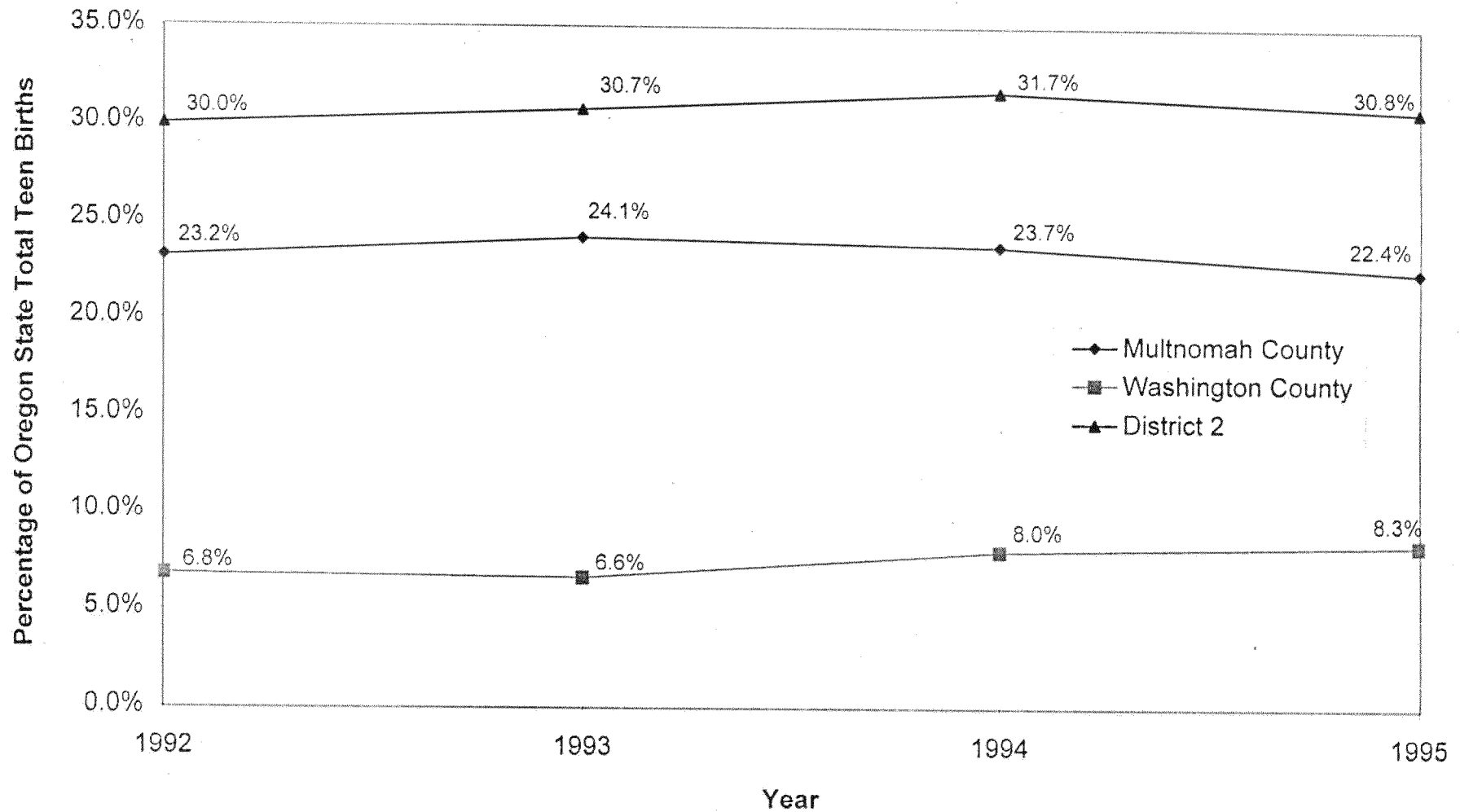


CHART THREE

Teen Birth Rate by Year (per 1000 Teens)
Ages 10-17

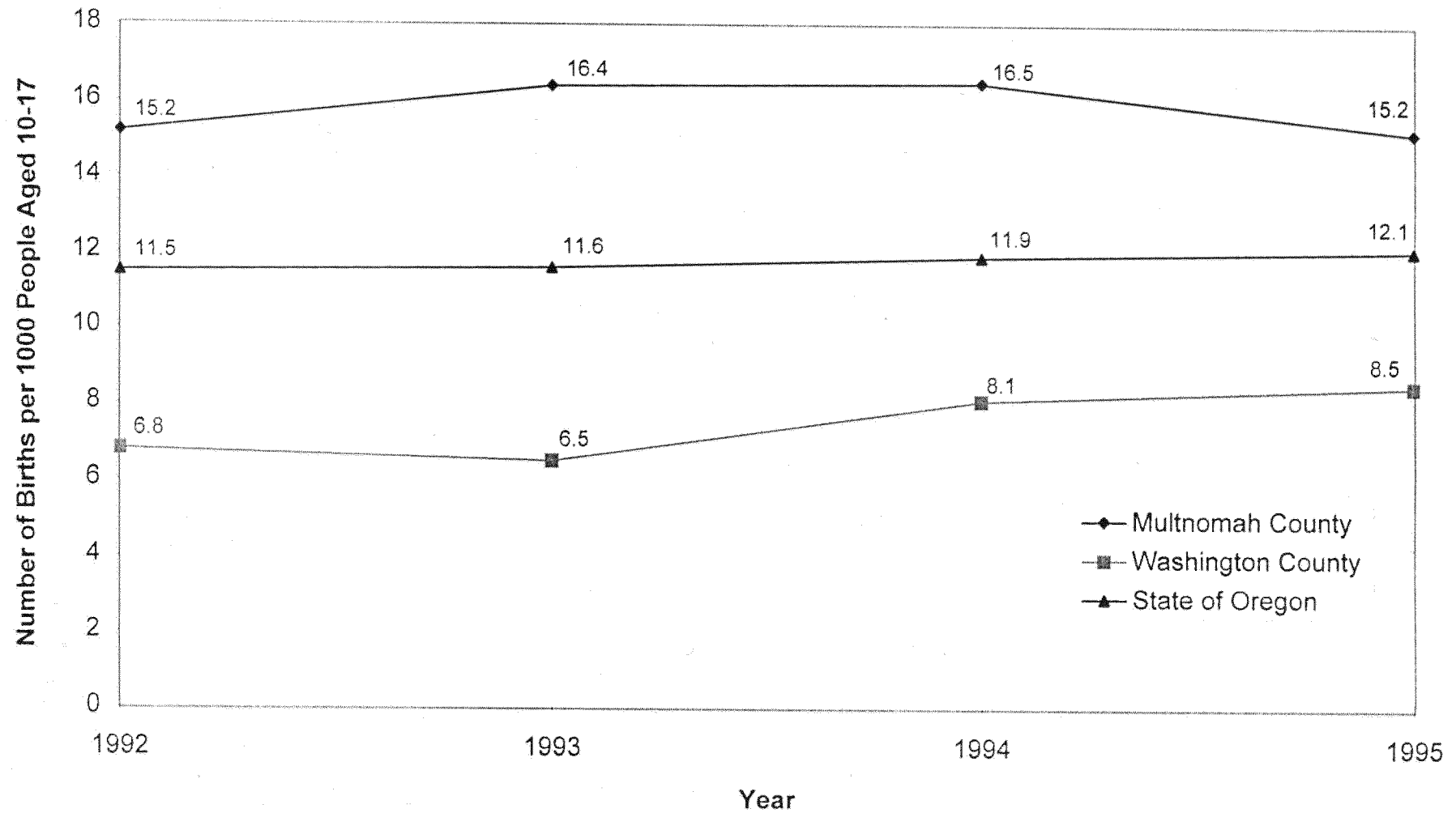
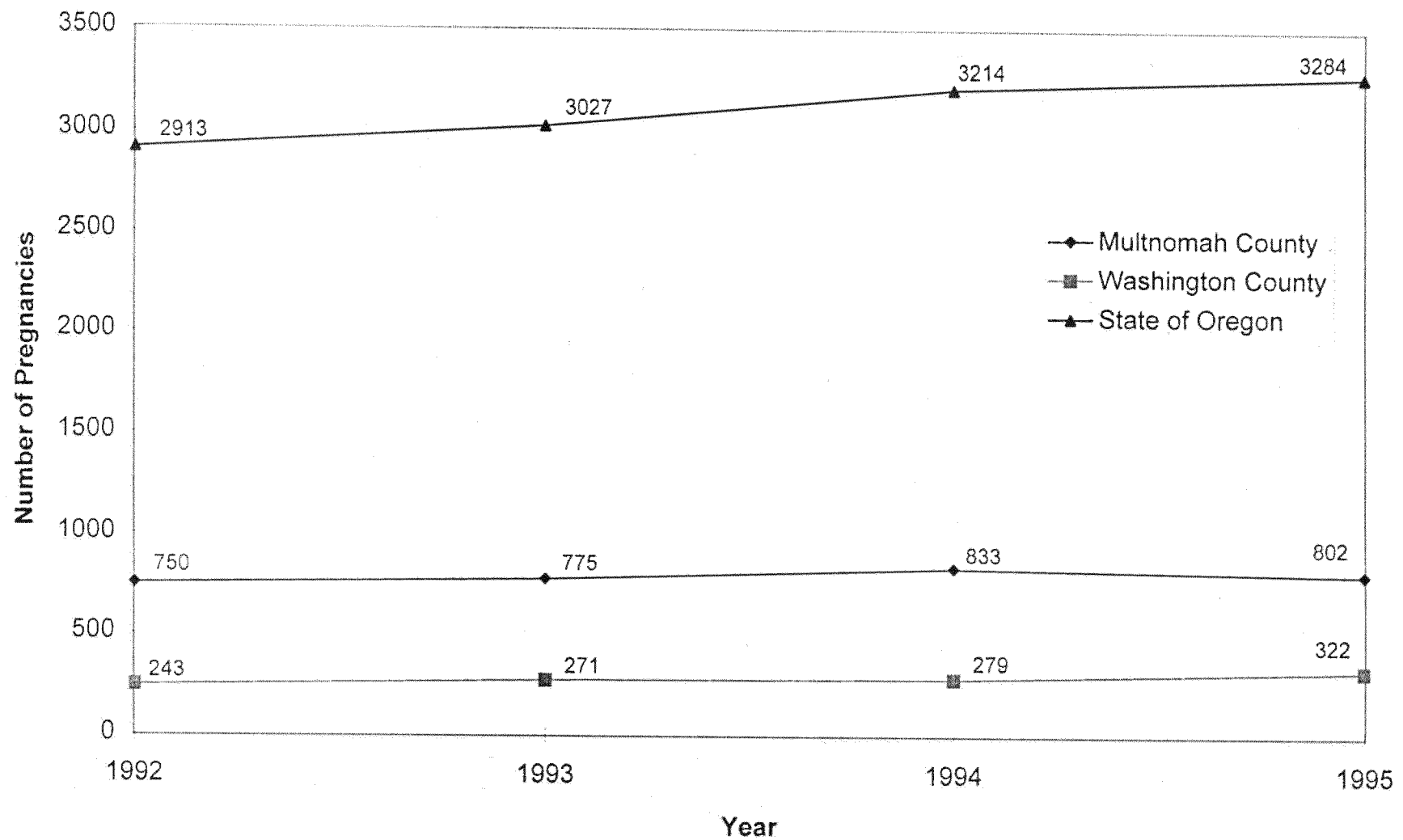


CHART FOUR

Number of Teen Pregnancies by Year Ages 10-17

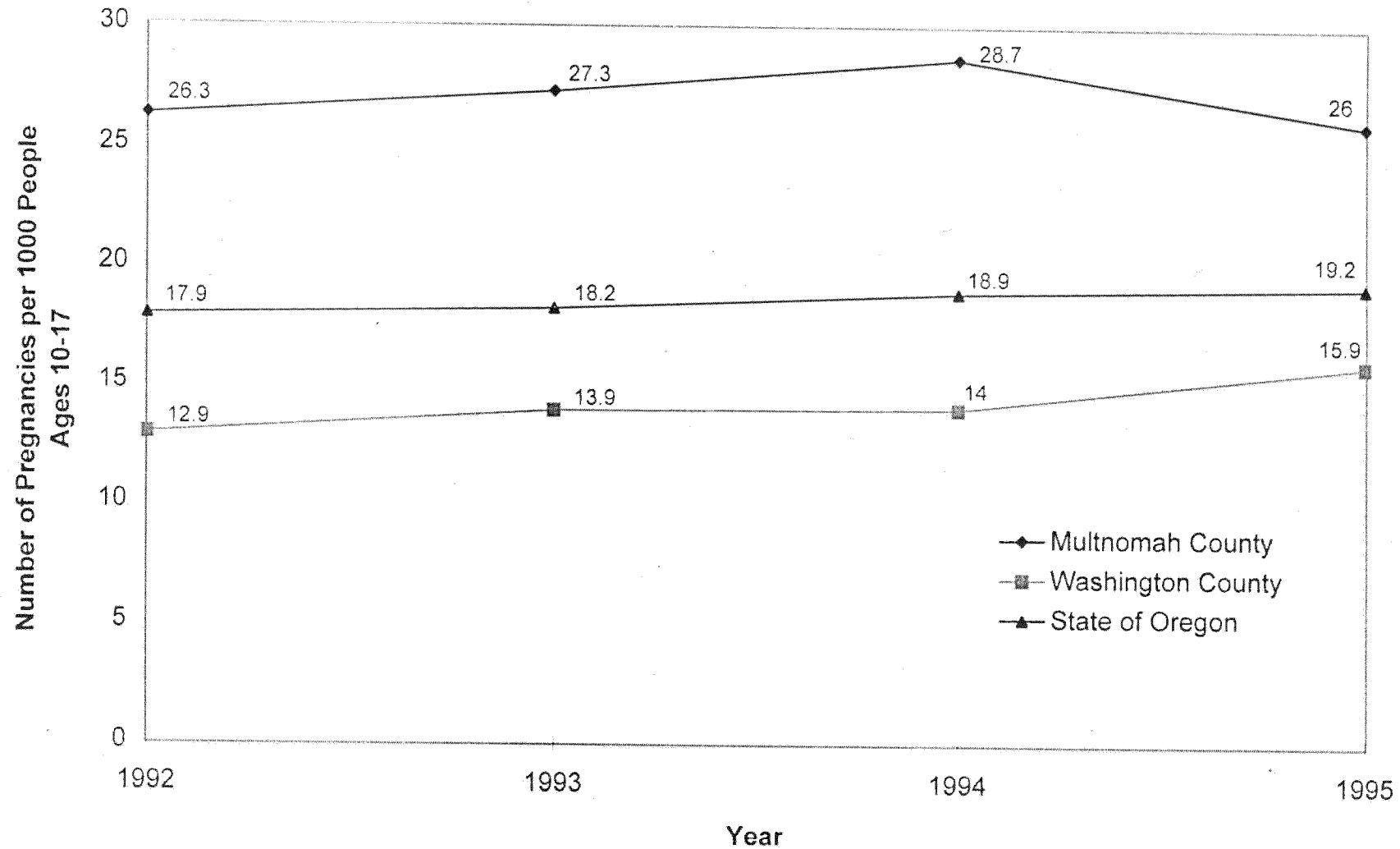


Source: Oregon Health Division, Center for Health Statistics

PREG.XLS:Preg# (chart)

CHART FIVE

Teen Pregnancy Rate by Year (per 1000 Teens)
Ages 10-17

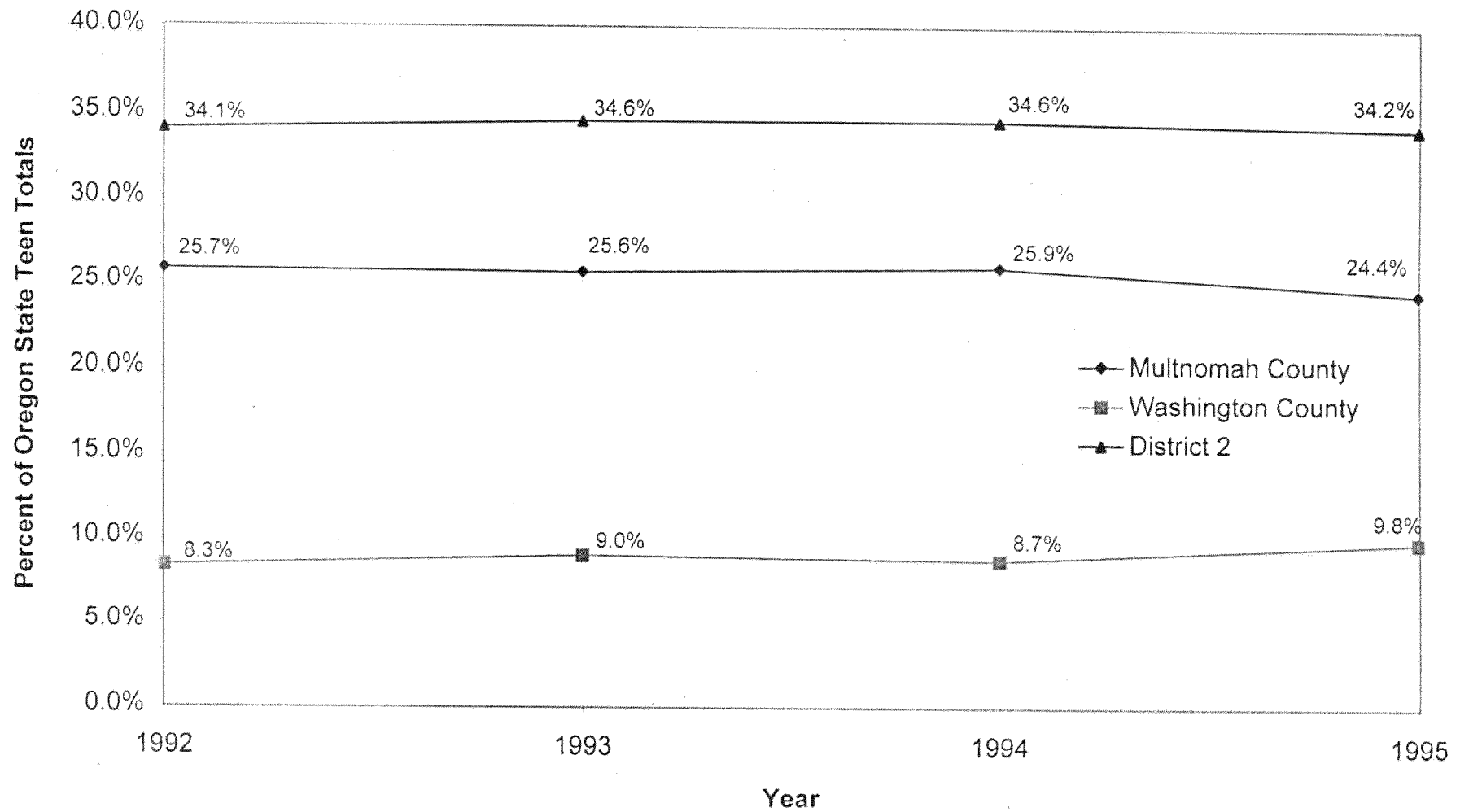


Source: Oregon Health Division, Center for Health Statistics

PREG.XLS:Preg rate (chart)

CHART SIX

County Teen Pregnancy Totals as Percentage of Oregon State Totals Ages 10-17



Source: Oregon Health Division, Center for Health Statistics

PREG.XLS: Preg % (chart)

CHART SEVEN

Number of Teen Mothers by Educational Attainment State of Oregon, 1993, Ages 10-17

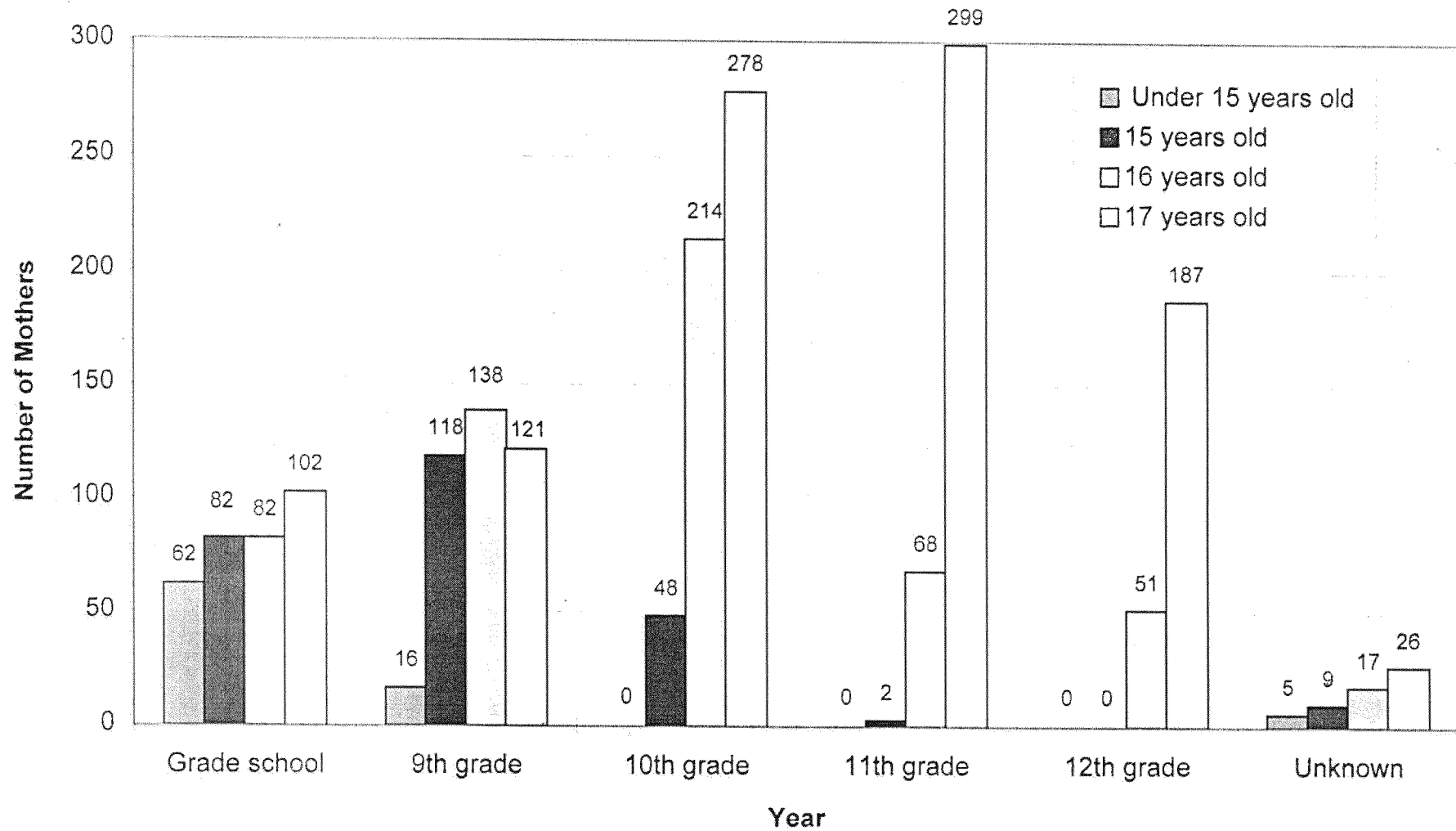
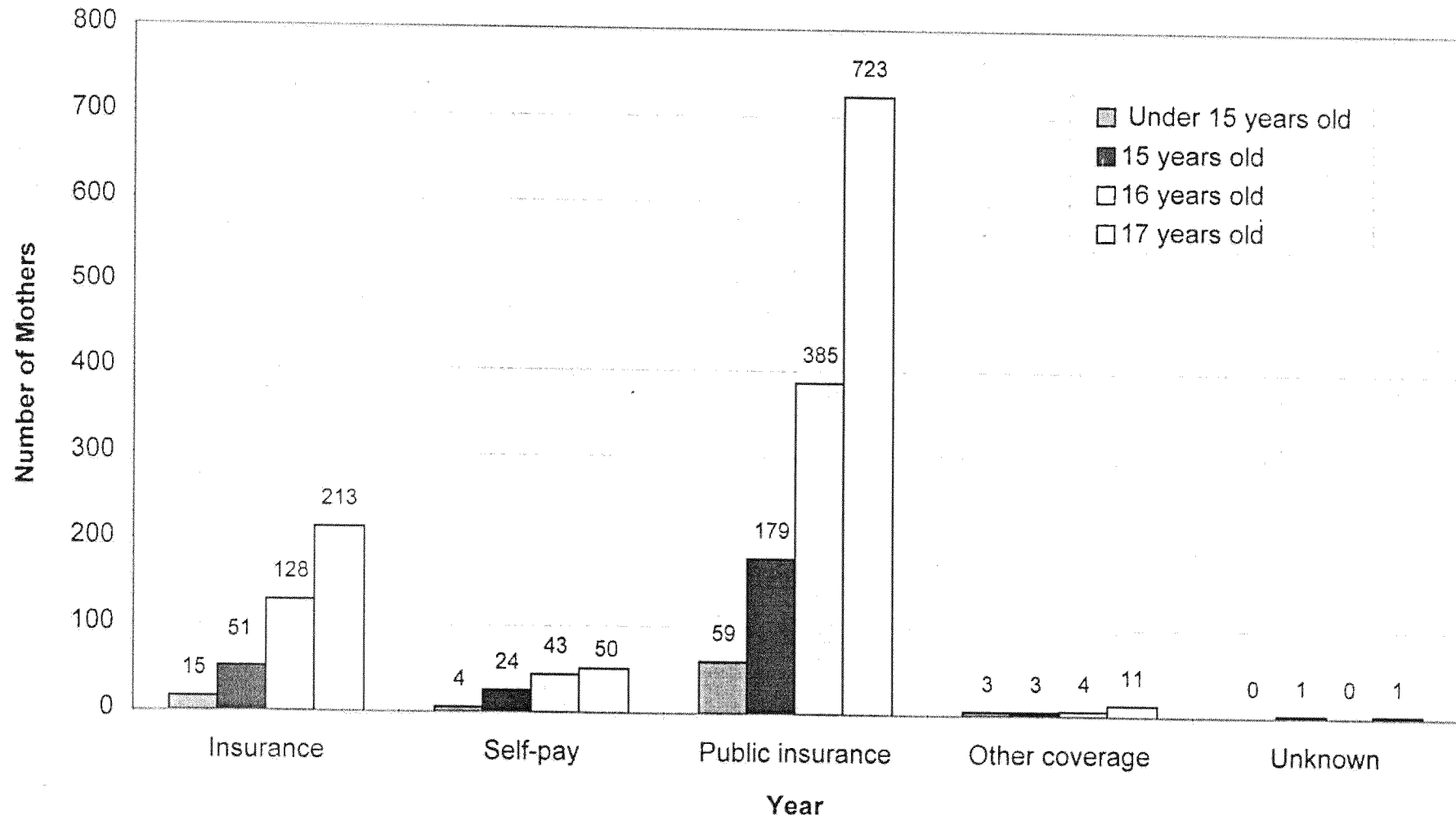
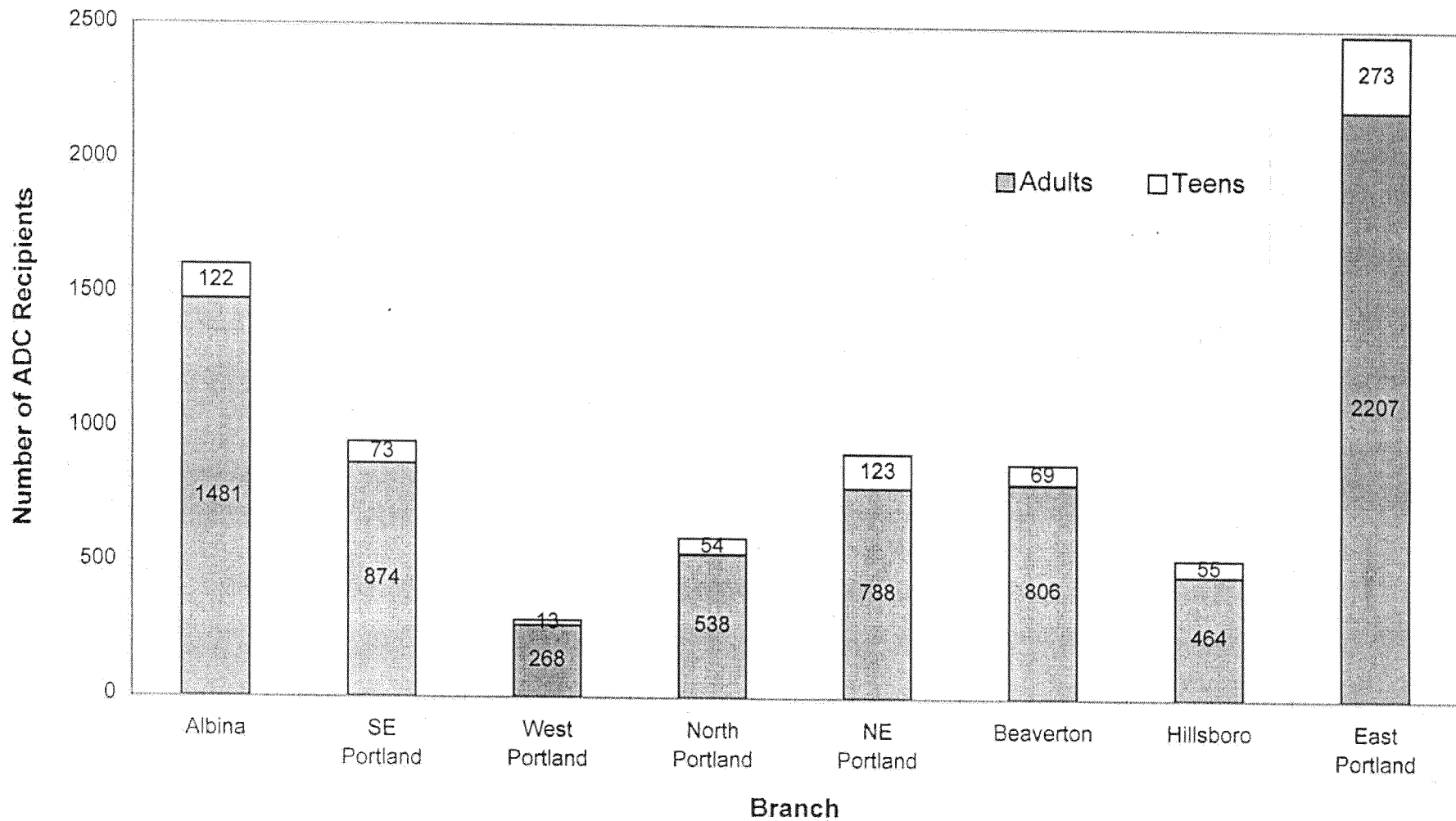


CHART EIGHT

**Number of Teen Mothers by Source of Payment for Birth of Child
State of Oregon, 1993, Ages 10-17**



ADC Caseload in District 2 by Branch
June 1996



clients are afforded access to the jobs that will ensure they can move assistance to self-sufficiency through employment.

A Unified Planning Effort: The Process and The Product

The Process:

On June 13, 1996, Maureen Casterline, AFS District Manager for District 2 (Multnomah and Washington Counties) convened a meeting of "interested persons" to discuss submission of proposals for Welfare Reform Reinvestment Fund projects. Thirty-seven people, representing 27 agencies attended that initial meeting.¹⁵ The meeting resulted in a consensus to submit a unified proposal based on the mutual planning and efforts of the interested parties. The group also indicated the primary areas which should be addressed in the proposal.

- Teen Parents, Pregnancy Prevention, and Pre-STEPS Preparation.
- Workforce Development.
- Child Care/Child Welfare.
- Housing.
- Expansion of STEPS Activities

The group also agreed that we should we should place emphasis, geographically, on the outer southeast area of Portland (generally the Lents and Brentwood-Darlington areas), the inner north/northeast area of Portland, and the western area of Washington County.

A second meeting was called by the group as a whole on June 20, 1996 at Cascade Campus of Portland Community College.¹⁶ At this meeting there were 46 individuals representing 37 agencies/programs and some community activist members (not necessarily connected to any particular projects). The purpose of this meeting was to actually plan the components of the proposal. In the general session the group was presented with a suggested format, budget form, etc., to ensure as much uniformity and ease of reading as possible. Other general issues were discussed including submission timelines, an additional meeting to go over what had been prepared, etc. The plenary session then broke up into small groups, based on the areas of emphasis decided at the initial meetings. Plans were developed and specific assignments were discussed. Specific "mini-proposals" were then to be sent to Tom Darby, Grants Developer for Multnomah County, to be merged together into the overall unified proposal. At this meeting the group agreed upon having Multnomah County serve as the fiscal agent for the overall unified effort.

On July 8, 1996, a meeting of the large planning group was held at St. Charles Church, in Northeast Portland, to review the overall proposal and to make any final decisions

¹⁵ The sign up sheet for this meeting is included as Exhibit 1 attached to the end of the proposal.

¹⁶ The notes and sign up sheet for this meeting is included as Exhibit 2 attached to the end of the proposal.

concerning the submission of the final proposal.¹⁷ This meeting was very intense and productive. When the group reviewed the draft of the total unified proposal the group realized that they had more programs and requests than could reasonably be submitted. They then went through a painful and pains taking process to pare back their own requests. Through a process of self-imposed reductions they reduced the overall request by approximately \$2 million.

The partnerships and collaboration in the planning of this proposal are perhaps the strongest features of the efforts to address the needs and concomitant use of the Welfare Reinvestment funds in AFS District 2. Given the very short time frame allowed for a response, the process has provided the maximum opportunity for the broadest participation and representation possible. The resulting proposal represents the best thinking of the multiple practitioners and community representatives. Not surprisingly, the collective thinking of the group bears out a path of action which parallels the direction dictated by the data outlining the needs of the communities within District 2. It should be noted that this collaboration not only consisted of a collaboration of various agencies within a given jurisdiction, but a collaboration of multiple jurisdictions as well. This unified effort involved the consensus of Multnomah and Washington Counties as well as agencies within those counties.

The true impact of the collaboration and partnerships is in the potential for new directions in the future. The process that the various agencies and individual went through were virtually unprecedented in the area. The collaboration was truly an effort to focus on the total picture of District 2 rather than on any narrow perspective of needs. Favorable consideration of such efforts will only create greater and more effective partnerships in the future.

The Product:

The "product" in this case is a proposal which presents an overview and a series of unified and related particular proposals from groups of organizations and individual organizations all presenting partnerships and cooperative efforts addressing the priorities addressed by the state Department of Human Resources in its announcement and the priorities addressed by the planning group as a whole (see the priorities and points of emphasis on page 8 above).

The specific service proposals are detailed in the following section. In some cases, such as the "Teen Parent Housing Collaborative Interagency Proposal," the service proposal involves the mutual planning and budgeting of a group of providers. In the case of the "Southeast Uplift Neighborhood Program," the group of specific service proposal were all developed in a series of group planning meetings, with all of the participating agencies involved in the planning and writing. In all of the proposals the agencies involved indicated how they are partnering with other agencies with very specific descriptions of

¹⁷ The notes and sign-up sheet for this meeting is included as Exhibit 3 attached to the end of the proposal.

the partnerships/collaborations and, where possible, each of the partners and collaborators actually signed off on the agreements or provided other proof of collaboration (such as having formal letters of agreement on file, as with the Housing Authority of Portland).

Each specific service proposal contains a budget (or budgets in the case of joint submission). The specific service proposals generally followed the suggested format, both for the narrative portions and budgets (see Exhibit 4 attached at the end of the proposal). Each specific service proposal contains the authorized agency signatures for each group. The individual budgets are summarized in a single budget document section at the end of the section. Multnomah County will function as the overall fiscal agent for the unified proposal.

The structure of the specific service proposals falls into three general groupings emphasizing an agreed upon approach and set of emphases. The groups are:

- Expansion and enhancement of the STEPS to Success program; "PLUS Projects."
- General programs supporting the priorities agreed upon by the various participants in the process¹⁸
- A combination of similar programs with special emphasis on the outer southeast areas of Portland.

PLUS Project:

The Mt. Hood Community College Steps to Success program, in collaboration with many partners, has been the "Flag Ship" of efforts dealing with welfare reform. The current combined JOBS contracted placement goal for Districts 2 and 15 is 523 placements per month (District 2 at 446/month and District 15 at 77/month). The proposed expansion and enhancement, "Private Linkages for Unemployment Solutions (PLUS) Project," will result in an additional 120 placements per month.

Over the 18 month project period this effort will place an **additional** 2160 persons into unsubsidized jobs. This, in turn, will have a direct positive impact on the welfare caseload for the Tri-County area. Currently, the welfare caseload for the three counties is being reduced by 75 cases per month. With the implementation of PLUS Project, the welfare caseload will be further reduced by an additional 33 cases per month or 590 cases over the 18 month period.

Steps to Success was specifically designed to address the multi-level complex problems faced by its many participants. It is designed to effectively move those who need relatively little help in being placed in employment and getting off of the welfare roles. Employers have expressed an appreciation of the fact that the process may be very simple

¹⁸ Addressing the priority areas of: a) Housing; b) Workforce Development; c) Child Care/Child Welfare; Teen Parent Programs; and e) Pregnancy prevention. (See Page 8 above).

for getting people into the work place with a minimum of "red tape" and difficult processes. But Steps to Success is also designed to address the needs of those clients whose barriers to employment are multi-layered, chronic and more difficult to deal with. The design of the program is a comprehensive one which can address a the whole person. It is this design that makes the program so successful.

General programs supporting the priorities agreed upon by the various participants in the process:

The Steps program is very successful, yet no program can operate in a vacuum nor is any program all encompassing. The partnerships that comprise this cluster of specific service projects are absolutely essential to the overall success of reducing the welfare caseloads in the area; of providing the support to keep people off welfare once they have gotten off; and to prevent others, who are "at risk," from getting on the welfare roles in the first place. In many instances these projects offer alternatives and choices where choices may not have seemed apparent to the individuals involved.

This second group of specific service proposals are targeted around the primary areas of emphasis and need as determined by the data provided through AFS **and** as determined by the collaborative efforts of all those that were involved in the process of creating this unified approach to address the needs in District 2. The priority areas to be addressed in this section are:

- Teen Parents, Pregnancy Prevention, and Pre-STEPS Preparation.
- Workforce Development.
- Child Care/Child Welfare.
- Housing.

Space does not permit for an accounting of each and every one of the participating agencies to this area of the proposal. However, many of them are familiar to us as leaders in the programs they operate and their collective "track records" are laudable. Perhaps more important than their individual records, however, is the level of their collaborative efforts in the development of this unified approach. Many of the agencies have jointly submitted specific proposals and even in the instances where an agency has a specific population or service that it specializes in, all of the proposals have been mutually subjected to peer group review and approval.

A combination of similar programs with special emphasis on the outer southeast areas of Portland.:

The outer southeast area of Portland has been emphasized n this proposal for many reasons. Although there has been a growing need for services in the outer southeast, there have traditionally been a lack of organized available services. Historically there has been no organized infrastructure through which a comprehensive array of services could be

made available. That situation has begun to change over the last few years. Many of the residents of the area have stepped forward to take leadership roles and agencies have been responsive. However, there is still a long way to go.

There is a burgeoning growth of community awareness and a groundswell of community activism that has lead to "community originated" approaches to addressing the needs of the community. Groups such as "Neighborhood Pride" and "GEARS (Giving Empowerment, Access, Responsibility, Service) are but two programs that have arisen out of the community. The Marshall Caring Community is one of the leading examples of the "Caring Community" concept in the Portland Area.

In a word, the outer southeast area of Portland (Lents, Brentwood-Darlington) is at a crossroads where some infusion of support may have a dramatic impact on the ability of this neighborhood to develop a truly powerful and integrated means of addressing the needs of its residents. This, in turn will have a direct positive impact on reducing the welfare caseloads in one of the most dense welfare populations in the state.

**PRIVATE LINKAGES FOR UNEMPLOYED
SOLUTIONS PROJECT**

“PLUS Project”

MT HOOD COMMUNITY COLLEGE STEPS TO SUCCESS

Welfare Reform Reinvestment Fund Proposal:

PRIVATE LINKAGES FOR UNEMPLOYED SOLUTIONS PROJECT

"PLUS Project"

Submitted to: Oregon Department of Human Resources

Submitted by: Mt. Hood Community College Steps to Success

July 12, 1996

**Welfare Reform Reinvestment Project:
Private Linkages for Unemployment Solutions (PLUS) Project**

Organization: Mt. Hood Community College Steps to Success and Partners

Contact Person: Nan Poppe, Director
Steps to Success
14030 N.E. Sacramento Street
Portland, OR 97230

Phone: (503) 256-0432 Fax: (503) 256-5503

Geographic Area to Be Served: Multnomah, Washington and Clackamas Counties

Project Purpose:

Districts Two and Fifteen have been state leaders in the development and innovative implementation of JOBS and JOBS Plus services since 1988. The expansion of JOBS Plus statewide provides an opportunity to build on this past success in the Portland metropolitan area. The goals of the proposed **Private Linkages for Unemployment Solutions (PLUS) Project** are to:

- Move more people off welfare and into employment
- Reduce welfare recidivism
- Prevent at-risk people from becoming new welfare recipients

The **PLUS Project** is the core Welfare Reinvestment proposal for the greater Portland area. It was developed collaboratively by a diverse group of JOBS and JOBS Plus service providers, including Mt. Hood Community College, Employment, Training and Business Services, Portland Community College, Oregon Employment Division, Adult and Family Services, and the Private Industry Council. This proposal has the support of Washington, Clackamas and Multnomah counties.

Target Impacts and Project Outcomes:

The anticipated **PLUS Project's** outcomes are ambitious, yet well within the capability of the project partners to achieve, given past performance and successes. The current combined JOBS contracted placement goal for Districts 2 and 15 is 523 placements per month (District 2 at 446/month and District 15 at 77/month). With the proposed infusion of reinvestment funds, an additional 120 placements per month will be made. Over the 18 month project period, **this Tri-County effort will place an additional 2160 persons into unsubsidized jobs--helping to move their families out of poverty, leading them to independence from welfare and giving them**

the means to become self-sufficient. The **PLUS Project's** impact on welfare caseload reduction is significant. Currently, the welfare caseload for the three counties is reduced by 75 cases per month. **The welfare caseload will be further reduced by 33 cases per month or an additional 590 cases over the 18 month project period.**

The attached *SERVICE ENHANCEMENTS AND OUTCOMES SUMMARY* provides additional detail about the anticipated impact of the **PLUS Project**.

Major Project Partners:

Mt. Hood Community College Steps to Success (STS) partners and collaborates routinely with a diverse group of public and private sector organizations. The purpose of this well-established partnership model is to promote an innovative, integrated service delivery model which maximizes resources for the poor and minimizes duplication of effort. One of the most critical partners in the STS effort to assist welfare recipients to get jobs is the *employer network*. STS has placed former welfare recipients with hundreds of large companies, small businesses, and public agencies throughout the Portland Metropolitan area.

The major partners for the **PLUS Project** are:

- Metropolitan Area Employers
- Portland Community College
- Employment, Training and Business Services
- District 2 and 15 Adult and Family Services Branches and District Offices
- The Private Industry Council
- Mt. Hood Mental Health
- Oregon Employment Division
- Kelly Services, Inc. and other Staffing Agencies
- Mt. Hood Community College

The new collaborators are District 15 AFS, private staffing agencies and Employment, Training and Business Services. A *PARTNER SIGNATURE PAGE* for the **PLUS Project** is attached.

STS maintains many other ongoing partnership in the key areas of: education and training, employment services, alcohol and drug counseling, mental health services and child care. These partnerships range from informal relationships to formal, highly-integrated staffing arrangements. The attached *SUMMARY OF COMMUNITY PARTNERSHIP ARRANGEMENTS SINCE 1992* provides insight into the high level of commitment Steps to Success has to collaborative services delivery.

Building on a Successful Model:

Of the clients who have completed a JOBS Plus worksite assignment in Districts 2 and 15, 85% have been hired into permanent employment at their placement site. The other 15% found other good paying, unsubsidized positions and **did not return to the welfare rolls**. This has been an important factor in the successful reduction of the caseloads in the tri-county area.

The average starting salary for these JOBS plus participants was \$6.75 per hour. This rate is nearly ten percent higher than the starting salary for JOBS placements through normal processes. Additionally, JOBS Plus participants earn an Education fund which allows them to advance through additional training. They have earned an average of one thousand dollars in their fund, which gives them a start on becoming life long learners while they are employed in entry level positions. This ability to advance through additional training and education is a key in avoiding re-entry on public assistance and allows the client to break the cycle of welfare.

The **PLUS Project** builds on these past achievements of the JOBS program in the tri-county area and the more recent successes of the JOBS Plus model. *The additional re-investment dollars will provide the metropolitan area with the chance to expand and broker new services for welfare recipients and targeted at-risk populations through additional personnel and a new strategy to fully integrate staffing agency services into both JOBS and JOBS Plus.*

Project Description:

The **PLUS Project** *will enhance work experience services and will leverage new employment opportunities through staffing agencies* for welfare recipients, applicants and at-risk populations. The project offers a new partnership between the Clackamas and Multnomah/Washington counties JOBS program. The proposed **PLUS Project** service delivery features include:

- Strengthening Operational Control
- Improving Upfront Services
- Expanding Services in Rural and Outlying Communities
- Increased Job Retention Services
- Outreach and Services to Food Stamp Recipients, Especially Unemployed Absent Fathers
- Targeted Pre-employment Training for Difficult-to-Place Clients
- Earlier Intervention with Disqualified and Repeat Clients
- Improving Services for Limited English Speakers

See the attached *SERVICE ENHANCEMENTS AND OUTCOMES SUMMARY* for more information about these features. The project will be implemented within the broader context of enhancing Steps to Success (STS), especially the JOBS Plus

component, expanding services in outer S.E. Portland, and building stronger collaboration with staffing agencies. Additionally, the proposed services will meet the intent of welfare reinvestment by:

- Targeting the clients who are less likely to be successful at obtaining unsubsidized employment in the up front process and moving them rapidly into JOBS Plus, thus assisting them in gaining an understanding of the world of work, and ultimately more successful access to unsubsidized employment.
- Utilizing the education fund to provide additional educational and training opportunities to ensure skills upgrade and movement upward on a career ladder, thus assisting the client in staying off the caseload by keeping their skills current. Clients will be placed in jobs which meets their interests and abilities, thus reducing their likelihood of going back to welfare. Retention specialists will work with clients to assure that this happens.
- Involving applicants and food stamp only recipients who are at risk of becoming recipients of cash assistance in order to prevent them from coming on to the caseload in the first place. Unemployed fathers are a special target population. Assisting them to become employed and to make child support payments will both contribute to the reduction in welfare caseloads and to the increased standard of living of their children.
- Implementing strategies that cross the boundaries of Multnomah, Washington and Clackamas counties.

Project Implementation Timeline and Strategy:

Mt. Hood Community College will be responsible for working collaboratively with the above referenced partners to implement and manage the **PLUS Project**. The project will be implemented over an 18 month period of time. An overview of key project activities and staff responsibilities is found in the attached *SERVICE ENHANCEMENTS AND OUTCOMES SUMMARY* and *BUDGET NARRATIVE*.

Organizational Capacity to Produce Results:

Mt. Hood Community College, through its Steps to Success program, has been on the cutting edge of welfare reform since 1988. Over the past eight years, Steps to Success has been instrumental in reducing welfare caseloads by placing thousands of welfare recipients into full-time, unsubsidized employment. The program has consistently met its contractual obligations with Adult and Family Services. Steps to Success has demonstrated a high level of flexibility and creativity in redesigning services and redeploying resources to meet emerging challenges and opportunities related to welfare reform.

Relationship to Proposed County-Based Enhancement Projects:

Both Multnomah and Clackamas counties are submitting additional proposals to enhance current JOBS services and the **PLUS Project** from agencies who are interested in receiving Welfare Reform Reinvestment funds to work with special populations. Steps to Success will work closely with any metropolitan area projects funded by the Welfare Reform Reinvestment initiative to assure service coordination and to avoid duplication of effort.

Project Evaluation:

Mt. Hood Community College Steps to Success and its **PLUS Project** partners will participate in the Welfare Reform Reinvestment evaluation process managed by the Community Partnership Team at the Department of Human Resources (DHR).

The project staff and Steps to Success management will collect and analyze the data needed to meet project management and reporting requirements, including identification of baseline evaluative data. Formative evaluations will be conducted by the project staff throughout the project to assure that progress is made in each of the objectives and the anticipated outcomes. Quantitative data will be tracked on a computerized data base. Qualitative data will be collected through informal and formal feedback, including user satisfaction surveys and focus groups.

Project Match:

Approximately \$1,537,200 in matching in-kind funds will be contributed to the PLUS Project. These matching funds will come from several different sources. Based on the proposed outcomes, it is projected that staffing agencies involved with the project will contribute approximately \$99,000 in salaries for the following services:

- Staffing agency employees will screen, prepare, counsel and refer participants to appropriate temporary-to-permanent positions. Approximately 200 participants per month (or 3600 over an 18 month period) in the Tri-County area will be referred to staffing agencies. The staffing agencies will spend an average of one hour with each participant.
- Staffing agency employees will come to Steps to Success offices, AFS branches and Employment Training & Business Services sites to make presentations during the "upfront" process to participants about their services. It is estimated that these presentations be held five hours a week for 18 months.

Additionally, the JOBS Plus placements will generate an in-kind match of over \$1.4 million from participating employers in the Tri-County area. This match will be in the form of salary and fringe and a \$1,000 educational fund established by the employer for the participants. A minimum of 846 persons will be placed in the JOBS Plus program during the 18 month project period. For each of these participants, an in-kind match of about \$700 for the mentor's salary and benefits and \$1,000 for each participant's educational fund will be contributed.

Project match is further detailed in the attached *BUDGET NARRATIVE*.

Project Budget:

The total **PLUS Project** budget is \$3,037,200. Mt. Hood Community College and its partners request \$1,500,000 from the Welfare Reform Reinvestment fund for the proposed project. The balance of the project, \$1,537,200, will be funded with private sector in-kind contributions. See the following 18 month *BUDGET SUMMARY AND NARRATIVE* for budget detail.

**Mt. Hood Community College
Private Linkages for Unemployment Solutions (PLUS) Project**

18 Month Budget Summary

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-kind	Total Costs
Personnel			
Salaries	\$551,537	\$691,200	
Benefits	\$198,553	\$0	
Total Personnel	\$750,090	\$691,200	\$1,441,290
Services			
Support Services	\$570,000	\$0	
Education Fund		\$846,000	
Interpretation Svs	\$4,000	\$0	
Total Services:	\$574,000	\$846,000	\$1,420,000
Occupancy:	\$0	\$0	\$0
Operating Costs			
Materials and Supplies	\$23,372	\$0	
Telephone	\$19,509	\$0	
Printing	\$4,295	\$0	
Postage	\$2,530	\$0	
Travel	\$21,659	\$0	
Equipment	\$20,000	\$0	
Other (specify)	\$0	\$0	
Total Operating Costs:	\$91,365	\$0	\$91,365
Administrative Costs:	\$84,545	\$0	\$84,545

BUDGET SUMMARY

Total Requested from Reinvestment Funds*	\$1,500,000
Matching Cash/In-kind	\$1,537,200
Total Budget	\$3,037,200

*\$200,000--Clackamas County
\$1,300,000--Multnomah/Washington Counties

Private Linkages for Unemployment Solutions (PLUS) Project

18 Month Budget Narrative

Personnel (\$551,537 salaries + \$198,553 benefits = \$750,090)

In order to meet the expected outcomes of this proposal, we have requested funds for 11 full-time positions over an 18 month period. Eight positions will be dedicated to our worksite training initiative (Clackamas County--2; Multnomah & Washington Counties--6). One of the eight Worksite Training Coordinators in Multnomah and Washington Counties will work exclusively with the Limited English Speaking population. Another one of these positions will be a new TPIC employee hired to perform the same functions as the other Worksite Training Coordinators and serve as the JOBS Plus liaison to The Private Industry Council. Two additional positions (Outreach Coordinators) will focus on the Tri-County effort to increase our partnership with metropolitan staffing agencies. The final position will provide administrative and clerical support for the unit.

The duties of the eight **Worksite Training Coordinators** are as follows:

1. Contact employers to develop Jobs Plus and Work Experience sites and opportunities. Including development of sites for participants with special needs such as limited English speakers and participants living in rural remote areas.
2. Ensure successful placements based on knowledge of job requirements and the local labor market.
3. Identify, match and refer participants to appropriate Jobs Plus and Work Experience sites.
4. Coordinate with on-site supervisors and mentors to develop individual plans and expectations for participants.
5. Evaluate participants' efforts and provide employer feedback to participants regarding their performance.
6. Ensure successful unsubsidized placements by monitoring participant progress and performance once at site. The goal is permanent hiring of the participants.
7. Coordinate and collaborate with all program partners. Represent program at various community events including dissemination of program information to area employers.
8. In collaboration with existing staff and new Outreach Coordinators design and implement a 4 week comprehensive pre-employment preparation training class to meet the minimum skills required by JOBS Plus and Work Experience employers for those participants who are not work-ready.

The two **Outreach Coordinators** will become our primary liaison with the numerous staffing agencies in the metropolitan area. These two positions will:

1. Establish partnerships with the approximately 140 staffing agencies, including those that serve rural areas and limited English speakers, in the Tri-County area. The Outreach Coordinators will work intensively with agencies that offer temporary-to-permanent employment opportunities.
2. In coordination with the staffing agencies, assess the needs of the employers served by the agencies.
3. In collaboration with existing staff and new Worksite Training Coordinators design and implement a 4 week comprehensive pre-employment preparation training class to meet the minimum skills required by targeted staffing agencies and their employer network for those participants who are not work-ready.
4. Coordinate presentations to clients by the staffing agencies during the "upfront" process.
5. Coordinate the identification, match and referral of clients--based on work experience, skill sets and career goals to the appropriate staffing agencies.
6. Coordinate the tracking and monitoring of clients from referral to staffing agencies through permanent unsubsidized job placement.

The **Clerical Support** staff person will:

1. Design, implement and maintain a tracking system for attendance reporting for all worksite training placements.
2. Devise and maintain procedures for all administrative aspects associated with supporting the implementation of this proposal.
3. Prepare and disseminate statistical and narrative reports.
4. Schedule JOBS Plus and Work Experience orientation meetings, prepare and circulate schedules to appropriate staff, contact participants, set up meeting room and assist Coordinators during the orientation.
5. Schedule staffing agency presentations during "upfront" process. Assist Outreach Coordinators with monitoring and tracking of participants once referred to staffing agencies.

6. Schedule appointments for participants with Coordinators and employers.
7. Provide clerical support for the unit including typing correspondence, reports and forms, setting up and maintaining participant files, taking notes during meetings, and ordering supplies and instructional materials.
8. Explain JOBS Plus/Work Experience and staffing agency policies, schedules and procedures to AFS staff, STS staff and students.

Support Services (\$570,000)

We are requesting \$570,000 for support services. This amounts to approximately \$264 per placement over an 18 month period. This request is based on our experiences in Districts 2 & 15 with the JOBS program. Historically, we have spent 40% of our funding on support services and 60% of our funding on program services. It is our expectation that approximately 75% of the support service funds (\$427,500) will be used for child care and the remaining \$142,500 will be used for other support services including transportation expenses, mental health and alcohol and drug treatment, emergency assistance with rent and utilities payments, etc. The child care expenses associated with this type of a proposal are crucial to the success of our goals. Participants in JOBS Plus and Work Experience, as well as individuals working with staffing agencies to find unsubsidized jobs, will follow the standard in Districts 2 & 15 of 40 hours per week of participation. Thus, the need for child care support will be great.

ESL Interpretation (\$4,000)

To effectively serve increased numbers of Limited English Speakers in JOBS PLUS/Work Experience and through staffing agencies we will need additional interpretation hours. We have requested funds for an additional 300 hours of interpretation @ \$13.50/hr over the 18 month budget period. This amounts to approximately 17 hours more of interpretation per month.

Services & Supplies (\$91,365)

Materials & Supplies

\$118/mo X 11 employees =

\$23,372

(paper, pencils, staples, files, folders, computer disks etc.)

Telephone

\$99/mo X 11 employees = \$21,296

(Cellular phones, hook-up, voice-mail, monthly charges)

Printing

\$22/mo X 11 employees = \$4,295

(photocopying, printing of marketing materials, envelopes paper, etc.)

Postage

\$13/mo X 11 employees = \$2,530

Travel

$\$120/\text{mo} \times 10 \text{ employees} =$

\$21,659

(Extensive travel will be required by 10 of the positions. All the coordinators will travel to employer sites and the AFS branches that they serve. We are estimating this will be approximately 460 miles a month per employee).

Equipment (\$20,000)

We are requesting 11 IBM compatible computers at a cost of \$1818 each. Eight of the computers will be used solely by participants in the pre-employment training class or on an as needed basis for resume writing, cover-letters etc. Familiarizing participants with computers and providing them with basic word-processing skills is essential to our success in placing them in many of our JOBS Plus/Work Experience sites as well as in unsubsidized jobs. One of the computers will be used by the new the clerical staff person for preparing administrative and program materials. Two of the computers will be shared amongst the 10 Coordinators.

Administrative Costs (\$84,545)

The administrative costs for the Tri-County area are 10% of the direct program costs. These funds will cover the standard 8% indirect overhead costs that the Community Colleges apply to the JOBS contracts as well as any indirect expenses associated with subcontracting the funds to partner agencies (i.e., TPIC, Mt. Hood Mental Health). We have not requested any administrative costs for the Support Services portion of our budget.

Matching In-Kind Funds (\$1,537,200)

The matching in-kind funds associated with our proposal come from several different sources.

Specifically, we anticipate that the staffing agencies will contribute approximately \$99,000 in salaries. This will be accomplished in two separate ways a.) Staffing agency employees will screen, prepare, counsel and refer participants to appropriate temporary-to-permanent positions. Our expectation is that approximately 200 participants per month (or 3600 over an 18 month period) in the Tri-County area will be referred to staffing agencies. We expect that the staffing agencies will spend approximately 1 hour with each participant at an expense to the agency of \$25 per hour. b.) Staffing agency employees will come to Steps to Success, AFS branches and ETBS to make presentations during the "upfront" process to participants about their services. We estimate that these presentations will amount to 5 hours a week for 18 months at \$25/hr.

Additionally, through our JOBS Plus placements we expect to receive an in-kind match of over \$1.4 million from employers participating in the JOBS Plus program in the Tri-County area. This match will be in the form of salary and fringe and a \$1,000 educational fund established by the employer for the participants. We anticipate placing at least 846 people in the JOBS Plus program during the 18 month period. For each of these participants we have calculated an in-kind match of \$700 for the mentor's salary and benefits and \$1,000 for the educational fund.

ATTACHMENT A

SUMMARY OF COMMUNITY PARTNERSHIP ARRANGEMENTS

**Summary of Key Mt. Hood Community College Steps to Success
Community Partnership Arrangements since 1992**

Type of Organization	Name of Partner Organization and Years of Partnership	Partnership Type: Information and Referral	Partnership Type: Cooperative Operation	Partnership Type: Collaborative Operation	Partnership Type: Integrated Staffing
Education and Training	Adult and Family Services Branches: Hillsboro, East, Beaverton, North, Albina, Southeast, Clackamas and Northeast (8)	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present AFS and Steps to Success staff are integrated at 10 different program sites throughout the metro area.
	Area Vocational Rehabilitation Offices	7/1/92 - Present	7/1/92 - Present		
	Springdale Job Corps	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Portland Community College	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Head Start	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Evenstart Family Literacy Project	8/1/93 - Present	8/1/93 - Present	8/1/93 - Present	8/1/93 - Present
	The Private Industry Council	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	International Refugee Center of Oregon	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - 6/30/93
	Multnomah County Health	7/1/92 - Present	7/1/92 - Present		
	DHR Volunteer Bureau	7/1/92 - Present	7/1/92 - Present		
	Jesuit Volunteer Corps	8/1/92 - 7/30/92	8/1/92 - 7/30/92	8/1/92 - 7/30/92	8/1/92 - 7/30/92

Type of Organization	Name of Partner Organization and Years of Partnership	Partnership Type: Information and Referral	Partnership Type: Cooperative Operation	Partnership Type: Collaborative Operation	Partnership Type: Integrated Staffing
Education and Training	200+ Volunteer Work Experience Sites (Public and Private Sector)	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Portland Public Schools	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Insights Teen Parent Program	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	OSU Extension Services	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Project YESS (A MHCC Program)	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Planned Parenthood	7/1/92 - Present			
	Fundamentals of Written Language	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/93 - 6/30/94
	Helensview Alternative School	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Oregon Literacy Hotline	7/1/92 - Present			
	Beaverton Chamber of Commerce	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Hillsboro Chamber of Commerce	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Washington County Youth Services Consortium	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Boys and Girls Aid Society	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	

Type of Organization	Name of Partner Organization and Years of Partnership	Partnership Type: Information and Referral	Partnership Type: Cooperative Operation	Partnership Type: Collaborative Operation	Partnership Type: Integrated Staffing
Education and Training	Oregon Human Development Corporation	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
Employment Services	Employment, Training and Business Services	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Beaverton Chamber of Commerce	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Hillsboro Chamber of Commerce	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Project YESS	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	International Refugee Center of Oregon	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - 6/30/93
	Oregon Employment Division	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Area Vocational Rehabilitation Offices	7/1/92 - Present	7/1/92 - Present		
	Springdale Job Corps	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Portland Community College	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	The Private Industry Council	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
Alcohol and Drug	Multnomah County	7/1/92 - Present	7/1/92 - Present		
	Garlington Center	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Mt. Hood Mental Health	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present

Type of Organization	Name of Partner Organization and Years of Partnership	Partnership Type: Information and Referral	Partnership Type: Cooperative Operation	Partnership Type: Collaborative Operation	Partnership Type: Integrated Staffing
Alcohol and Drug	Tualitan Valley Mental Health	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	ASAP	7/1/92 - Present			
	Narcotics Anonymous Chapters	7/1/92 - Present			
	Alcoholics Anonymous Chapters	7/1/92 - Present			
	Mainstream	7/1/92 - Present			
Mental Health	Tualitan Valley Mental Health	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Garlington Center	7/1/92 - 6/30/94	7/1/92 - 6/30/94	7/1/92 - 6/30/94	7/1/92 - 6/30/94
	Mt. Hood Mental Health	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Oregon Health Sciences Institute	7/1/92 - Present	7/1/92 - Present		
Child Care	Head Start	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present
	Evenstart Family Literacy Project	8/1/93 - Present	8/1/93 - Present	8/1/93 - Present	8/1/93 - Present
	Metro Child Care Information and Referral	7/1/92 - Present	7/1/92 - Present		
	Insights Teen Parent Program	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Portland Public Schools	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Helensview Alternative School	7/1/92 - Present	7/1/92 - Present	7/1/92 - Present	
	Parent Child Services	7/1/92 - Present	7/1/92 - 6/30/93		

ATTACHMENT B

PLUS PROJECT PARTNER SIGNATURE PAGE

Signature Page

Mt. Hood Community College:

J. E. Coffe

Portland Community College:

Jeri Greenfield

Employment Training and Business Service:

Dellene C. Smith by RN

Adult and Family Services:

maureen lollins lasterline

The Private Industry Council:

Linda Huddle

Mt. Hood Mental Health:

Roderick P. Galkins

Employment Department:

Martin J. Barowicz: For Terry Fugere

Kelly Services, Inc.:

Sabrina A. Korten

ATTACHMENT C

SERVICE ENHANCEMENTS AND OUTCOMES SUMMARY

Private Linkages for Unemployment Solutions (PLUS) Project

SERVICE ENHANCEMENTS AND OUTCOMES SUMMARY

Program Features	Worksite Placement Enhancements	Staffing Agency
<p>Strengthening Operational Control Operational Control related to client participation will be strengthened to ensure the full participation of welfare recipients in JOBS Plus and other required welfare reduction activities.</p>	<p>Enhancement An Operation Manager will be identified at each AFS branch to be responsible for ensuring that the metro area JOBS Plus Program is fully loaded. This will be done at no cost to the project.</p> <p>Outcome Increased participation in JOBS Plus and corresponding reduction in public assistance dependency.</p>	<p>Enhancement An Operation Manager will be identified at each AFS branch to be responsible for integrating Staffing Agency resources into placement activities. The project will fund outreach coordinators/staffing agencies liaisons to facilitate this effort.</p> <p>Outcome Increase in job placements and corresponding reduction public assistance dependency.</p>
<p>Improving Upfront Services During the past fiscal year, Adult and Family Services and its community partners have worked closely to divert applicants and recipients from further welfare reliance by providing intensive upfront services. These services are focused on barrier removal and job search. JOBS Plus services will be incorporated into upfront services.</p>	<p>Enhancement Project Funds will provide additional staffing to introduce JOBS Plus to welfare recipients and applicants sooner, during their initial work search.</p> <p>Outcome This early intervention will provide additional support to persons participating in their initial job search by providing JOBS Plus, resulting in higher placements and caseload reduction.</p>	<p>Enhancement Active involvement of staffing agencies during the initial work search and referrals to job opportunities.</p> <p>Outcome Quicker labor attachment and reduced welfare dependency.</p>
<p>Expanding Services in Rural and Outlying Communities Services to welfare recipients living in the rural and outlying areas have been extremely limited.</p>	<p>Enhancement To provide additional access to recruitment, referral, JOBS Plus and job placement services to welfare recipients and applicants in outlying communities.</p> <p>Outcome Increased placements and reduced caseload among a currently underserved population.</p>	<p>Enhancement Increased linkages with staffing agencies that utilize rural employers to match clients to worksites.</p> <p>Outcome Additional placements and reduction in welfare caseload and establishing a presence of staffing agencies in rural areas.</p>

Program Features	Worksite Placement Enhancements	Staffing Agency
<p>Outreach and Services to Food Stamps Only Recipients Food Stamps Only recipients have very limited access to job placement services in the metropolitan area and are at risk of opening a cash grant. Food Stamps only cases are not currently served in the current service delivery model. This feature is preventive in nature and will reach a large number of unemployed absent fathers.</p>	<p>Enhancement Create access to JOBS Plus services for Food Stamps Only recipients.</p> <p>Outcome This enhancement will reduce food stamps caseloads and will divert food stamps only cases from opening cash assistance and further reliance on welfare. Increase in the number of absent fathers providing financial support to their children.</p>	<p>Enhancement Link Food Stamp Only clients with Staffing Agencies.</p> <p>Outcome This feature will provide Food Stamp Only clients with new sources of job referrals and employment options.</p>
<p>Increased Job Retention Services There is inadequate staff to provide consistent job retention services in the metropolitan area. This project will provide services to employers and clients to address job retention issues.</p>	<p>Enhancement Timely retention services to address work site and employment issues.</p> <p>Outcome Higher percent of work site and job retention and reducing welfare recidivism.</p>	<p>Enhancement Collaboration with key staffing agencies to develop and implement retention strategies geared to the temporary to permanent employment environment.</p> <p>Outcome Higher percent of clients retaining jobs and reducing welfare recidivism. Improved follow-up on Increased placements and reduced caseload among a currently underserved population. Clients placed through staffing agencies.</p>
<p>Targeted Pre-employment Training for Difficult-to-Place Clients As the welfare caseload has declined, there is a higher proportional of recipients with severe barriers to employment and participation in JOBS Plus and other mandated employment activities. Many of these clients do not meet the minimum requirements of employers.</p>	<p>Enhancement Individualized pre-employment training targeted to the difficult-to-place clients prior to referral to a JOBS Plus worksite.</p> <p>Outcome Increased JOBS Plus placements and successes. Corresponding reduction in welfare dependency.</p>	<p>Enhancement Identification of the minimum skills needed for targeted staffing agencies and their employer network. Preparation of clients to meet those standards.</p> <p>Outcome Referrals to staffing agencies are ready to go to work and meet the minimum requirements. Increased job retention.</p>

Program Features	Workiste Placement Enhancements	Staffing Agency
<p>Earlier Intervention with Disqualified and Repeat Clients Stringent upfront job search requirements appear to divert applicants and new recipients from public assistance through employment or disqualification. However, many of the disqualified applicants reapply repeatedly at later dates. This is a harder to serve client population which has not had consistent access to JOBS Plus.</p>	<p>Enhancement Targeted intervention with disqualified and repeat applicants and recipients through the utilization of JOBS Plus.</p> <p>Outcome Increased placements and reduced caseload among a currently under-involved welfare population.</p>	<p>Enhancement Identification potential employment opportunities for the hard to place clients through staffing agency contacts.</p> <p>Outcome An increased continuum of employment opportunities which lead to welfare caseload reduction.</p>
<p>Improving Services for Limited English Speakers Limited English Speakers are approximately 9% of the general welfare caseload but are 30% of the ADC-UN caseload. 90% of this ADC-UN caseload are large Soviet Pentecostal families. The participation rates this population have been lower than English speakers.</p>	<p>Enhancement Emphasis on a multiple wage earner strategy for the large ADC-UN cases, increased interpretation services and better access to JOBS Plus services.</p> <p>Outcome Increased participation in JOBS Plus and other welfare reduction activities. Decreased welfare caseload among Limited English Speakers, particularly the ADC-UN.</p>	<p>Enhancement Identification of staffing agencies equipped to serve limited English speakers. Interpretation support for participating staffing agencies.</p> <p>Outcome New employment opportunities for limited English Speakers. Additional interpretation and cultural orientation support services for employers and staffing agencies.</p>

WORKFORCE DEVELOPMENT

URBAN LEAGUE OF PORTLAND

THE PRIVATE INDUSTRY COUNCIL

(Northeast Portland One Stop)

OHSU SAFE PREGNANCY PROGRAM

The Urban League of Portland
Computer Training Center

What Geographic area are going to serve

North/Northeast Portland residents who are low-income non-AFS clients and/or AFS clients.

A description of your operation

The Urban League of Portland Computer Training Center (CTC) assists low-income job seekers, AFS (Steps to Success) clients, The Private Industry Council clients, and displaced workers in North/Northeast Portland in upgrading their occupational skills. The center has been in operation for 4 years and offers a nine week cycle which has two viable components: 1) career and personal development and 2) computer training.

In the career and personal development component, participants focus on business math and English, job readiness skills, employability skills, business communications, job retention skills, world of work training, resume writing, job ethics, customer service and workshops on how to dress for success. The center also offers students an introduction to the world of software applications including wordprocessing, spreadsheets, database management, and desktop publishing.

CTC staff work closely with the Urban League's Employment Department to assist with job placement of program participants. With this assistance participants are averaging an 80% placement rate in jobs. The center is part of a larger North/Northeast One-Stop Career Center System Concept, providing access to additional services for program participants, including counseling, support services, and other educational services.

The center proposes to offer five cycles at nine weeks. In each cycle the center will enroll 12 students with an 80% completion and job placement rate. The project will work in partnership with the Steps to Success Program and The Private Industry Council by accepting direct referrals into the cycles. The program is administered by a Lead instructor (1 F.T.E.) and an assistant instructor (1 F.T.E.).

The Computer Training Center has been a success since it opened its doors in 1993. The total number of students as of December 1995 served was 137. (Please note during this time the cycles were 15 weeks). Of the 137 students graduating from CTC, 112 have gained employment. For an approximate average of 82% placed in jobs. All participants served were unemployed or underemployed individuals from North/Northeast Portland. The center propose to continue offering the aforementioned training to assist in reducing the AFS caseload and preventing people from getting on it in the first place.

The Urban League of Portland
Computer Training Center

What are your partnerships

CTC is in direct partnership with the Steps to Success program and The Private Industry Council (TPIC). The Steps program and TPIC will make direct referrals into the computer training center to assist AFS clients in getting off of welfare. Other participants will be enrolled from the Urban League's Employment Department.

Estimated Timeline

This program will operate from Sept 1, 1996 to Sept 1, 1997.

How your program /project relates:

The Computer Training Center will address the following program goals:

1. Move more people off the welfare caseload and into employment.
2. Help people who have moved off the caseload stay off.
3. Prevent people from coming on to the caseload in the first place.

Goal & Measurement:

80% placement rate of participants in jobs.

Pre and Post test that will indicate upgraded skills of those who moved off the caseload to enable them to get better paying jobs.

Contact:

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Organization The Urban League of Portland Computer Training Center

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-kinds	Total Cost
Personnel:			
Salaries	\$48,000	-0-	
Benefits	-0-	\$12,480	
Total personnel	\$48,000	\$12,480	\$60,480
Services:			
Supportive Services	\$3500	-0-	
Training	-0-	-0-	
Other (specify)	-0-	-0-	
Total Services	\$3500		\$3500
Occupancy	-0-	\$12,787	\$12,787
Operating Costs:			
Materials & Supplies	\$500	\$3000	
Telephone	-0-	\$500	
Printing	-0-	\$500	
Postage	-0-	-0-	
Travel	-0-	-0-	
Equipment	-0-	-0-	
Other ¹ (specify)	-0-	\$2213	
Total Operating Costs:	\$500	\$6213	\$6713

Administrative Cost	-0-	\$4800	\$4800
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Summary:

Total Request from Reinvestment Funds	\$52,000
Matching Cash/In-kind	\$31,480 36,280
Total Budget	\$83,480

Budget notes:

1. Other Specify is for Computer Maintenance Cost.
2. Half of the matching amount is from contributions made to the Urban League and the other half is from a grant with Portland Public Schools.

AFS to Employment: One Stop Career Center Welfare Reinvestment Proposal

Geographic Area Served

This proposal serves AFS recipients and potential AFS recipients in North and Northeast Portland. N/NE Portland's population is made up of nearly 40 percent ethnic and racial minorities. Approximately 77 percent of all African Americans in the city of Portland live in the inner North/Northeast neighborhoods. These neighborhoods are also home to growing Hispanic and refugee populations. Unemployment rates are high in this area. In 1980, Northeast Portland's unemployment rate was 29% higher than the metropolitan region's; by 1990, the gap had increased to 113%.

Those living in North and Northeast Portland face barriers to entering employment in part because of where they live. This neighborhood experienced a disintegration of the employment base, resulting in loss of jobs and high unemployment rates. Since 1980 several major employers, who provided family wage jobs which did not need high skills, have left. As employers have left the area, many of the residents with high skills have moved away, resulting in a greater concentration of poverty. The poverty rate for some census tracts within the inner North/Northeast neighborhoods is as high as 46 percent, with the average being 36 percent. Residents need training in order to be able to enter jobs that pay a family wage, especially residents who lack a work history, as do many AFS recipients.

Description of Operation

The Northeast Career Center (NECC) is a One Stop Career Center System that provides employment and training services at several locations in this community. In addition to the adults receiving job preparation and placement services, those persons under 21 will be served at TPIC's Youth Employment Institute, also in Northeast Portland. At least 42 economically disadvantaged adults and teen parents will receive short term training needed for them to successfully enter employment. Of the 42 people served under this proposal, 38 will be AFS recipients and 4 will be people who are eligible for AFS but not enrolled. A majority of those served will be male, as the most likely to have earned the most recent highest wage among two parent AFS recipient households.

Participants will take part in short term computer skills training and customer service training. TPIC's experience in providing employment and training services to this population indicates that such training assists the participants to become much more successful in the job market and in obtaining family wage jobs. The trainings are described below, and are provided in conjunction with the proposal submitted by The Urban League of Portland:

- *Computer Skills Training:* This training is comprised of three 4-week modules teaching participants to use a variety of software programs and other computer uses they may encounter in employment including Windows 3.1, Word 6.0, Microsoft Publisher 2.0, Excel 5.0, Access 2.0, and using Quiz for pre- and post-testing.. The course is offered during the day and on evenings and weekends, thus allowing for great flexibility in scheduling additional job preparation or job search activities.

- *Customer Service Training:* TPIC developed customer service training after surveying employers who identified customer service skills as their greatest need in employees. This training is a six week course and can be linked with the computer training or coordinated with any other skill training. This training prepares participants to interact successfully with both co-workers and customers.
- *Basic Skills/GED Preparation:* This training uses computer-based testing and training materials to monitor growth in five subject areas: math, reading, writing, science and social studies. Each participant's program is distinct, self-paced and non-threatening. The program is self-paced and open entry/open exit. GED testing is done at the GED preparation site.

In addition to these trainings requested to be funded under the Welfare Reform Reinvestment Grant, the NECC provides the surrounding services which allow participants to be successful. The full range of services includes the following:

- *Assessment:* the 12-area assessment determines the needs, interests, and employment goals of the participant
- *Referral:* to agencies providing specialized services such as drug and alcohol, legal, financial, or mental health counseling or other services necessary to occur prior to and along with preparing for employment.
- *Case Management:* case management occurs throughout the entire process as the case manager assists the participant in progressing toward employment and problem solving for any barriers that may arise.
- *Basic Skills, GED, and ESL training:* participants whose skill level falls below the twelfth grade level may receive basic skills/GED training. Basic reading and math skills are essential for success on the job and for accessing family wage employment. These trainings are funded in part through this proposal and in part through match.
- *Skill Training:* this aspect includes the skill trainings listed above as well as other industry specific, classroom or on the job training (which provides the participant with the skills necessary to enter a specific industry) and life skills training.
- *Job Search:* a case manager assists the participant with job search and job retaining skills, from resume writing and interviewing to locating job openings and keeping jobs.
- *Follow-up Services:* after entering employment, the participant may continue to work with the case manager to resolve any issues that arise and/or receive support services.
- *Support Services:* these provide additional needed assistance for the participant including childcare, transportation, limited medical/dental/optical, tools, interview clothing.

The service mix is designed to allow AFS recipients to gain the skills necessary to enter employment at a family wage, and to retain that employment. The experience of the partner agencies shows that adults with limited work experience and low skill levels need skill training and a wide range of supporting services in order to make the transition to employment.

These services will result in the following outcomes:

- 75% of participants enter employment
- \$7.00/hr average wage
- 50% of jobs include employer assisted benefits
- 75% of those not on AFS at program entry will remain off AFS
- 85% customer satisfaction rating at follow up (13 weeks after program entry)

The project will also collect data to help determine the overall success of the project. At follow up, thirteen weeks after entering employment, participants will be surveyed to determine if they are still employed, their wage, and if benefits are provided. In addition, the number of participants who have remained off the AFS caseload will be tracked.

Those responsible for implementing the strategy are listed below in the partnership section.

The proposed strategy builds upon a successful model in that each of the participating agencies achieves a high success rate in providing the services that they provide. The proposal allows TPIC to provide additional computer skills and customer service training to adults served by any of the NECC agencies. These skill trainings provide those skills which employers have identified as essential for any new employee.

Partnerships

Those agencies who have collaborated in developing this project and who will provide the services are described below. Please note that those agencies providing case management include a range of services from initial assessment to life skills training, to job search assistance and follow up services.

- *The Private Industry Council*: provides Computer Skills Training and Customer Service Training, case management/employment and training services.
- *The Urban League of Portland*: provides employment counseling, employment and training services, support services, and job placement.
- *Steps to Success North*: provides case management, AFS services.
- *Portland Community College and PCC Skills Center*: provides skill training and basic education/GED training.
- *Mount Hood Community College*: provides dislocated worker services and bi-lingual training.
- *Employment Department*: provides job search assistance, resource center, labor market information, unemployment insurance.
- *Vocational Rehabilitation*: provides case management/employment and training services for those whose disabilities are an impediment to employment.
- *Hispanic Access Center*: provides case management/employment and training services, information and referral.
- *Albina Ministerial Alliance*: provides child care resources and referral service.
- *Labor's Community Service*: provides connection with organized labor including information regarding skills needed for apprenticeships and job openings, information and referral.

The Private Industry Council - Northeast Portland One Stop: Assisting AFS Recipients to Enter Employment through Short Term Skill Training

- *Multnomah County Corrections(future partner)*: provides referrals into the program, assessment, basic skills training and life skills training to offenders who are under criminal justice supervision in the community.

Timeline

All training will be provided in the first nine months of the project, on a staggered basis (approximately 14 persons per quarter), allowing a minimum of three months for job search and job placement following completion of training.

Project Meets Welfare Reform Reinvestment Goals

The project will contribute to the purpose of the request for proposals. Each purpose, and how the project relates, are discussed below.

1. Move more people off the welfare caseload and into employment

The proposed project will assist at least 42 AFS recipients to move into employment, at an average wage of \$7.00/hr. Recipients will receive services in addition to those provided through this grant that are crucial for those with low basic skills and limited work experience to enter a high wage job and to remain employed.

In addition, the project has the potential to reduce the welfare caseload beyond the number of people directly served. Because the project will focus on two parent households, many of the men served are expected to be fathers of children not currently living with them (in addition to the child(ren) who lives with the father). As such, once employed they will be able to provide child support payments to the children's mothers which may provide the needed support to move these mothers off welfare or to help those mothers stay off welfare.

2. Help people who have moved off the caseload to stay off

The project is designed to assist low skill, limited work experience adults to enter higher wage jobs; higher wages assist in self-sufficiency and in economically disadvantaged persons remaining employed. The project also provides a wide range of services to help AFS recipient males to address the issues which have limited employment opportunities in the past.

3. Prevent people from coming on to the caseload in the first place

By assisting males on or eligible for AFS to enter employment at a level which allows them to make child support payments, the mothers are less likely to need to access the AFS system.

Matching Funds/In-Kind

TPIC is providing significant in-kind funds through case management, rent, operating costs, maintenance, supplies and instructional materials; these in-kind funds are both for services to participants and for the rent, materials, etc. associated with the classes. NECC partners whose (AFS recipient) clients may take part in the trainings also provide significant match in terms of additional services provided to their clients.

Submitted by: The Private Industry Council
Contact: Gregory White, Director Grants and Regional Initiatives
phone: (503) 241-4600; fax: (503) 241-4622

The Private Industry Council - Northeast Portland One Stop: Assisting AFS Recipients to Enter Employment through Short Term Skill Training

Budget

	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel			
Salaries	29,553	52,110	
Benefits	6,447	13,890	
Total Personnel	36,000	66,000	102,000
Services			
Supportive Svcs	8,400		
Training	4,200	3,500	
Other	0		
Total Services	12,600	3,500	16,100
Occupancy		8,000	8,000
Operating Costs			
Matls & Supplies	5,000		
Telephone			
Printing			
Postage			
Travel		300	
Equipment	3,000	55,000	
Other (space)	10,000		
Total Operating Costs	18,000	55,300	73,300
Administrative Cost	17,047	5,682	22,729

SUMMARY:

Total Requested from Reinvestment Funds:	83,647
Matching Cash/In-kind	138,482
Total Budget	222,129

NE Portland One Stop

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency. My agency supports and will partner in the proposed project

1. The Urban League of Portland
Organization

Brian A. Black 7-8-96
Authorized Signature Date

2. Adult and Family Services
Organization

Maureen Colclaster 7/8/96
Authorized Signature Date

3. Oregon Human Development Corporation
and Hispanic Access Organization

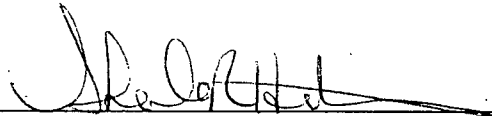
Gregory B. Smith 7-8-96
Authorized Signature Date

4. The Private Industry Council
Organization


Dennis Cole 7-9-96
Authorized Signature Date

NE Portland One Stop

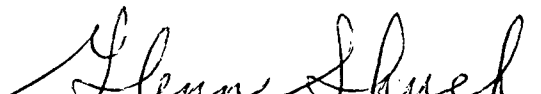
1. STATE OF OREGON VOCATIONAL REHABILITATION DIV.
Organization


Authorized Signature 7/9/96
Date

2. STATE OF OREGON - EMPLOYMENT DEPT.
Organization


Authorized Signature 7-9-96
Date

3. Labor's Community Service Agency INC
Organization


Authorized Signature 7/9/96
Date

4. _____
Organization

Authorized Signature Date

Geographic Area

There are no limits on geographic areas served, but in the best interest of treatment follow through and success, about 98% of our patients come from Multnomah, Washington and Clackamas Counties.

Description of Operation

The SAFE Pregnancy Program is on site at Oregon Health Sciences University Women's Health Clinic. SAFE is a unique, integrated services model of treatment. It is designed to be population specific, serving pregnant women who have used any amount of alcohol or other drugs in their current pregnancy. SAFE continues to provide treatment and services post partum. SAFE has been serving women with this model of treatment since 1988.

It was clear to SAFE providers early on that multiple, integrated services that are thoroughly case managed are necessary for pregnant women and women with children if they are to successfully work a recovery program. For this reason SAFE uses a team approach to treatment providing multi-dimensional services and intensive treatment over an extended period of time.

The SAFE team is made up of doctors, nurses, chemical dependency/mental health therapists, a childbirth educator, pediatric nurse practitioner, a dietician and a psychiatric consult. Women in the program receive high risk obstetrical services and other medical services, alcohol and other drug treatment (groups & 1:1's), psychiatric evaluation, mental health follow up, treatment and support, childbirth education, nutritional counseling, education concerning alcohol and other drug use during pregnancy, and pediatric follow up. All of these services are provided on site. In addition, each patient is assigned a Community Health Nurse and each patient is linked with a parenting program. All SAFE team members work on substance abuse issues from their particular area of expertise.

SAFE moms are seen several times a week by the same team of caregivers. The increased interactions and constancy of caregivers provides opportunity to build trust and enhance exchange of information. SAFE provides a cocoon within the larger hospital system giving support and encouragement as well as multidisciplinary services.

SAFE caregivers meet weekly as a team to discuss cases. This enhances the overall treatment environment and efficiency since caregivers all have understanding and agreement on various aspects of each case. SAFE therapists also act as case managers. SAFE patients sign releases of information for all outside agencies involved in their cases and the therapists coordinate and collaborate with those agencies in many of the same ways the SAFE team itself collaborates.

Barriers for women with substance abuse issues include:

Too Many Services at Too Many Sites: SAFE reduces this barrier by providing several on site services along with well planned, coordinated off site services. SAFE case manages those services from the time a case opens until it is closed.

Lack of Transportation: SAFE works with the patient and with medical transportation to assist in procuring bus tickets/passes so the patient can more easily get to and from appointments. If a patient does not qualify for transportation assistance SAFE gives her bus tickets/passes as needed.

Child Care: Since lack of child care is a major barrier to treatment, SAFE provides on site child care while moms are in group therapy.

Nutrition: Many pregnant, substance abusing women have inadequate and/or poor nutritional habits. Moms see a nutritionist while in SAFE. The nutritionist assists the moms in accessing WIC and other nutritional services and counsels her to improve nutritional habits.

Medical Care: It takes a leap of faith for a pregnant woman to admit to substance use in pregnancy. Substance use and pregnancy are treated as a health issue. It poses risks for both mother and unborn baby. SAFE moms have easy access to caregivers and are attended prenatally and medically by our SAFE obstetrician who is skilled in the area of high risk care including substance abuse.

Welfare Case Load/Impact Nearly all (approx. 95%) the women SAFE serves are on welfare. The impacts on the women who work the program, and on their babies as well as the impact in the larger "systems arena" are huge which is why we continue the program, and work for on-going improvement and enhancement of services. At delivery, 75% of moms in SAFE are abstinent or have significantly reduced their substance use. Unborn babies grow healthy. SAFE infant outcomes are equal (except in infant size) to those infants who have not been exposed to alcohol or other drugs. Mothers are more apt to attach and bond with their newborns and are able to care for their infants in a more healthy way. Going back to school, skills training, or going back to the work place is much more likely to be a successful endeavor following substance abuse treatment and a period of time working a recovery program.

Substance abuse is a primary reason women have open AFS cases over long periods of time. Nearly all the SAFE moms will be required to participate in the JOB's Program. The effectiveness of substance abuse treatment has been repeatedly pointed out. The Office of Alcohol and Drug Abuse Programs, state of Oregon study, carried out by Michael Finnigan and published in 1996 shows that in the 3 years following treatment -- Alcohol and drug treatment completers:

- * Use 67% less in food stamp assistance
- * Commit 33% fewer crimes
- * Have 30% less involvement with SCF
- * Use hospital emergency room services 67% less
- * Earn 50% more in wages

Integrated, intensive services with case management for substance abuse treatment in pregnant women provide the best guarantee for "down the road savings" in terms of moving women off the welfare caseload and into employment, helping women stay off the caseload, and preventing future generations from coming on to the caseload in the first place. Clearly treatment works. Alcohol and other drug treatment is absolutely necessary, to successful reduction of welfare roles.

Model/Funding Request: SAFE has a successful model as described in the previous pages. It has proven itself for 7 years. We are requesting funding to expand and enhance case management services, the glue of cooperative, collaborative, coordinated services. We are willing to share our history and expertise, and our model of treatment with other agencies. Additional funding would also allow us to explore ways to streamline case

OHSU SAFE Pregnancy Program

management tasks, and case management charting to enhance and improve efficacy of the case management component necessary for multidimensional services.

Timeline: SAFE will begin implementing enhanced services, begin work on streamlining case management roles/tasks, and begin doing inservices concerning case management within 1 month after receipt of funding. Documentation and sharing information learned will be part of the project.

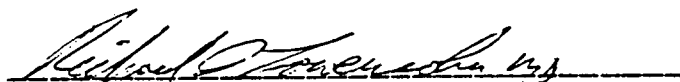
Responsibility of Implementation: Responsibility for the SAFE Program is shared among SAFE team members. Responsibility for implementation of the strategies outlined above lie with the SAFE team Manager, Pat McIntosh and the SAFE team Director, Dr. Richard Lowensohn.

The contact person for this project is:

Pat McIntosh, MS
SAFE Program Manager
OHSU
Women's Health Clinic
3181 SW Sam Jackson Park Road
Portland, Oregon 97201

Phone: Work (503)494-4495
Home (360)274-4643

Fax: (503)494-4357



Dr. Richard Lowensohn, Director
Signature of Authorized Person From
The SAFE Pregnancy Program

Organization: Oregon Health Sciences University

SAFE Pregnancy Program

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	18,380	10,286	
Benefits	7,720		
Total personnel	26,100	10,286	36,386 26386
Services:			
Supportive Services	0	4,405	
Training	100	200	
Other (specify)	0	0	
Total Services	100	4,605	4,705
Occupancy	0	2,700	2,700
Operating Costs:			
Materials & Supplies	600	200	
Telephone	0	1,200	
Printing	300	0	
Postage	0	100	
Travel	200	0	
Equipment	0	500	
Other (specify)	0	0	
Total Operating Costs:	1,100	2,000	3,100
Administrative Cost	To Be Added		

SUMMARY:

Total Requested from Reinvestment Funds	27,300
Matching Cash/In-kind	19,591
Total Budget	46,891

SEE ATTACHED SHEET FOR EXPLANATION

Please describe the Cash/In-kind. What/who are the sources.



**OREGON HEALTH
SCIENCES UNIVERSITY**

3181 S.W. Sam Jackson Park Road, L466
Portland, Oregon 97201-3098

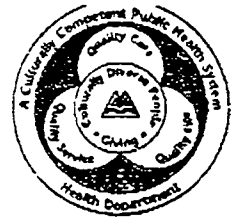
Departments of Obstetrics & Gynecology, Pediatrics, Psychiatry

SAFE Pregnancy Program

(503) 494-4495

Budget Explanation for matching funds/cash/in-kind

*Personnel 20% of in-kind team salaries Zero cost out for other hospital personnel who work with SAFE patients	\$10,286
*Supportive Services are partially in kind from other secretaries and .05 of SAFE therapist salaries	\$4,405
*Operating costs - telephone - flat installation/costs of 1 phone	\$ 1,200
*Equipment - use of existing equipment plus in-kind use of copy machines and other equipment that does not belong to SAFE	\$ 500
*Occupancy - in kind use of one office electricity/housekeeping and other office related costs	\$ 2,700
*Training, materials and postage self explanatory	\$ 500

**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 : Pat McIntosh
Oregon Health Sciences University
SAFE Program

FROM : Jan Sinclair, Director
Field and Specialty Services

SUBJECT: Partnership Letter

DATE : July 2, 1996

Description of Partners: The Multnomah County Health Department offers a wide variety of community health services to county residents. In the area of alcohol and drug services to pregnant women, community health field nurses identify cases and are able to provide assessment and case management services in the home. In our Southeast Clinic, we have a team of staff including a field nurse, alcohol and drug specialist and an outreach worker providing concentrated services to pregnant women identified with substance abusing problems. We call this team "Mother Love."

Roles/Responsibility: Assessment, education, outreach, and support for treatment programs. Referrals to community resources are also provided.

Jan Sinclair
Jan Sinclair, Director
Field and Specialty Services

STEPS TO SUCCESS/ADULT & FAMILY SERVICES

P. O. Box 11334
Portland, OR 97211

Phone: 280-6781, ext. 203
July 1, 1996

Pat McIntosh, SAFE Program Manager
OREGON HEALTH SCIENCES UNIVERSITY
3181 SW Sam Jackson Park Road L466
Portland, OR 97201-3098

RE: Application for Welfare Reform Reinvestment Fund dollars

We will work jointly with SAFE staff to provide services to welfare recipients and applicants as follows:

1. Description of Partners: Alcohol & drug assessment staff hired by Mt. Hood Community College as a part of the Steps to Success staff to provide services to welfare clients to enable them to find and maintain employment to support financial independence (welfare reform).

2. Roles and Responsibilities: Intervention, assessment, and case management of individuals at risk for or addicted to alcohol and/or other drugs. Case management involves referral to appropriate treatment facility, liaison between Adult and Family Services and treatment programs in order to document that treatment plans are followed and attendance is documented in AFS computers with limited loss of confidentiality to the A&D client.

Signature: Verna Farber, Alcohol & Drug Specialist



OREGON HEALTH SCIENCES UNIVERSITY

3181 S.W. Sam Jackson Park Road, L466
Portland, Oregon 97201-3098

Departments of Obstetrics & Gynecology, Pediatrics, Psychiatry

SAFE Pregnancy Program

(503) 494-4495

7/1/96

This is what is requested by Tom Darby for the Welfare Reform Reinvestment Fund dollars we are applying for. I want this to be a joint venture with other Multnomah County agencies who are applying for these dollars. But if we cannot join with them, SAFE will file independently. They ask for the following:

1. Description of Partners

This agency is responsible for providing for the safety of children in the state of Oregon

2. Roles and Responsibilities

provide services to children + families that maximizes families ability to provide for the needs of the children. Services include assessment, intervention + referrals to parenting, drug/alcohol therapy, etc.

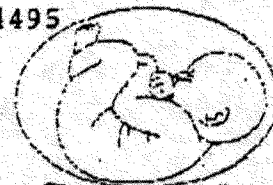
3. Signature *Rona J. Jones - SCF*

Thank you so much, for responding so quickly. This short notice stuff is awful!!

If there are questions please call me at 494-4495

Our fax is 494-4357

Pat McIntosh
SAFE Program Manager



SAFE
PREGNANCY PROGRAM

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. SAFE PREGNANCY PROGRAM
Organization

Richard Stencel M.D. 7/9/96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

HOUSING

HOUSING AUTHORITY OF PORTLAND

HOPESPRING

WELFARE REFORM REINVESTMENT FUND

APPLICATION FOR FUNDING TO SUPPORT AND ENHANCE THE FAMILY SELF-SUFFICIENCY/GOALS PARTNERSHIPS, SERVING FAMILIES ON WELFARE OR AT RISK OF BECOMING WELFARE CLIENTS

Introduction

There is tremendous client overlap between Welfare and Public Housing/Section 8 in Multnomah County. Currently, 596 householders in Low Rent Public Housing (LRPH), 1,166 Section 8 certificate participants and 328 Section 8 voucher participants are on AFDC. Total: 2,090.

In June 1994, the Housing Authority of Portland began its Family Self-Sufficiency program, dedicated to supporting our Section 8 and LRPH families to become self-sufficient. It is a highly successful program, even though there is essentially no additional HUD funding to make it work. Over the past 2 years, HAP has been joined by a strong partnership of social service agencies, and is continuing to expand and improve the program, which is now known as the GOALS partnership.

This proposal is submitted by the existing GOALS (formerly Family Self-Sufficiency) Partnership, listed on page 5. The mission of GOALS is "to improve opportunities and quality of life for eligible families in Low Rent Public Housing and Section 8-assisted Housing, by enhancing their ability to access **education, training and job opportunities as tools to achieve self-sufficiency and independence.**" Self-sufficiency and independence are defined as: "being free of all forms of public assistance", including Welfare and Housing Assistance.

(Note: A memorandum 7-10-95 from Sue Smith, AFS JOBS manager, to AFS District Managers, re HUD Family Self-Sufficiency programs, referenced the joint DHHS/HUD Memorandum of Understanding, which made "focus on families receiving welfare in public and assisted housing one of three target groups." The memo ended: "...our collaboration with HUD's self-sufficiency efforts becomes more significant..... We urge your cooperation with HUD's self-sufficiency efforts." The GOALS program, which has now leveraged over \$1 million dollars, is evidence of this cooperation here in Multnomah County.)

Geographic area to be served

This proposal will serve Welfare clients who are in Low Rent Public Housing or Section 8 assisted housing throughout Multnomah County. Multi-unit complexes are concentrated in North and Inner Northeast Portland and Rockwood (Gresham). Scattered sites and Section 8 housing already participating in the GOALS program are centered in Inner Northeast and the outer southeast area, including the Foster-Powell, Mount Scott-Arleta, and Lents neighborhoods.

Description of proposal

- **Plan of action, target impacts -- within a specified timeline - for welfare caseload:**

This proposal - and the GOALS partnership - will **target** BOTH families/individuals on welfare, aiming to move them off the welfare caseload; AND families/individuals who can be prevented from coming onto Welfare. It is intended that the program will also provide resources and support for up to one year after people have moved off the Welfare caseload.

The GOALS partnership already has agreement and commitment among its partners to provide the services listed on page 5. These services will be available for ALL Low Rent Public Housing and Section 8-assisted residents in Multnomah County, subject to program capacity.

This Proposal to the Welfare Reform Reinvestment Fund seeks to

- a) increase capacity of the GOALS program by 100 eligible participants
- b) provide additional incentives for participants to train, work, save and become homeowners
- c) provide additional resources and training capacity by the purchase of a proven training package - PLATO - requested by Steps to Success for use in the GOALS training center at Columbia Villa.

- **Specific activities:**

1. Increase capacity: Entry to the GOALS program requires initial assessment, goal-setting, program coordination and administrative support by the Housing Authority of Portland.

The crucial roles of the Program coordinators are: to set goals with participants; to establish appropriate and attainable work plans; and to provide meaningful incentives for participants to achieve their goals. As of June 30 1996, 212 participants are on the program; 81 have built a total escrow fund of over \$111,721; 15 have completed the program and become self-sufficient; 4 have purchased homes; and approximately 40 have got jobs.

The first program coordinator started 2 years ago; the second, exactly one year ago; and HAP has just added a third full-time program coordinator, so we are building our capacity to 300 clients, working through the waiting list of qualified potential participants as fast as possible. One additional program coordinator will increase capacity by 100 more clients, for a total of 400.

2. Provision of enhanced training opportunities: HAP already is in the process of building the Family Investment Center, a 4,000 square foot facility at Columbia Villa, (N. Portland). This Center, to be called the GOAL POST, will house most of the partners listed on page 4. It will offer STEPS TO SUCCESS programming and the Urban League's Computer skills-building program. This proposal seeks money to purchase 10 PLATO software packages for GOALS participants to use, taught by STEPS staff. The partnership has evaluated PLATO as the most effective package currently on the market for building ABE/GED capacity, as well as offering

Employment Preparation, Life Skills, and English as a Second Language. Funding of this component will achieve three objectives: 1). It will enrich the GOALS program, producing better results; 2). It will accelerate learning and transfer from training to jobs; 3). It will remain as an asset for participants even after the Welfare Reform Reinvestment Grant is expired. As such, it will truly be an investment.

3. Independent home ownership: the current GOALS program offers an escrow account for participants, so that when they get jobs, their (otherwise mandated) rent increase is set aside for them, instead of being swallowed by increased rent payments. They must, however, use their escrow for items identified by program coordinators as goal-related. Many wish to purchase homes.

This proposal seeks funding to match 20 participants' savings towards the purchase of a home. Working with HAP, the Portland Housing Center and/or other agencies, these participants will be able to transition into homeownership in half the time. This is more than a subsidy and incentive. Given the financial background and potential earning capacity of many of the participants, it is the only way they would be able to build the capital to purchase their own home in the Portland market. The match will be \$5 from the participant, for \$3 dollar from the Fund - a 5:3 match.

4. Incentive building: Working with Portland State University as well as other GOALS partners, HAP and the GOALS partnership have begun to plan a Campus of Learners at Columbia Villa, (Oregon's largest LRPH development, with 598 units.) Located alongside the Family Investment Center (see #2 above) it will offer access to degree-course class at PSU, as well as the STEPS program and other GOALS-related activities at Columbia Villa; on-site daycare; and mutual support among residents in the Campus of Learners. In exchange, families in the Campus will be REQUIRED to be in and stay in the program. Drop-outs will be moved out of the Campus, and lose these opportunities and conveniences. This program has been strongly promoted by HUD secretary Henry Cisneros.

To implement this component, HAP will have to transfer current residents out of units, in order to make space for incoming Campus residents. The cost of this is \$450 per family moved. (Thus each "swap" costs \$900.) HAP requests funding to transfer the first 10 such families into the Campus of Learners.

In addition, many participants are unable to take jobs because they cannot get affordable housing near to work sites; and HAP cannot afford to pay for their transfer within the LRPH system. HAP therefore requests funding for a demonstration program to transfer 15 families in cases where such transfer will make the difference between employment and inability to take jobs.

- **Intended outcome:**

- 1 100 families either on Welfare or on the brink of Welfare will be supported in a time-limited, structured, incentive-driven program towards self-sufficiency. These families could not be served without funding from this grant.
- 2 ALL GOALS participants (totaling approximately 400 families) will have access to additional training opportunities, notably the proven computer educational software package PLATO, as requested by STEPS TO SUCCESS.
- 3 20 families either on Welfare or on the brink of Welfare will have accelerated opportunity and greater incentive to save for and buy their own house. (This will also increase availability of housing stock by 20 units.)
- 4 15 families will move closer to their place of work; and 10 families will move into the Campus of Learners at Columbia Villa, to pursue the JOBS training program and other GOALS-related activities.

- **People responsible for implementing strategy:**

Contact Person



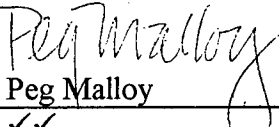

Paul Parker
Family Investment Center Administrator
Housing Authority of Portland
135 SW Ash
Portland Oregon 97204
503 273-1492 (after 7-9-96)

Mr. Parker reports to Ms. Judith Pitre, Deputy Executive Director, HAP.

- **Building on a successful model/best practice; and why we have chosen to try something new.**

Essentially, this proposal seeks funds to enlarge and enhance an already proven program, operated by a comprehensive partnership, designed to promote self-sufficiency. The components identified for funding are all based on knowledge gained over the past 2 years. The innovations proposed (notably matching the Home-Purchase Escrow and creating the Campus of Learners) are both small enough to be easily manageable, and therefore to be evaluated within the timeframe of the grant.

List of partners

AGENCY	COMMITMENT	AUTHORIZED REPRESENTATIVE
State of Oregon AFS, N. Portland Office	1 fte on-site case manager	 Dorothy Fuller
State of Oregon Dept. of Employment, N. Portland Office	1 fte Employment counselor	 Jerry Fugere
Steps to Success North Portland Community College	1 fte or .5 fte Steps to Success ABE instructor	✓✓ Terri Greenfield
Urban League of Portland	1 fte computer instructor, 1 part-time instructor	✓✓ Lawrence Dark
Columbia Villa/Tamaracks Resident Council	2 fte office personnel - reception, janitorial	✓✓ Susan Francks
Center for Community Mental Health	1 fte A. and D. Family Intervention specialist; 1 fte A. and D. Treatment counselor	✓✓ Carol Chism
Consumer Credit Counseling Service	8 to 16 hours per week on-site credit counseling	✓✓ Julie Waldren
Delaunay Family of Services	1 fte Adult Mental Health Counselor	✓✓ Delores Morgan
Multnomah Bar Association Volunteer Lawyers' Project	(dependent on recruitment of volunteer Law Firm) 2 legal clinics on-site per month	✓✓ Alice Stuckey
Multnomah County Community Health Service	2 x half days per week on-site community nurses	✓✓ Billi Odegaard
State of Oregon Vocational Rehabilitation	3 to 4 hours per week Voc Rehab counseling	✓✓ Pat Lawler
Portland State University	Access to distance learning course; Campus of Learners evaluation assistance	✓✓ Pres. Judith Ramaley
Portland Housing Center	Homeownership education	 Peg Malloy
Project Independence/Portland Community College	1.5 to 3 hours per week on-site intake/counseling	✓✓ Sheryl Mercer
Housing Authority of Portland	3 fte Self-Sufficiency Program Coordinators; Program management/administration; new, customized 4000 sq. ft. facility with new computer labs at Columbia Villa	 Dennis L. West

For those agencies marked ✓✓, the Housing Authority of Portland has prior Letters of Intent to Participate, co-signed by their representatives and by HAP's Executive Director. This file has been shown to Mr. Tom Darby, Multnomah County Budget Office.

[illegible]

Budget Information

- **Brief description/explanation of matching funds/in-kind**

Because time does not permit an exact and comprehensive listing of matching funds, this grant will break it into known line items with conservative estimates where the exact number is not available, factored across an 18 month period, beginning August 1 1996 through January 31 1998.

1. **\$562,082.** Source: \$1 million Family Investment Center Grant, from HUD to HAP: pays for 2 fte Program Coordinators, building construction, technical/computer equipment and other operational expenses to operate the GOALS program for up to 5 years, beginning in 1995.
2. **\$50,000 per year.** Source: Housing Authority of Portland: pays for original FSS (GOALS) program coordinator and program operating expenses.
3. **\$210,000 per year, beginning 1997.** Source: GOALS partners, based on projected 7 fte positions, mean salary + benefits of \$30,000 for staff based in and serving the GOAL POST in Columbia Villa. (This is a conservative estimate both in salary level and number of staff to be assigned there. See attached List of Partners.)
4. **\$50,000.** Source: Escrow fund, saved by GOALS participants. (N.B. This is matching funds from people on Welfare/at risk of becoming Welfare clients!)

- **Allocation of Welfare Reform Reinvestment fund dollars**

This proposal will actually disburse Fund dollars as follows:

To support GOALS program expansion by adding one program coordinator:	38%
To support STEPS TO SUCCESS training by purchase of PLATO:	28%
To match PARTICIPANTS' funds saved for house purchase:	18%
To pay HAP for relocation closer to work/to Campus of Learners:	13%
Other operating/administrative costs:	3%

- **Prioritization of Proposal components**

Proposal components are prioritized by the GOALS partnership as follows:

- #1 Expand GOALS program capacity
- #2 Purchase PLATO educational software
- #3 Escrow Match
- #4 Relocation Costs (closer to work, or into Campus of Learners)

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/in-Kind	Total Cost
Personnel:			
Salaries	47,328	183,333	
Benefits	16,565	64,167	
Total Personnel	63,893	247,500	311,393
Services:			
Supportive Services		270,642	
Training (for participants)	47,395 (for PLATO)	2,700	
Other (specify)	30,000 (match Escrow)	50,000	
Total services	77,395	323,342	400,737
Occupancy		22,740	22,740
Operating costs:			
Material and supplies	1,500	203,000	
Telephone	600		
Printing		500	
Postage			
Travel	1,500	4,500	
Equipment	2,000	95,500	
Other (specify)	22,500 (relocation costs)		
Total Operating Costs:	28,100	303,500	331,600
Administrative Cost	0	substantial, not calculated.	0

SUMMARY:

Total Requested from Reinvestment Funds	\$169,388
Matching cash/In-kind	\$897,082
Total Budget	\$1,066,470

For information on Cash/In-Kind match sources, please see page 7.

Welfare Reform Reinvestment Fund
HopeSpring Proposal as a Partner in AFS District 2 Unified Proposal

Project Name: HopeSpring

Purpose: HopeSpring provides transitional housing and essential services leading to self-sufficiency for women and their children who are victims of domestic violence, in recovery from substance abuse and/or homeless.

HopeSpring Start-up Date: March, 1995

Organizational Structure: HopeSpring is a collaborative project of four Washington County non-profit agencies: Lutheran Family Service (LFS), which serves as lead agency, Community Action Organization (CAO), SHELTER/Domestic Violence Resource Center (SHELTER/DVRC), and Tualatin Valley Mental Health Center (TVMH).

Area Served: Washington County, Oregon (Referrals have been accepted from other parts of the state for women in imminent danger.)

Population Served: Low-income women and their children who are victims of domestic violence, in recovery from substance abuse and/or homeless. Twenty one of 25 families served to date [84%] entered the program as welfare recipients.

Capacity to Produce Results: Seven of 21 welfare recipients served to date [32 %] are now employed and no longer receiving welfare. Others are employed part-time and/or engaged in educational or job training programs leading to self-sufficiency.

Timeline for Future Service: In its first 16 months of operation, HopeSpring served 25 families. Begun as a six-month program, the collaborating partners soon realized that this was not enough time to achieve the desired results and the length of service was extended to one year. Our goal for the next two fiscal years is to serve 20 families annually. It is our estimate that more than 30 % of families will halt their dependence on welfare during the year of service. We further believe that this collaborative effort begins a move toward self sufficiency that will result in many more families leaving welfare dependence following their period of direct service.

Reasons for Project Development: 1) An acute shortage of affordable housing in Washington County is contributing to the ongoing cycle of homeless and welfare dependence for women with children who are victims of domestic violence and/or recovering from substance abuse. 2) Research has shown that a patch-work approach to providing services is not highly effective in helping the target population move beyond unhealthy behavior patterns and welfare dependence towards self-sufficiency.

How the Program Works: This program is a new model for Washington County, however its structure is similar to self-sufficiency programs operating successfully in other parts of the state and nation.

Families are referred to the program by the coalition agencies and other area social service providers. This process creates a link that begins moving families from a crisis situation to self-sufficiency, while increasing the ability of area shelters to serve more families. Women chosen for HopeSpring complete a selection process that includes written referrals and a

personal application form. Applications are reviewed by a screening committee of social service providers. Candidates recommended for HopeSpring are then interviewed by the program manager and a representative of the coalition partnership.

Housing: Stable housing is an essential first ingredient for women and their children who become welfare dependent due to domestic violence and/or substance abuse situations. To date, HopeSpring has been able to move clients into stable housing by helping them secure Section 8 certificates and through some direct rent assistance. The declining availability of Section 8 certificates makes it unwise to rely on them as a primary source of housing funds. Funding through the Welfare Reform Reinvestment Funds will aid our efforts to reduce the program's dependence on the availability of Section 8 certificates. It will increase our ability to meet our target service levels and will allow us to move the families we serve into stable housing more quickly than the Section 8 process will allow. In turn, the women will be able to more quickly shift their focus from housing needs to education and job training.

Families served to date have lived at Kinnaman Townhomes, a low-income housing complex in Aloha. The coalition is working to develop partnerships with other low-income housing providers. For example, Tigard-based Community Partners for Affordable Housing has committed to offering priority placement to HopeSpring clients at a large complex in Tigard.

Services Component: The guiding principle of HopeSpring is that the coalition partners operate as a team to provide not only housing, but also a full range of services needed to move clients toward self-sufficiency.

On-site, Professional Child Care is a key element in the client services component of the HopeSpring program. Funding for child care is particularly crucial for victims of domestic violence because these children have either observed or been direct victims of violence. Many of the women we serve have a great fear for their children's safety and need the assurance that their children are safe and well cared in order to focus on obtaining skills leading to self-sufficiency. Under terms of the HopeSpring agreement which clients sign, child care is provided for women participating in treatment services, educational or job training programs, and work opportunities that will move them toward self sufficiency.

Case management services are tailored to meet clients' specific needs and guide them in developing and working towards goals that will bring about self-sufficiency. Many of our clients face barriers not faced by much of the general population, including emotional instability as a result of abuse, lack of basic educational skills and, in some cases, the inability to speak English. Case managers connect clients with the specific services they need to begin the journey to self-sufficiency. For some this is placement in the JOBS program, for others it is ESL instruction or the attainment of a GED.

Mental health assessments and counseling are provided as needed for all client families. **Alcohol and drug assessments and outpatient therapy** is provided for women with substance abuse issues. The alcohol and drug specialist also leads awareness and prevention groups for HopeSpring children and assists in parenting education classes.

Parenting classes are provided to increase parent effectiveness. In order to increase overall family well-being, facilitators work with children as well as parents. The goal is for participants to develop non-violent parenting skills, become more aware of others' needs and increase self-esteem and communication. Other life-skills programs such as tenant education and money management, have also been provided. Limited **emergency assistance funds** are also provided for car repair, tuition, bus tickets etc. in order to keep clients moving toward self-sufficiency.

The HopeSpring operating team, comprised of the program manager, the casemanager supervisor and all direct services providers, meets monthly to review program needs and progress and plan services. Direct services providers meet twice-monthly to review client needs and progress.

Program services are provided for one year and then phased out. For example, after clients graduate from HopeSpring, Community Action Organization provides ongoing case management by drawing on other funding sources. Relationships developed with clients are not abruptly terminated, but rather phased out in a way that empowers the client. Official monitoring of progress by HopeSpring clients is done at 6-, 12- and 18-month intervals following completion of the program.

Significance to the Community: The HopeSpring program benefits the community by providing needed services to women, and their children, who are either homeless, recovering from chemical dependency, and/or victims of an abusive or violent partner. Services are designed to help the target families achieve self-sufficiency and thereby reduce the long-term drain on public resources, including the welfare program.

All types of housing services for low-income people in Washington County are in limited supply. The Washington County Department of Housing Services has on file more than 1,600 requests for permanent housing assistance. During the 1994-95 fiscal year, 9,357 people in Washington County sought shelter services through Community Action Organization. Approximately 40 percent were from households headed by single women. During the period, family shelters served 959 people in 387 families. SHELTER/Domestic Violence Resource Center provided shelter for 126 families. The domestic violence shelter also had to turn away more than 250 women and children in imminent physical danger.

Transitional housing is likewise in short supply. Approximately 50 percent of families served through Community Action Organization and two-thirds of domestic violence shelter clients need transitional housing. Prior to the opening of HopeSpring, transitional housing for families was limited to four houses operated by a church-sponsored coalition and a four-family house operated by Tualatin Valley Mental Health Center.

HopeSpring is a comprehensive, collaborative effort designed to lead families from dependence to self-sufficiency. Support through the Welfare Reform Reinvestment Fund will help ensure that this program, which has shown strong promise in its first year of operation, continues to build strong families and reduce dependence on government support.

Information about the HopeSpring Collaboration Partners:

Lutheran Family Service of Oregon & SW Washington (lead agency)

605 SE 39th Ave.

Portland, OR 97214

(503) 231-7480

Executive Director: Bruce Strade

Lutheran Family Service was founded in 1926 as the Lutheran Welfare Society. In 1960, the agency changed its name to Lutheran Family. It now serves Oregon and southwest Washington from offices in eight different counties. Services include: individual, family and group therapy, counseling and support for abused and molested children, adolescent employment and drug assessment programs, resettlement and foster care for refugee families and youth, outpatient drug and alcohol services, transitional housing for abused women and their children, and parent education programs.

Community Action Organization

1001 SW Baseline

Hillsboro, OR 97123

(503) 648-6646

Jerralynn Ness, Executive Director

Community Action Organization works with homeless and near homeless families in the community in a variety of ways. The agency operates the county's Head Start program and provides case management services for approximately 200 families annually. CAO provided case management services for the 25 families HopeSpring served in its first year of operation and for families in the county's four other transitional housing units. CAO also serves as a distributor of utility and rent-assistance funds from a variety of sources.

Tualatin Valley Mental Health Center

14600 NW Cornell Road

Portland, OR 97229

(503) 645-3581

Mark Spofford, Acting Executive Director

Tualatin Valley Mental Health Center provides both residential and out-patient alcohol and drug treatment services and also provides follow-up case management services for clients served by Mountaindale Recovery Center and Scoffins House.

SHELTER/Domestic Violence Resource Center

P.O. Box 494

Hillsboro, OR 97123

(503) 640-5352

Connie Hahs, Executive Director

SHELTER/Domestic Violence Resource Center operates the county's only shelter for victims of domestic violence and provides follow-up case management for its clients. DVRC operates a 24-hour crisis line, an emergency shelter with case management for

5 - HopeSpring

victims of domestic violence, community support groups, a community outreach program and an Hispanic outreach program.

Contact Person:

Linnea Schlobohm, Program Manager
HopeSpring
8925 SW Beaverton-Hillsdale Highway, Suite B
Portland, OR 97225
(503) 297-6263

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	0.00	56,700.00	
Benefits	0.00	18,900.00	
Total personnel	0.00	75,600.00	75,600.00
Services:			
Supportive Services	0.00	23,600.00	
Training	0.00	6,500.00	
Other (specify)	60,000.00	107,240.00	
Child Care	8,000.00	12,000.00	
Total Services	68,000.00	149,340.00	217,340.00
Occupancy	0.00	2,340.00	2,340.00
Operating Costs:			
Materials & Supplies	0.00	3,000.00	
Telephone	0.00	600.00	
Printing	0.00	1,200.00	
Postage	0.00	400.00	
Travel	0.00	1,000.00	
Equipment	0.00	1,500.00	
Other (specify)	0.00	5,700.00	
Total Operating Costs:	0.00	13,400.00	13,400.00
Administrative Cost	0.00	0.00	0.00

See "A"
attached

See "B"
attached

See "C"
attached

SUMMARY:

Total Requested from Reinvestment Funds	68,000.00
Matching Cash/In-kind	240,680.00
Total Budget	308,680.00

¹ Please describe the Cash/In-kind. What/who are the sources.

Explanatory Budget Notes:

A: Supportive Services include move-in costs, emergency assistance, client local telephone costs and apartment furnishings.

B: "Other" is client housing costs

C: "Other" expenses are audit and other professional costs, interest and insurance expense and funding set aside for adapting apartments to meet the needs of handicapped clients.

Description of Cash/In Kind sources:

Community Development Block Grant balance	\$ 40,000
United Way (approved)	\$ 29,259
Portland Women's Union (approved)	\$ 5,000
Women's Care Foundation (approved)	\$ 3,000
The Collins Foundation (approved)	\$ 5,000
First Interstate Bank (approved)	\$ 2,500
Individual/Business Fund Raising Events	\$ 8,400
Emergency Shelter Grant rent assistance (approved)*	\$ 6,025
Section 8 Certificates *	\$ 58,875
Client rent (20 clients for 1 year @ \$156 mo.)*	\$ 37,440
Counseling Revenue	\$ 1,500
Other Grants/Donations (requested)	<u>\$ 42,681</u>
Total	\$240,680

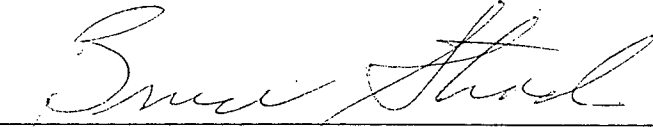
* Housing assistance requested from the Welfare Reform Reinvestment Fund represents the projected housing costs to HopeSpring for serving 9 families for one year. Funding for the balance of our housing costs for serving 20 clients per year will come from Section 8 Certificates, direct rent assistance provided through our Emergency Shelter Grant and assistance from private funding sources. Client rent contribution is based on welfare requirements.

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. Lutheran Family Service


Organization


Authorized Signature

7-8-96
Date

2. Tualatin Valley Mental Health Center

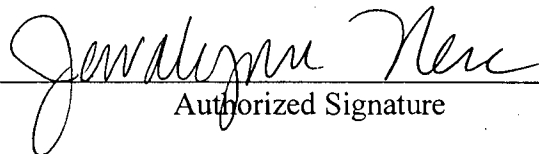
Organization


Authorized Signature

7-9-96
Date

3. Community Action Organization

Organization


Authorized Signature

7-9-96
Date

4. SHELTER/Domestic Violence Resource Center

Organization


Authorized Signature

7/9/96
Date

CHILD CARE/CHILD PROTECTION

THE PRIVATE INDUSTRY COUNCIL

METRO CHILD CARE RESOURCE & REFERRAL

MT. HOOD COMMUNITY COLLEGE HEAD START

Expanded Childcare Needed for AFS Teen Parents to Prepare for and Enter Work

Geographic Area Served

Teen parents from North, Northeast, and Southeast Portland will receive short term skill training, case management, and job placement services at the Youth Employment Institute (YEI). YEI's mission is to help economically disadvantaged youth move to self-sufficiency through a combination of skill training, case management, and employment. The Youth Employment Institute has a focus on services to inner-city minority youth and on youth who are gang-affected or gang-involved, or involved with the juvenile justice system. Many are teen parents and are on AFS.

Description of Operation

At least 34 teen parents will be served, all of whom will be AFS recipients who are assisted to move off welfare through a combination of training, support services, case management, and job placement. Most of the teen parents served will be inner-city minority youth. Teen parents at YEI work with a case manager to prepare to enter employment, job search, and for follow up services after entering employment. Youth may take part in a variety of services including:

- Skill training and basic education;
- Case Management;
- Childcare and respite care;
- Drug and alcohol counseling, mental health services, medical services, mentoring and mediation;
- Life skills and parenting classes; and
- Transportation assistance.

The service mix is designed to allow the teen parents to gain the skills necessary to enter employment at a self-sufficiency wage, and to retain that employment. TPIC's experience shows that teen parents need skill training and a wide range of supporting services in order to make the transition to employment.

YEI provides a day care center for the teen parents while they take part in basic education, pre-employment training and other training services provided on site. This day care is essential in allowing the teens to concentrate on preparing for work, knowing that they have a safe and stable childcare arrangement. The primary goal of child care services at YEI is to provide a safe environment in which play activities promote and encourage development of large motor skills and developmentally appropriate activities for the children who may lack social interaction or educational stimulation in the home. Teen parents also receive instruction in parenting skills and have a chance to see those skills modeled by day care staff.

YEI has a ten year history of serving teen parents enrolled in AFS. In the past year, we have seen an enormous increase in the number of teen parents needing services. As a result, we are not able to serve all the teen parents who are interested in our program and who are in need of a daycare facility. The proposed project supports 1.5 daycare staff to provide services during the

evening hours and increased services during the day. It also supports increased space, including space outdoors for the children to play and kitchen modification to meet requirements.

These services will result in the following outcomes:

- 34 additional teen parents on AFS will be served at YEI. Of these,
- 60% of youth enter employment
- \$7.00/hr average wage
- 70% of the teen parents receiving case management and/or support services assistance will not have a subsequent pregnancy during the service year
- 85% high customer satisfaction rating on follow-up
- 50% attain a GED

The proposed strategy builds upon a successful model in that TPIC is able to achieve the above listed outcomes with teen parents through the provision of an on-site day care that allows the teen parents to concentrate on preparing for employment. It should also be noted that the services provided include a high amount of leveraged services to provide the complete range of services needed by each teen parent.

Partnerships

TPIC partners with many agencies to provide services. In this project, TPIC will partner with the JOBS program and Steps to Success North to jointly and efficiently provide case management and job placement services for the teen parents.

- *Portland Public Schools*: will provide referrals of participants for services, funds a portion of the daycare.
- *Adult and Family Services*: will provide funding for a portion of the daycare, case management for teen parents.
- *OSU Extension Services*: will provide nutritional classes for teen parents.
- *Lutheran Family Services*: will provide parenting classes for teen parents.
- *Northeast Rescue Plan Action Committee (NERPAC) Agencies*: will provide referrals of teen parents into YEI for services.
- *Self-Enhancement Inc. and The Urban League of Portland*: will provide teen pregnancy prevention services.

Timeline

The first three months of the project will incorporate the proposed YEI daycare expansion. The remaining nine months will see the increased number of teen parents served. By the completion of the project, all youth will either be employed or in job search.

Project Meets to Welfare Reform Reinvestment Goals

The project will contribute to the purpose of the request for proposals. Each purpose, and how the project relates, are discussed below.

1. Move more people off the welfare caseload and into employment

The proposed project will assist at least 20 teen parents to move into employment, at an average wage of \$7.00/hr. Teen parents will receive services in addition to job search assistance and placement, that are crucial for teens to enter a high wage job and to remain employed. Even those teens that are not successful in moving into employment will have laid the groundwork for becoming employed at a future point.

2. Help people who have moved off the caseload to stay off

The project is designed to assist teens to enter higher wage jobs; higher wages assist in self-sufficiency and in economically disadvantaged teens remaining employed. In essence, higher wages make it "worth it" for the teen parents to work and to stay off AFS. The project also provides a wide range of services to help teen parents deal with issues that may make it difficult for them to stay employed. Childcare and support services are provided. Basic skills training and short term training give teen parents the skills necessary to be successful in a job. Case management services are provided for transitional support as the teen parent makes the adjustment to the workplace and to self-sufficiency.

3. Prevent people from coming on to the caseload in the first place

By expanding the ability of YEI to serve more teen parents at one time, YEI gains the long-term ability to serve teen parents who both are and are not on AFS. Because the teen parents not on AFS receive childcare assistance (one of the main needs of teen parents and of those parents enrolling in AFS) and receive services to help them become employed at a living wage, the need for such teen parents to enter AFS is drastically reduced.

Matching Funds/In-Kind

TPIC is providing significant in-kind services. The amount of funds requested for this project is not sufficient to allow for full services to 34 teen parents. TPIC will provide the assessment, basic education/GED training, life skills training, and job search assistance as match; grant funds will be used to pay for one daycare staff and expansion of the facility.

Submitted by: The Private Industry Council
Contact: Gregory White, Director Grants and Regional Initiatives
phone: (503) 241-4600; fax: (503) 241-4622

The Private Industry Council - Helping more AFS teen parents find jobs through increased child care provision

Budget

	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel			
Salaries	16,166	63,910	
Benefits	5,334	21,090	
Total Personnel	21,500	85,000	106,500
Services			
Supportive Svcs		5,000	
Training			
Other (work experience) ¹		5,000	
Total Services		10,000	10,000
Occupancy ²	6,500	5,000	11,500
Operating Costs			
Matls & Supplies	1,100	5,000	
Telephone			
Printing			
Postage			
Travel			
Equipment			
Other ³	25,000		
Total Operating Costs	26,100	5,000	31,100
Administrative Cost	9,547	18,529	28,076


SUMMARY:

Total Requested from Reinvestment Funds	63,647
Matching Case/In-kind	123,529
Total Budget	187,176

¹ Paid work experience is provided to teen parents who need to first experience work in a more structured setting.

² Includes only costs associated with the space needed by the staff.

³ Includes \$20,000 for expanding the facility and adding an outdoor play area; and \$10,000 for kitchen modification to meet requirements.


Authorized Signature _____ Date _____

Youth Employment Institute - Child Care

1. Portland Public Schools
Organization

Mary Kait 7/9/96
Authorized Signature Date

2. Self Enhancement Inc.
Organization

Tony G. H. President 7-9-96
Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. PENINSULA CHILDREN'S CENTER
Organization

Tom DelCorral 7/8/96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

WELFARE INVESTMENT FUND
CHILD CARE PROPOSAL

LEAD ORGANIZATION

Metro Child Care Resource & Referral (Metro CCR&R) is submitting the following proposal for consideration of funding for the Welfare Reinvestment Fund through its lead agency, Child Care Support Services. Metro CCR&R is a unique partnership of four non-profit agencies in the tri-county, Portland metropolitan area. The partnership includes AMA Family Day & Night Care serving N/NE Multnomah County, Child Care Support Services serving the rest of Multnomah County, Family Care at West Tuality serving Washington County and Mt. Hood Council of Camp Fire serving Clackamas County.

Peninsula Children's Center (N/NE Portland) and Mt. Hood Community College Child Development Center (East Multnomah Co.), and have been identified as Lead Centers in two of the designated Family Child Care Provider/Center Networks. Southeast Portland and Washington County Lead Centers have yet to be designated, due to timing of proposal, but will be identified upon receipt of funding.

GEOGRAPHIC AREA BEING SERVED

The funding for this grant will encompass the two-county geographic area of Multnomah and Washington counties. Development of the Family Child Care/Center Network pilot sites component will be targeted in the following geographic areas: N/NE Portland (Multnomah County), East Multnomah County, Beaverton-Hillsboro (Washington County), and SE Portland (Multnomah County). These sites will be located near JOBS sites, where possible. The primary geographic target area for the infant/toddler recruitment component will be focused in the same target area as the designated Family Child Care/Center Network pilot sites, however, there will be additional efforts to secure child care providers from all of the tri-county since the need for infant/toddler care is at a critical high throughout these areas.

THE GOAL

The goals of this project are: to establish good, safe, dependable child care for parents in low income and AFS families in order to facilitate their employability; to assist family child care providers in establishing micro-economic businesses and; to support child care centers and FCC providers through training and technical assistance in better business practices and early childhood care and education.

THE FAMILY CHILD CARE PROVIDER/CENTER NETWORKS MODEL

The project will develop four "Family Child Care Provider/Center Networks" (Networks) in the four geographic areas designated above. Each Network will consist up to ten in-home family child care (FCC) providers linked to the training and resources of a lead child care center (Center) and other identified child care centers. Metro CCR&R will function primarily as the linkage and coordination between the Networks, providing overall recruitment, training and technical assistance, resource development, and serving as a liaison between the Networks and other local, county or state entities, i.e., Adult & Family Services, Office of Families and Children, Health Department, Commission on Children & Families, Health Department, public schools, etc.

In total, the project will recruit and train forty (40) FCC providers and focus on developing 40-80 slots of care for infants/toddlers (0-3) and 40-120 preschool (3-5) and school-aged children (6-13). This provider recruitment will also include outreach to eligible JOBS clients. Due to welfare reform and the increased need for child care among JOBS clients, this project will be a test project to determine the feasibility of child care as a viable employment opportunity.

The project will use 3.5 FTE staff to recruit and train FCC providers and assist them with ongoing resource support during the project. It will provide FCC providers with stipends to cover start-up costs and incentives to complete appropriate training. It will create "toy lending libraries" at the four Lead Centers which are to be accessed by participating FCC providers. It will also allow for a small emergency/transitional child care subsidy which could be used by eligible families to pay for care given by participating Network child care providers.

The Lead Centers will act as "hubs" for the Networks and provide FCC providers with resources, referrals, training, and mentoring which would otherwise be unaffordable or inaccessible. They will also administer the "toy lending library" for the Network. Together with a Metro CCR&R Provider Resource Team, the Lead Centers will also facilitate the formation of informal provider support groups, another effective strategy for promoting provider retention.

Network FCC providers will expand the supply of care for low income & AFS families, while improving the flexibility of Center care by providing extended-hours care, non-traditional days and hours care, holiday care, respite care, and care for sick children.

Objectives Of Family Network

- Establishment of 40 family child care micro-businesses
- Creation of 80-200 total family child care slots
- Creation of 40-80 infant/toddler child care slots
- Creation of 20-40 extended hour child care slots
- Identification and training of 5-10 JOBS clients as FCC providers or Center staff

Staff & Responsibilities

1. The Family Child Care Provider/Center (FCCPC) Network Coordinator (1 FTE) will be responsible for the overall management and coordination of the project as a whole. These duties will include-
 - * development & coordination of additional training resources working with local community colleges (Mt. Hood CC, & Portland CC), ARC of Multnomah (special needs training), OSU Extension (nutrition & parenting education), USDA Food Programs, County Health Divisions, etc.
 - * development of ways to link Head Start and other early childhood care and education programs with the project
 - * coordination with all of Metro CCR&R's sites' support staff which includes accessing the following resources-
 - AFS/CCR&R Specialists for child care provider technical assistance including direct provider pay troubleshooting,
 - The child care subsidies programs (United Way Scholarship, DHR-Teen Parent Child Care Subsidy, etc.),
 - The Oregon Basics/CCD Overview Coordinator for trainings - The Mult. County US Bank Loan & Resource Fund, the Washington County Outreach Project, etc.
 - * administration of an emergency child care subsidy program
 - * coordination, oversight and support of the Network Liaisons
2. Network Liaison's (2 FTE's) will work with the designated Lead Centers to set up the individual Networks. Their duties will include-
 - * recruitment of FCC providers,
 - * implementation of the Family Child Care Provider/Center Network letter of agreement and

- * assistance to providers in start up activities and meeting project requirements
 - * coordination of training and professional development with the FCCPC Network Coordinator, the Business Consultant and the ECE Specialist
 - * administration of the Training Incentive Program for assigned Networks
 - * provision of site visitations and facilitation of the development of relationships between FCC providers and Centers.
 - * facilitation of Network group meetings and trainings
3. The Resource Team which includes the Business Consultant (.25 FTE) and the Early Childhood Care and Education Specialist (.25 FTE) will provide ongoing, individual in-home and on site Center training and group training to participants in the Networks in appropriate business practices and early childhood care and education activities.

Project Requirements

The primary focus of the project requirements is to ensure a solid foundation for FCC providers in order to assist them in becoming independent contractors, administering their own micro-business. Therefore, Network staff will be in regular contact with FCC providers, assisting them through the following program requirements:

In order to meet State child care regulations and ensure appropriate liability protection, prior to providing care, FCC providers will be required to-

- ** Obtain Oregon Child Care Division "Family Child Care Registration Without Inspection"
- ** Maintain home owners'/renters' liability insurance (If the FCC provider does not have it, they may use their start up funding to purchase it.)
- ** Maintain vehicle liability insurance, if FCC provider transports children in their own vehicle

Further requirements will be focused on supporting steps to improve the quality of care while enhancing FCC provider incomes and lengthening retention rates.

Within the first three months of the project FCC providers will be required to-

- ** Enroll in a USDA Child Care Food Program
- ** Enroll in Metro Child Care Resource and Referral
- ** Attend tax and record-keeping workshops and maintain appropriate IRS records

Within the first six months of the project participation providers will be required to-

- ** Develop a written Professional Development Plan for obtaining CDA, NFCC, or AA in Early Childhood Education or related field and a written Business Plan

Throughout the project, participating FCC providers will be required to-

- ** Agree to provide care and maintain relationships with the Lead Centers for at least three years
- ** Provide an annual written evaluation of the project
- ** Attend 24 hours of Early Childhood Education training (See Ongoing Training Requirements.)
- ** Attend scheduled project meetings (Frequency will vary according to what is needed to maintain involvement and proper professional development.)

Training Expectations

Training will include written materials, telephone, in-home consultations, regular group meetings and joint FCC provider/Center staff workshops.

The following training will be required within the first year:

- Oregon Child Care Basics I - "Health and Safety" - (4 hr./free)
- Oregon Child Care Basics II-"Self Esteem and Social/Emotional Development - (4 hr./free)
- CPR/First Aid (8 hr./free)
- Child Abuse Awareness & Prevention - State Approved - (2 hr./free)
- Taxes and Record-Keeping (4 hr./free)

Examples of other available training that will be purchased and provided on a priority basis to FCC providers, Center Network staff and then to the child care community, in general, may include:

- "First by Five" Infant/Toddler training
- Other Early Childhood Care & Education community colleges classes
- KICS Special Needs training sponsored by ARC of Multnomah

Incentives to Complete Training

The project will provide up to \$500 in incentives to providers who complete business and professional development training and meet length-of-service milestones. The project will require that FCC providers invest 100% of earned incentives in their businesses.

Start-Up Support & Toy Lending Libraries

After FCC providers meet initial requirements, the project will provide up to \$1000 in stipends to help meet start-up costs for liability insurance, toys, equipment for feeding and napping groups of children, fire extinguishers, smoke detectors, door/cabinet locks, electrical outlet plugs, baby gates, porta-cribs, flashlights, step stools, etc. (If there are any remaining funds in this category, they could be applied to a peer Loan fund.) In addition, the project will establish a toy lending library at each Lead Center which may be accessed by Network FCC providers and other community child care providers.

Family Child Care Provider/Center Network Operation Support

Operating support will be provided directly to Lead Centers for administration and providing training, space, materials, services, and other resources to participating FCC providers.

Income Increases and Income Set-Asides

Those FCC providers who are public housing residents usually face rent increases when they increase their income. To encourage long-term increased self-sufficiency, they will be encouraged to participate in the Family Self-sufficiency Program which seeks to empower public housing residents to earn enough money to become economically self-sufficient and eliminate dependence on public assistance.

Through the Family Self-sufficiency Program, public housing residents avoid rent increases by "setting aside" a portion of their income into an escrow account. Families receive funds held in escrow one year after "graduating" from the program and eliminating dependence on public assistance. Funds accumulated in escrow may be used for the purchase of a home or for any other purpose. Families may borrow against their escrow account during the program.

OVERALL PROPOSAL BENEFITS TO LOW INCOME FAMILIES

This grant proposal will have positive long term economical benefits to families on welfare through the following results:

- * Promotion of FCC providers as businesses forming a multi-million dollar industry and support them with appropriate professional and business development services (Recruitment of 5-10 JOBS clients as FCC providers within the Network will determine if child care is a viable employment opportunity.)
- * Promotion of increased self-sufficiency among low-income families by supporting work, education, and job training with an increased supply of stable, affordable, flexible, quality child care
- * Promotion of the quality of Oregon's future workforce by training FCC Providers to supply care which is developmentally/culturally appropriate, which meets health and safety standards, and which provides a stimulating place for children to learn, play, and grow.
- * Provision of support to child care providers to develop care that responds to the needs of potential customers including extended-hours care, week-end and holiday care, sick-child care, and non-traditional hours/days care
- * Assistance to child care businesses to qualify for available low-interest loans to expand and enhance their child care facilities
- * Improvement of FCC provider retention rates and incomes levels

SUSTAINABILITY OF PROJECT

Several factors will help to ensure that project results will be sustained:

- * Network providers will have developed professional skills in early childhood education and small business management and completed business and professional development plans. Relationships with Centers and with professional associations will encourage further training. Informal support groups will help overcome isolation.
- * Providers will continue to have access to toy lending libraries at Lead Centers and to technical assistance from the Metro CCR&R Resource Team. Providers will remain connected to Metro CCR&R referrals and to a USDA Food Program.
- * Providers will have formed relationships through project referrals with the Housing Authority of Portland, job training programs, and other family support programs.
- * While Network subsidies will not extend past the grant period, Metro CCR&R will continue to refer eligible families to child care support from the United Way of the Columbia/Willamette, AMA's Child Care Enhancement Project, Multnomah County Great Start, AFS Child Care Subsidies Program, and other sources.

INFANT/TODDLER, DROP IN, NON-TRADITIONAL CARE NEEDS STATEMENT

It has been determined through current AFS parent requests, an AFS child care study conducted by Metro CCR&R (1/95), AFS staff reports and Metro CCR&R data base supply information that there is a shortage of child care providers in the following areas: infant/toddler, drop in, special needs, school age, extended hours, and weekend care.

Although Metro CCR&R and AFS representatives, were not able to determine the exact number of families who would need care, what type of care they would need and how often it would be used, the following (5/96) estimates were developed for SDA 2 & SDA 15:

Figure 1. These AFS statistics reflect the average number of families currently receiving child care services by AFS per month by program designation and age:

Program designation	0-12m	1y-30m	31m-5y	5y-12y	Total
BAS	1,660	330	862	1,514	4,366
SBG	66	12	31	57	166
TRS	805	218	402	589	2,013
JOBS	378	805	1,159	1,892	4,233

Figure 2. These AFS statistics reflect the additional number of families that will need child care services particularly consumer education, provider referrals, etc. due to the implementation of policy waivers.

Program designation	0-12m	1y-30m	31m-5y	5y-12y	Total
BAS	849	168	441	774	2,232
SBG	38	6	16	29	89
TRS	460	110	201	296	1,068
JOBS	499	345	497	811	2,152

The expectations are that the number of JOBS families who are currently receiving child care services reflected in Figure 1, as well as expanding the need for services to the additional numbers of AFS families reflected in Figure 2 will increase the need for child care slots in all types of child care. However, as has been demonstrated in Metro CCR&R statistics, the supply of infant/toddler care will be a critical need. Recruitment for this type of child care is difficult, primarily due to the fact that this type of care is also a high priority need within the general community at large. Based on the following statistical information below, it can be seen that there is an even distribution of parents from all income levels using Metro CCR&R's basic referral line, and that, the most requested type of child care is infant toddler.

1994-95 Metro CCR&R Parent Services Statistics for the Tri-County Area (July 1994-June 1995)

Percentage of families provided with comprehensive referrals

Based on household income

under \$ 5,000	17%
\$5,000-\$14,999	25%
\$15,000-\$24,999	14%
\$25,000-\$44,999	22%
over \$45,000	22%

Percentage of children served

Based on ages

Infant/toddlers (0-2yrs)	50%
Preschool (3-5yrs)	32%
School age (6+yrs)	18%

First Half of 1995-1996 Metro CCR&R Parent Services Statistics for the Tri-County Area
(July 1995-December 1996)

Percentage of families provided with comprehensive referrals

Based on household income

under \$ 5,000	21%
\$5,000-\$14,999	24%
\$15,000-\$24,999	12%
\$25,000-\$44,999	20%
over \$45,000	23%

Percentage of children served

Based on ages

Infant/toddlers (0-2yrs)	51%
Preschool (3-5yrs)	30%
School age (6+yrs)	19%

Based on this information, Metro CCR&R is proposing to develop the Family Child Care Provider/Center Model to increase the number of available child care slots for each of these types of care; to enhance the safety, dependability and qualifications of child care providers and to pilot the feasibility of allowing JOBS clients to enter into the child care profession.

Organization: ~~METRO CCR&R PROGRAM @ CHILD CARE SUPPORT SERVICES~~

FAMILY CHILD CARE PROVIDER/CENTER COMPONENT
BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	93,525		
Benefits .28	26,187		
Total personnel	119,712		
Services:			
Supportive Services	60,000		
Training	15,000		
Other (specify)	4,000 (toys)		
Total Services	79,000		
Occupancy	8,892		
Operating Costs:			
Materials & Supplies	31,360		
Telephone	504		
Printing	1,200		
Postage	600		
Travel	3,348		
Equipment	2,770		
Other (specify)			
Total Operating Costs:	39,782 48,674		
Administrative Cost	29,007		

SUMMARY:

Total Requested from Reinvestment Funds	276,393
Matching Cash/In-kind	307,916
Total Budget	584,309

Matching Funds: AFS Subsidy 138,470
Mult Co Enhanced R&R AMA 155,000
Mult Co CAPO 9,500
Mult Co R&R 136,910

=====
439,880

Please describe the Cash/In-kind. What/who are the sources.

PROJECT BUDGET DETAIL
PART ONE
FAMILY CHILD CARE PROVIDER/CENTER NETWORK COMPONENT
12 MONTH BUDGET

STAFF (SALARIES)

FCCP/C Network Coordinator (1 FTE)	\$28,000
Network Liaisons (2 FTE)	44,000
ECE Specialist (.25 FTE)	6,250
Business Consultant (.25 FTE)	6,250
Clerical (.25 FTE)	5,525
Supervision (.1 FTE)	3,500
	=====
	\$93,525
Fringes @ (.28 FTE)	\$26,187
	=====
Total Personnel Costs	\$119,712

TRAINING & PROGRAM SUPPORT SERVICES

Project Sponsored Trainings (KICS, community college classes, etc.)	\$15,000
Start up Stipends (up to \$1,000 per provider)	40,000
Training Incentives (up to \$500 per provider)	20,000
Toy Lending Library Materials (\$1,000 per Lending Center)	4,000
	=====
Sub Total	\$79,000

OPERATING COSTS

See Budget

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. Mt. Hood Community College - Child Development Center
Organization

Pam D. Dineen 7-9-96
Authorized Signature Date

2. Albina Ministerial Alliance
Organization

Wayne M. Morden 7-9-96
Authorized Signature Date

3. Child Care Support Services
Organization

Carol L. Morrison
Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Mt. Hood Community College Head Start

A Proposal to Develop Head Start/Child Care Centers for Infants and Toddlers at the Thompson and St. Charles Steps To Success Sites

Two on site child care centers will be co-located with the Thompson and St. Charles Steps to Success sites. They are designed to serve families with multiple barriers to employment by providing short term care and assessment for children, support for families and transition to long term child care.

Child care is commonly recognized as a major issue for parents entering the work force. Several studies cite child care problems as the major reason women leave work, regardless of income level. As the welfare reform programs begin to serve clients with more barriers, high quality, safe child care is a necessary foundation for success. Each site will serve a total of 28 children including 8 infants (3-15 months), 8 toddlers (15-30 months) and 12 preschoolers (30-60 months) from 7:00 AM to 6:00 PM in order to accommodate training and work experience activities.

These on site child care centers are designed to provide short term child care for Steps To Success participants who do not have a readily available provider. It is expected that the parents who use these centers have a higher than average number of barriers to finding steady work and are likely to be on site for several months engaged in ABE, the employability track or work experience. They may also be engaged in drug and alcohol support services or mental health counseling while seeking work.

Low income parents enter the market for child care at a distinct disadvantage. Quality child care is expensive and most centers which provide infant care at the AFS reimbursed cost must rely on a subsidy from a community organization such as United Way, or a subsidized staff or building such as Nike or Portland State University. There are no centers with sliding fees or United Way funds in Mid or East Multnomah County. It is generally conceded that there is not enough capacity in the child care system for infants and toddlers should all eligible participants in welfare reform return to work. These families cannot afford to seek out centers or providers who charge rates above the reimbursed rate,

and often face discrimination from providers who do not accept "welfare reimbursement." Many of the providers who are listed with Metro Child Care Resource and Referral and whose names are given to STS clients do not accept AFS payments so that frequently parents who begin their search for child care with a long list of providers finally have to take whatever they can find. Participants' families are seldom a resource for child care, either because they are employed themselves or family relations are strained.

Often the system of job search and employment training works at cross purposes to quality child care. For infants and toddlers, consistency in the caregiver is critical to the development of attachment and bonding. Young children who experience continued interruptions in caregiver or unsafe care may not develop trust and may experience lifelong difficulties that will affect their own path to self sufficiency. Work search and job development programs that expose the adult to many different settings may be extremely beneficial to the adult, but may disrupt child care in a way that is damaging to children. Another source of disruption in child care occurs when the parent has made a poor choice in the selection of a care giver. There is a very high turnover rate among providers and parents may have chosen a provider who is not reliable. Providers occasionally find the child too challenging and refuse to continue to provide care for the child. About 20% of the Head Start children are found to have some type of disability which can make them challenging to care for. Parents may find that they need to move child care either closer to home or closer to work once they settle into employment.

This proposal seeks to leverage child care reimbursement with Head Start funds to provide comprehensive full day, full year child care services on site (or possibly a nearby house) at the Thompson and St. Charles Steps To Success programs. Head Start provides trained early childhood staff and a full array of services in health, mental health, nutrition, social services, education, disabilities and parent involvement. This project requires a waiver from Region X to serve infants and toddlers and the support of the Oregon Department of Education in order to become a reality. Both agencies have expressed their willingness to be a part of this venture. Reinvestment Dollars are needed for start up funds for equipment and licensing and to make up the difference between what is realized from billing AFS and the maximum slot rate. Since Region X and ODE are likely to present this opportunity state wide, reinvestment dollars could be used to increase the number of children served at each site at a cost of \$6500 per child. This would allow the project a year of demonstration in order to attract Head Start money for the following year.

The two centers are seen as a bridge between home and work designed to nurture both parent and child in this new experience. The site will serve primarily as a short term child care center in which children stay for approximately three months while parents explore employment possibilities and prepare for work. In order to maximize the benefits of this short term care, the site will place a heavy emphasis on assessment and planning for each child. The center will contract with SKIP (Screening Kids, Informing Parents) to conduct screening and assessment for medical, dental (as needed), vision, hearing and developmental assessments every six weeks to ensure that each child is up to date. The Family Services worker at the site will assist parents in resolving issues that are identified in this process and referrals to Early Intervention and Early Childhood Special Education will be made as needed. Transportation will be available at the Thompson site and possibly at St. Charles in order to ease the transition of coming to work with a young child. A Head Start bus will pick up at identified Tri-Met stops and at the MAX stop. For parents on site, there will be family lunch as the parents' schedule permits. Parenting classes and life skills classes can be jointly taught by the Head Start Family Services Worker and Steps to Success Community Resource Specialist. Child development and consumer information on child care will be offered to each parent.

As the parent completes their program with Steps, the Family Services Worker or the center Director will assist the parent in locating quality care that meets the needs of both child and parent. With parent permission, information about the child will be shared with the new provider in order to smooth the transition for the family. In order to ensure a successful transition, the Family Services Worker will contact the family at months one, three and six. Parents may continue to use the child care site for family support by attending parenting classes and evening meetings. Assistance will be offered for information and referral for child care as needed.

For parents involved in the employability track the child care center can offer some opportunities for family literacy activities building the parent's skills while enhancing the parent / child relationship. One example is to begin baby books and help parents develop ways to record stories about their children. Another might be to have the parents prepare snack or lunch from a cook book. Head Start staff make home visits as a part of the program to address social service needs and to develop and work on goals for the parent

and the child. Using this as a bridge between home and school parents can work on organizational skills that can be a barrier to employability as well. Having parents and children on site together even for a brief period of time can build parents' confidence in their skills as parents, strengthen the parent / child bond, increase self esteem for the parent, and contribute to their longevity in employment after they leave the site.

Children often go through a period of adjustment when their parent first goes to work. Using a well staffed center can help the child get used to new routines and make their own transition into child care less traumatic. This smooth transition can continue when staff and parent interview the next provider and see that the placement will be beneficial to both the child and the new provider.

Timeline

Prior to August 9:	Prepare job descriptions Negotiate agreement for service with Head Start program serving the St.Charles area (Albina, Parent Child Services or Portland Public) Identify possible sites and/or rooms.
August 12:	Identify space Order equipment Contact licensing agencies as needed Prepare personnel requisitions
August 19:	Advertise positions Set up budget
September 3:	Write policies Prepare parent materials Continue purchase of materials
September 15:	Staff hired License obtained Center set up Staff training Work with Steps to Success to identify families
October 15:	Site opens

Operating Budget

September 1, 1996 to August 31, 1997

Personnel Costs

\$298997 x 2=\$597994

Salaries

1 Center Director 260 days @\$112.56/Day	\$29,265
2 Lead Teachers/Caregivers 260days @\$104.88=\$27268	\$54,536
5 Teachers/Caregivers	\$78,000
1 Cook/Aide 260 @ \$57.76	\$15,018
1 Family Worker (.75) 195@112.56	\$21,949
Head Start Specialist Support	\$14,800

Fringes

40 of salaries (Medical, Dental, Retirement, FICA etc.)	\$85,428
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Supplies

\$4550 x2 =\$9100

Office supplies	\$1,500
Family Literacy	\$1,000
Food Service	\$100
Home Visit Supplies	\$100
Health Supp[lies	\$200
Maintenance	\$800
Nutrition	\$50
Meeting Supplies	\$100
Policy Council	\$200
Parent Activities	\$500

Other

\$30810 x2 \$61620

Printing, Graphic services	\$1500
Phone @\$80/mo	\$960
Bus/fuel/maintenance @\$.50/mi	\$3,900
Mileage @\$.26/mi	\$450
Child insurance@ \$4 /child	\$300
Adult Food	\$4000
Travel	\$500
Medical Dental	\$200
Rent @\$850	\$11,200
Utilities @\$250	\$800
Contracted Services	
SKIP clinics	\$4000
Mult. Co Nursing Services	\$2000
Mult. Co Mental Health	\$1000

Indirect Charge @.08

\$26794 x 2=\$53588

Cost for Two sites

\$722,212

START-UP COSTS

(See Lake Shore Inventory)

Furniture/Equipment**\$18,400 x 2 = \$36,800**

Infant/Toddler room	\$ 9,200
Cribs, tables, chairs, rockers	
Pre-school	
Tables, chairs , shelving	<u>9,200</u>

Materials**\$11,225 x 2 = \$22,450**

Infant mobiles, mirrors	1,800
Toddler soft blocks	5,300
Pre-school blocks, dramatic play	3,000
15 Child safety restraints (bus) @ \$75 each	<u>1,125</u>

Site Licensing Issues**\$ 6,650 x 2 = \$13,300**

Fire Marshall - Second exits from building	4,000
Fencing for yard	1,500
Sanitary requirements for kitchen, bath	
Site renovations:	
Flooring	500
Washer	450
Dryer	400
Refrigerator	800
Stove	<u>1,000</u>

Total \$ 46,275 x 2 = \$72,450

**HEAD START/CHILD CARE
MT. HOOD COMMUNITY COLLEGE HEAD START/
OREGON PREKINDERGARTEN PROGRAM**

Program Expenses	\$794,662
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Per-center	One Center	Two centers
Operating costs/year	\$361,106	\$722,212
Start-up Costs	<u>\$ 36,225</u>	<u>\$ 72,450</u>
	\$397,331	\$794,662

Program Income	\$623,200
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AFS (assumes maximum reimbursement)		
8 Infants at \$495 each	\$ 47,520	\$ 95,040
8 Toddler at \$480 each	46,080	92,160
12 Pre-school at \$350 each	<u>50,000</u>	<u>100,000</u>
	\$143,600	\$287,200
Head Start at \$6000/Child 28/Center	\$168,000	\$336,000

Reinvestment Funds Requested	\$171,462
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Reinvestment funds: Year 1 - 1996-97	\$85,381	\$171,462
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1. Because of Start-up costs the years subsequent to year one will require less subsidy and maybe available from a community source.
2. This proposal requires slot reimbursement from AFS or Reinvestment funds that will make-up the short fall between maximum reimbursement and actual reimbursement due to disruption in care. In the experience of Early Steps that has been approximately 40%

Organization: Mt. Hood Community College Head Start**BUDGET**

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	41,964	385,172	
Benefits	27,976	142,880	
Total personnel	69,940	528,052	597,992
Services:			
Supportive Services		14,000	
Training			
Other (specify)	Bus mileage/repair 4,272	2,640	
Total Services	4,272	16,640	20,912
Occupancy	24,000		24,000
Operating Costs:			
Materials & Supplies	800	9,100	
Telephone		1,920	
Printing		3,000	
Postage			
Travel		1,000	
Equipment			
Other (specify)	72,450	Mileage 900 Insurance 600 Food 8,000 Med/Dental 400	
Total Operating Costs:	73,250	24,920	98,170
Administrative Cost		53,588	53,588

SUMMARY:

Total Requested from Reinvestment Funds	171,462
Matching Cash/In-kind	623,200
Total Budget	\$ 794,662

¹ Please describe the Cash/In-kind. What/who are the sources.

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. MITCC - Steps to Success
Organization

[Signature] 7/6/96
Authorized Signature Date

2. Adult and Family Services Division
Organization

Maureen Collins-Lasterline 7/8/96
Authorized Signature Date

3. PRC - Steps to Success
Organization

[Signature] 7/8/96
Authorized Signature Date

4. _____
Organization

Authorized Signature Date

TEEN PARENTING

OPEN ADOPTION & FAMILY SERVICE

TEEN PARENT HOUSING COLLABORATIVE INTERAGENCY PROPOSAL

- YOUTH SERVICES CONSORTIUM
- BOYS AND GIRLS AID SOCIETY
- CHRISTIAN WOMEN AGAINST CRIME
- WILLAMETTE BRIDGE/JANUS YOUTH PROGRAMS

TRANSITIONAL SERVICE GROUP

- YWCA
- OREGON HUMAN DEVELOPMENT CORPORATION
- VIRGINIA GARCIA MENTAL HEALTH CLINIC
 - THE PRIVATE INDUSTRY COUNCIL
 - YOUTH SERVICES CONSORTIUM
 - PORTLAND PUBLIC SCHOOLS
 - PROJECT YESS
 - MORRISON CENTER
- TUALITAN VALLEY MENTAL HEALTH
 - METRO CHILD CARE R&R

Open Adoption & Family Services

Geographic Area to be served:

Far East Multnomah County
North/Northeast Multnomah County
West Washington County

Description of Operation:

The *Connecting With Teens* curriculum is designed to provide comprehensive, unbiased information about teen parenting alternatives to at-risk teens and the social service organizations and teachers that work with them. Our efforts to bring this project specifically to at-risk teens in this target area evolved from a request from the organizations in the teen pregnancy prevention group to learn more about open adoption. The curriculum is an interactive, thought-provoking program that provides teens with opportunities to explore the realities of parenting, adoption, and abortion. The curriculum has 4 components:

Component #1 provides the social worker or classroom teacher pertinent statistical information and background data surrounding the decision-making process and the different options available to teens facing an unplanned pregnancy.

Component #2 outlines an engaging script designed for use in the classroom or group meeting. It encourages a high level of participation, while exploring the feasibility and long term effect of abortion, adoption, and parenting.

Component #3 offers a series of research projects on each option. Teens are encouraged to break into small groups and research the financial costs associated with parenting, the availability of public assistance and associated restrictions, the cost and availability of abortions, the services available through adoption agencies and attorneys, the level of openness they provide and the inherent grieving process. This component focuses on helping teens form a realistic picture of their options and how they impact their lives emotionally, psychologically, financially and socially.

Component #4 is the final stage of the curriculum. Students will listen to a panel of teens who have experienced an unplanned pregnancy and have chosen either parenting, adoption or abortion. These panel discussions will explore such topics as the completion of educational plans, financial stability, the birth father's involvement in their lives, and the feasibility of their original hopes and expectations. Teens will also watch a video that features birthmothers who have placed their children through an open adoption. At this point in the curriculum, we will encourage the schools and social service organizations to utilize a "Baby Think It Over" doll, if possible. The life-size doll weighs as much as a newborn infant and is programmed to randomly emit a loud cry whenever it needs to be fed. The doll will only stop crying when a metal key is inserted into the doll's back and held there for a period of up to 15 minutes. The doll provides hands-on experience of the challenges and demands of parenting a newborn.

In an effort to reach as many at-risk teens as possible, we plan to work with the health teachers and the Family Resource Centers at the target area high schools, perform inservices for social service organizations that serve at-risk teens, and present the curriculum to the staff members and participants of teen-parenting programs in our target area. Before we begin presenting the curriculum, we will meet with social service providers who work with high-risk teen mothers to ensure that the curriculum addresses the specific needs of this population. (Please see our list of partnerships below for a specific list of agencies with whom we will be working.) Many teens believe that if they become pregnant, they have only two options: abortion and parenting. Once they receive accurate information on open adoption, in which they can maintain an ongoing relationship with their child, a third option may surface for them. We want teens to enter this decision-making process, which will significantly impact their future and that of their child, with as much information as possible. Once they understand their options, they may be more inclined to make a decision that will significantly reduce their likelihood of becoming welfare-dependent.

Open Adoption & Family Services

The agency members responsible for implementing the program are as follows:

Shari Levine, Executive Director of Open Adoption & Family Services, has an M.A. in Education from Lewis and Clark College and spent 8 years with the McKenzie School District as a teacher and Director of Community Outreach. Shari is the acting Director of this Project and is responsible for the Project's development and the content of the curriculum. She will be liaison to the social service organizations and to the local school districts and will coordinate inservice trainings. Shari will also be responsible for Project evaluation, as well as strategy planning for the Project's long range implications (i.e. possible replication in other regional areas).

Margaret Godfrey, Open Adoption & Family Services' Regional Director, Eugene office, has a B.S. in Education with 8 years teaching and counseling experience. She worked as an administrator at the Child Development Center in Gold Beach for 4 years where she was responsible for promotion and outreach. Within the last year, Margaret has been presenting the *Connecting With Teens* curriculum to high school health classes in and around Eugene. She will serve as Project advisor and will aid the agency in tailoring each presentation to specific audiences.

Teke Dillender, Development Director of Open Adoption & Family Services, has a B.A. from Dartmouth College and has six years experience in account management and community relations. She will schedule presentations and inservices, coordinate the production of all curriculum materials, manage Project budgets, and generate reports to the Project's funders.

The Agency will hire a birthmother to accompany Ms. Levine on presentations to at-risk teens. We plan to hire someone who gave birth when she was a teenager and placed her child through an open adoption. Teens will have an easier time relating to a peer and will feel more comfortable exploring pregnancy and parenting issues with someone who has also faced an unplanned pregnancy.

Our effort to bring the *Connecting With Teens* Project to social service organizations and high schools in our target area is inspired by great success with the curriculum in the Eugene area. Margaret Godfrey, OAFS's Regional Director in Eugene, began presenting the *Connecting With Teens* curriculum to high school students last year. Within twelve months, the number of birthmothers that placed their children through an open adoption had increased by 50%. Once these pregnant teens knew that they would be able to choose the adoptive parents for their child and have legally enforceable visitation rights with their child, they saw open adoption as a viable alternative. Through open adoption, these young women were able to provide their children a stable, secure family life that they themselves would not have been able to maintain at that time. If they had chosen to parent their child, 63% of these young women would have entered the welfare system or would have relied on it to a greater degree.

Agency Partnerships:

Open Adoption & Family Services will contact all public high schools in the target area to plan in-school presentations for all junior and senior health classes. We will also schedule an inservice for AFS workers in the target area. In addition, we plan to work with the following organizations to schedule inservices and to reach as many at-risk teens as possible.

Agency:

Sister House
Steps to Success
Urban League
Washington Co. Health Dept.
Boys and Girls Aid
North Portland Youth & Family Ctr.
Self Enhancement Incorporated
Multnomah Co. Health Dept.
N.E. YWCA
Morrison Center

Contact:

Alberta Phillips
Amy Youngflesh
Brian A. Black
Clay Parton
Cynthia Dettman
Diane Feldt
Gerald Deloney
Jan Wallinder
Joan Miggins
Pam Patton

Open Adoption & Family Services

Teen Parenting Program,
Portland Public Schools

Mary Karter

Organizations with which Open Adoption & Family Services has an ongoing, cooperative relationship include the following:

N. Portland Planned Parenthood
White Shield
Head Start
Springdale Job Corp.
Girl Scouts
Oregon Commission for Women
Human Resources/Family and
Consumer Studies, Oregon Dept.
of Education
Oregon Dept. of Education
Portland Health Teachers
Elizabeth House

Rachel Shapiro
Sonia Miller
Angel Vanderwyk
Lynette Walters
Wende Wilson
Laurie Wimmer
Colleen Mileham

Paul Kuberick
Deanne Larcell
Carolyn Motter

Estimated Timeline:

We are planning to implement this program over a twelve month period beginning in September, 1996. On October 11, we have scheduled two, three-hour *Connecting With Teens* workshops for all interested teachers on the statewide Professional Improvement Day. An article about the curriculum and our workshops in October will appear in the August issue of a journal that is distributed to every high school and college health teacher in the state. We are also making efforts to schedule a workshop on how to present the curriculum to interested teachers through the Continuing Education Program at Portland State University. The Family, Life, and Parent Education Department at the Oregon Department of Education has supplied the Agency with a list of top health teachers who are leaders in their field and may be interested in piloting the Program. We will be contacting these health teachers this summer and hope to have their support by the end of September. We plan to schedule inservices at the agencies listed above throughout the months of October, November, December and January. We will also present the curriculum to high school health classes in the target area throughout the 1996/97 school year.

Means of Evaluation:

Open Adoption & Family Services has developed the following criteria for evaluating the Project's success:

- 1) Tracking the number of teen parents registered at participating high schools and social service programs both before and after launching the Project to determine:
 - What changes are apparent from the previous year.
 - What percentage of pregnant teens choose each of the following: parenting, adoption, abortion.
- 2) Tracking with AFS the number of teen parents within our target area that enter the welfare system and those that remain on welfare to determine:
 - If the statistics change and by what percentage.
- 3) Conducting surveys with teens both before and after administering the curriculum to determine:
 - What their general knowledge is of issues relating to unplanned pregnancy, teen parenting, adoption, and abortion.
 - How their understanding has changed in the above areas.

Open Adoption & Family Services

- 4) Conducting surveys with all teachers/social service workers administering the curriculum to determine:
- What they like the most/least about the curriculum.
 - What the teens responded to the most/least in the curriculum.

How "Connecting With Teens" Relates to Preventing People from Coming on to the Welfare Caseload:

The *Connecting With Teens* curriculum presents viable parenting alternatives to at-risk teenagers. The project addresses the realities of various parenting options and prepares them to make a well-informed decision. If a pregnant or parenting teen decides to participate in an open adoption, she'll choose the adoptive parents to whom she'll entrust her child and create with the adoptive family a legally enforceable contract for ongoing visitations. Because our agency places children up to age 6, open adoption will appeal to both expectant and existing teen mothers. We are contacted by an increasing number of parenting teens who are experiencing parenting as a much more difficult and demanding task than they had originally anticipated. An open adoption, where the birthmother will have the opportunity to see her child grow and thrive, is especially desirable for these teen parents. Many women tell us they would not consider adoption under any other circumstance.

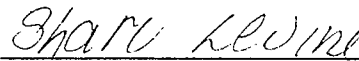
In 1993, 7,761 Oregon teens 19 years of age and younger became pregnant. In 1994, the pregnancy and birth rates in Multnomah County, at 28.7% and 16.5% respectively, were much higher than the state average. Outside of an increase in the number of teen pregnancies, there is a growing rise in the number of teens parenting their child. In Oregon over the last five years, there has been a 54% increase in the number of girls between the ages of 10-14 that have chosen to parent their child. National statistics indicate that more than 9 out of 10 teenagers who give birth keep their babies. The impact of teen parenting is staggering. Because so many teenagers do not have the financial stability, emotional maturity, and family support to raise a child, they turn to the public welfare system for aid. In 1992 Oregon spent \$200 million to provide welfare benefits, health care coverage and food stamps to families started by teens.

The impact on these young lives, both to the teen mother and her child, is profound. Teen mothers face seemingly insurmountable obstacles in the area of housing, childcare, transportation, and job training and placement. They face a predictable future with less income and fewer opportunities than their peers who are not parents. The demands of parenting force many young women to forgo opportunities that might otherwise be open to them. The children of adolescent mothers face, on average, greater risk of medical problems as infants and greater risk of lower academic achievement in school.

Currently, on a national level, only 40% of teens ever receive information on adoption, and only 3% of teens that become pregnant choose adoption (50% choose to parent, 47% choose abortion). The *Connecting With Teens* curriculum provides information on all pregnancy options: parenting, abortion, and adoption. Once a young woman understands the ramifications of each option, she will be more prepared to make an informed decision about her pregnancy. Through the curriculum, teens receive current information about open adoption. They learn about their right to choose the adoptive family and to have ongoing, legally enforceable visits with their child. We believe that this curriculum offers pregnant and parenting teens a viable alternative that may have been previously overlooked. Pregnant teens who recognize their options and choose open adoption are much more likely to avoid the welfare system entirely; likewise, a teen mother who is already on welfare greatly reduces the likelihood of a continued dependence on social subsidies.

Contact Person for This Project:

Shari Levine, Executive Director
Open Adoption & Family Services
2950 S.E. Stark, Suite 230
Portland, OR 97214
#(503) 233-9660



(signature)

Organization: Open Adoption & Family Services

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$ 1,600 ⁰⁰	\$ 5,040 ⁰⁰	
Benefits		\$ 560 ⁰⁰	
Total personnel	\$ 1,600 ⁰⁰	\$ 5,600 ⁰⁰	\$ 7,200 ⁰⁰
Services:			
Supportive Services	\$ 5,500 ⁰⁰	\$ 500 ⁰⁰	
Training	\$ 1,600 ⁰⁰		
Other (specify)			
Total Services	\$ 7,100 ⁰⁰	\$ 500 ⁰⁰	\$ 7,600 ⁰⁰
Occupancy			
Operating Costs:			
Materials & Supplies	\$ 4,450 ⁰⁰	\$ 3,400 ⁰⁰	
Telephone	\$ 300 ⁰⁰		
Printing	\$ 2,000 ⁰⁰	\$ 500 ⁰⁰	
Postage	\$ 2,000 ⁰⁰		
Travel	\$ 450 ⁰⁰		
Equipment	\$ 500 ⁰⁰		
Other (specify)			
Total Operating Costs:	\$ 9,700 ⁰⁰	\$ 3,900	\$ 13,600
Administrative Cost	\$ 1,600 ⁰⁰		\$ 1,600

SUMMARY:

Total Requested from Reinvestment Funds	\$ 20,000 ⁰⁰
Matching Cash/In-kind	\$ 10,000 ⁰⁰
Total Budget	\$ 30,000 ⁰⁰

¹ Please describe the Cash/In-kind. What/who are the sources.

Open Adoption & Family Services

Budget Explanation:

Projected Funding Sources:

Grants

Welfare Reinvestment Funds	\$20,000
Herbert A. Templeton Foundation (confirmed)	\$5,000
Collins Foundation (confirmed)	\$500

Contributions

Individual Donations	\$600
Corporate In-Kind Contributions:	\$3,900
White Horse Studios: video production and dubbing	\$3,400
Trade Copy: printing and paper	\$500

TOTAL PROJECT FUNDING SOURCES **\$30,000**

Projected Expenditures:

Personnel

Hired birthmother to participate in presentations (40 hrs. x \$40/hr.)	\$1,600
Staff time: Exec. Dir. and Dev. Dir. - research, preparation of curriculum materials, evaluation (140 hrs. x \$40/hr.)	\$5,600

Services

Support services: Follow-up work at the request of appr. 25 pregnant and parenting teens (6 hrs. ea. x \$40/hr.)	\$6,000
Inservice Presentations (40 hrs. x \$40/hr.)	\$1,600

Operating Costs

Materials & Supplies: video scripting/shooting/editing, video duplications	\$7,850
Telephone (\$25/mo. x 12 mo.)	\$300
Printing	\$2,500
Postage	\$2,000
Travel (\$.30/mile x 1500 miles)	\$450
Equipment: portable TV/VCR to use in presentations	\$500

Administrative Costs

Mailings, follow-up, clerical support	\$1,600
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TOTAL PROJECT EXPENDITURES **\$30,000**

Teen Parent Housing Collaborative Interagency Proposal

Geographical area: Welfare Reinvestment funds will allow a collaborative group of Multnomah and Washington County agencies to add capacity to the current continuum of teen parent housing services. Expanded services will concentrate efforts in Outer East and North/Northeast Portland in Multnomah County and in Western Washington County. These are the areas of Multnomah and Washington counties that have the highest incidence of at-risk girls:

- whose mothers are on AFS and first became parents as teens, and/or
- whose sisters are teen parents.

Community partnerships and planning: Several years ago, the Youth Services Consortium (then the Tri-County Youth Services Consortium) facilitated a planning process that developed a housing services continuum for teen moms and their children. Since that time, the Consortium, the Multnomah Network for Young Parents and Teen Pregnancy Prevention, and several agencies have worked to develop the resources to fund this continuum.

Through a combination of sources including a federal grant, Youth Investment (Level 7), County general funds, and private sources, the planned continuum is mostly in place in Multnomah County. However, due to inadequate funding, the service capacity is still very limited. Welfare Reinvestment funds will enable collaborating agencies to increase capacity in Multnomah County and expand existing services into Washington County. Housing services described in this proposal will be a resource to all Welfare Reinvestment prevention and transition programs proposed in both counties.

Program description:

Target population -- Housing services will be targeted to teen moms and their children. The moms will range in age from 10 - 20 years. Most will be receiving AFS benefits, in the process of applying for benefits, or in danger of needing benefits in the future. All clients served will either be homeless, in danger of becoming homeless, or lacking in financial resources to provide safe, stable housing for themselves and their children.

Program overview -- Welfare Reinvestment funds will enable a collaboration of agencies to add capacity to current programs. This increased capacity will provide at least an additional 26 "family housing slots" and house at least an additional 54 teen moms and their children. In addition, a new coordination and advocacy service will be expanded to full capacity in Washington County. This will ensure the most efficient use of added housing slots.

Services to be provided are outlined on page 2 and further described on pages 3 and 4. Housing options fall along a continuum including:

- *emergency shelter* in family host homes and supervised apartments;
- *transitional housing* in a staffed group home and scattered site, subsidized apartments;
- *transitional housing* in apartments which may transition into *permanent housing*.

Teen Parent Housing Collaborative Interagency Proposal

Program	Housing Type	Ages Served	Maximum Length of Stay	Transition to...	Current Capacity	Proposed Additional Capacity	Agency
Safe Place	<u>emergency</u> - host homes (foster family)	13 - 20, usually 15 - 20	90 days	Home Safe Changes Family Ind. Living	1.25 families average daily population (Mult. only)	6 families average daily population (4 Mult. & 2 Wash.)	The Boys and Girls Aid Society of Oregon
Safe Place	<u>emergency & transitional</u> - apartments at YWCA	15 - 20	6 months	Home Safe Changes Ind. Living	2 apartments (Mult. only)	2 apartments (Mult. only)	The Boys and Girls Aid Society thru Outside In
Sister House	<u>transitional</u> - staffed group home	10 - 15	2 years	Home Safe Changes Family	5 families (Mult. only)	5 families (Mult. only)	Christian Women Against Crime
Home Safe	<u>transitional</u> - scattered site, subsidized apartment	16 - 19	average one year	Changes Ind. Living	20 apartments (15 Mult., 5 Clackamas)	5 apartments (3 Mult. & 2 Wash.)	Youth Services Consortium & participating agencies
Changes	<u>transitional/permanent</u> - scattered site, subsidized apartment	16 - 20	8 months	Ind. Living	16 apartments (8 can currently be accessed by teen parents)	8 apartments (6 Mult. & 2 Wash.)	Janus Youth Programs
SHARP	<u>no housing</u> - coordination & advocacy	10 - 20	NA	NA	Mult. & limited service in Wash.	Add part-time advocate in Wash.	Youth Services Consortium & participating agencies

Teen Parent Housing Collaborative Interagency Proposal

All housing services will include case management provided by the responsible agency. Each housing option is designed for a specific population and differs in terms of:

- age and developmental level of the teen moms served,
- type of housing (supervised, independent, family foster home, group home, apartments),
- maximum length of stay, and
- intensity of case management services.

Emergency housing --

1. **Host home housing** works best with young moms who are able to live in a family setting and need coaching in parenting. This is a successful model carefully developed over a period of many years by The Boys and Girls Aid Society. The Society recruits, certifies, trains, supervises and supports a network of family foster homes throughout Multnomah and Washington counties. Up to 90 days of housing and intensive case management supports young moms in developing plans and skills to move into more independent options. If possible, case managers work with young moms to resolve family conflicts so they can return home.

Welfare Reinvestment funds will support the addition of six family average daily population at a 95% occupancy rate. 4 family slots will be added in Multnomah County. First option on these slots will be reserved for clients referred by Insights Teen Parent Program for Outer East Portland (2 slots), NE YWCA for NE Portland (1 slot) and North Portland Youth and Family Center for North Portland (1 slot). **2 family slots will be added in western Washington County.**

2. **Supervised apartments** located at the downtown Portland YWCA appeal more to the downtown Portland street youth who tend to be older, more independent and not adapt well in family homes. Outside In has extensive experience with this population and provides intensive case management and up to 6 months of housing. **2 apartments will be added at 95% occupancy rate.**

Transitional housing --

1. Sister House is a **staffed group home** located in NE Portland. The program serves very young moms who need longer-term housing due to their age and family circumstances. Many of the young women served by Sister House come from abusive homes and benefit from parenting by the house parents and other staff. Intensive care is necessary to ensure that these young moms do not repeat the cycle of abuse with their babies.

Sister House was recently opened by Christian Women Against Crime who operate a summer day camp and have operated successful tutorial services and preventative alternative programs for the last nine years through contracts with Portland Public Schools and the Department of Juvenile Justice Services.

Welfare Reinvestment funds will ensure 5 family slots.

2. Home Safe is an interagency partnership funded by a federal grant and coordinated by the Youth Services Consortium for the past three years. Home Safe was developed to provide for the transitional housing needs of young moms who require personal support and rent subsidy to become self-sufficient. Participating agencies each provide referral, screening and intensive case management for 5 - 6 teen moms in **scattered-site apartments** for an average of one year.

Home Safe participants are Insights Teen Parent Program, Delauney's North Portland Youth and Family Center, the NE YWCA, The Boys and Girls Aid Society, and Human Solutions. Human

Teen Parent Housing Collaborative Interagency Proposal

Solutions locates apartments and negotiates agreements with landlords. **5 apartments will be added, 3 in Multnomah County (1 in N/NE, 1 in Outer East, and 1 county-wide) and 2 in western Washington County.**

3. Changes is operated by the Willamette Bridge program of Janus Youth Programs. Changes was designed for young people who are ready to live on their own but lack the financial resources to get established. Currently some teen moms can access the program, but the program does not focus on that population. Welfare Reinvestment funds will allow the program to expand with housing services targeted to teen moms. Teen moms will seek their own apartments with program guidance. Changes will supplement the client's own resources to afford the apartment and pay for installation of utilities.

At the end of their maximum eight months of program involvement, teen moms may remain permanently in their apartments. Changes provides less intensive case management and is the most independent housing option in the continuum. **8 apartments will be added, 6 in Multnomah County and 2 in western Washington County.**

Housing coordination and advocacy -- SHARP (Safe Housing Advocacy and Resources Project) is a newly funded program targeting young women who are receiving welfare assistance or are eligible to receive such assistance. SHARP offers two components: a housing coordination function provided directly by the Youth Services Consortium and a network of client housing advocates based at community organizations that serve teen parents. The advocate network is coordinated by the Youth Services Consortium with advocates located at Insights Teen Parent Program, Delauney's North Portland Youth and Family Center, the NE YWCA, and Boys and Girls Aid in Multnomah County.

Welfare Reinvestment funding will expand the project to enable equitable service in Washington County. A part-time advocate will be placed at Washington County Steps to Success or at The Boys and Girls Aid Society which also has a presence in Washington County. **The Washington County advocate** will also have access to the SHARP housing specialist at the Consortium for information on specific housing resources.

Project Timeline: Since this continuum of services is already currently operating, there will be relatively little start up time. In many cases, agencies will need to reassign or hire additional staff. As soon as word of funding is received, this process can begin.

Client Outcomes: Common goals of the participating agencies and programs are:

- preventing homelessness among teen parent families.
- enabling teen parents to obtain long-term, safe housing
- enabling teen parents to complete education, receive employment training and become employed
- assisting teen parents in accessing needed health, family planning and parenting resources
- enabling teen parents to become self-sufficient

The above goals are very compatible with the goals of Welfare Reinvestment. All of these programs serve young moms who are either receiving welfare or at risk of doing so in the future. Safe and stable housing is key in a young mom's ability to continue her schooling, receive job training and successfully enter the work force. Transition to self-sufficiency is impossible for most teen moms without some type of housing assistance.

Teen Parent Housing Collaborative Interagency Proposal

Partnership agreements:

Collaborating agencies requesting direct funding:

The four undersigned agencies agree to:

- participate in this Welfare Reinvestment project through the above described expansion of housing services for teen parent families.
- coordinate services with each other and with the SHARP project of the Youth Services Consortium.
- participate with AFS in collecting and reporting outcome data.

Janet S. Morrell
Youth Services Consortium, Contact Agency
Patti MacRae - 281-6151 ext. 15

7-8-96
Date

Katherine Hehl
The Boys and Girls Aid Society

7/8/96
Date

Allerta Phillips
Christian Women Against Crime

Date

[Signature]
Janus Youth Programs

7/8/96
Date

Other collaborating agencies: (role described in proposal)

Don Cohen - Asst
Insights Teen Parent Program

7/8/96
Date

Diane M. Feldt
NP Youth and Family Center, Delauney

7/8/96
Date

Joan Higgins
NE YWCA

7/8/96
Date

Charla Hayden, Asst. Director
Outside In

7/3/96
Date

Julie Kye [Signature]
Steps to Success

7/8/96
Date

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$39,527		
Benefits	\$ 7,905		
Total personnel	\$47,432		
Services:			
Supportive Services ²	\$31,596		
Training	\$ 387		
Foster care ³	\$41,610		
Apt. rental	\$10,306		
Total Services	\$83,899		
Occupancy (utilities)	\$ 2,581		
Operating Costs:			
Materials & Supplies	\$ 1,277		
Telephone	\$ 1,979		
Printing	\$ 1,373		
Postage	\$ 812		
Travel	\$ 1,316		
Equipment	\$ 807		
Other: Insurance	\$ 1,906		
Client Assist	\$ 416	\$ 3,960 ⁴	
Depreciation ⁵	\$ 4,761		
Dues/Subscriptions	\$ 274		
Total Operating Costs:	\$14,921		
Administrative Cost	\$21,167		

SUMMARY:

Total Requested from Reinvestment Funds	\$170,000
Matching Cash/In-kind	\$ 3,960
Total Budget	\$173,960

¹ Includes subcontract with Outside In for apartments at the YWCA.

² Recruitment, certification, training and support of host homes.

³ Foster care per diem payment to host homes.

⁴ Berni Foundation grant for purchase of groceries, diapers, formula, etc.

⁵ Depreciation on agency owned building and equipment.

Organization: Christian Women Against Crime

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$32,904		
Benefits	\$ 8,226		
Total personnel	\$41,130		\$41,130
Services:			
Supportive Services	\$ 5,000		
Training	\$15,000		
Other (specify)			
Total Services	\$20,000		\$20,000
Occupancy	\$19,000		\$19,000
Operating Costs:			
Materials & Supplies	\$25,670		
Telephone	\$ 1,200		
Printing	\$ 2,000		
Postage	\$ 2,000		
Travel	\$28,000 ¹		
Equipment	\$ 6,000		
Other (specify)			
Total Operating Costs:	\$64,870		\$64,870
Administrative Cost	\$ 5,000		\$ 5,000

SUMMARY:

Total Requested from Reinvestment Funds	\$150,000
Matching Cash/In-kind	
Total Budget	\$150,000

¹ Includes purchase of a van to transport client residents.

Organization: Willamette Bridge/Janus Youth Programs

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$22,100		
Benefits	\$ 4,862		
Total personnel	\$26,962		\$26,962
Services:			
Supportive Services	\$26,138 ¹		
Training			
Other (specify)			
Total Services	\$26,138		\$26,138
Occupancy			
Operating Costs:			
Materials & Supplies	\$ 300		
Telephone	\$ 800		
Printing	\$ 200		
Postage	\$ 100		
Travel	\$ 1,500		
Equipment			
Other (specify)			
Total Operating Costs:	\$ 2,900		\$ 2,900
Administrative Cost	\$14,000		\$14,000

SUMMARY:

Total Requested from Reinvestment Funds	\$70,000
Matching Cash/In-kind	
Total Budget	\$70,000

¹ Rent subsidies and other client assistance

Organization: Youth Services Consortium

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$30,500	\$ 3,750	
Benefits	\$ 6,100	\$ 750	
Total personnel ¹	\$36,600	\$ 4,500	\$41,100
Services:			
Supportive Services	\$ 700	\$ 5,300 ²	
Training			
Other (Rent subsidy)	\$24,150		
Apartment Mgmt. ³	\$ 5,000		
Total Services	\$29,850	\$ 5,300	\$35,150
Occupancy	\$ 1,500		\$ 1,500
Operating Costs:			
Materials & Supplies	\$ 500		
Telephone	\$ 550		
Printing	\$ 250		
Postage	\$ 200		
Travel	\$ 1,080		
Equipment			
Other: Insurance	\$ 150		
Total Operating Costs:	\$ 2,730		\$ 2,730
Administrative Cost	\$ 800	\$ 2,750	\$ 3,550

SUMMARY:

Total Requested from Reinvestment Funds	\$71,480
Matching Cash/In-kind	\$12,550
Total Budget	\$84,030

¹ Includes case management contracts with participating agencies.

² Includes \$5,000 in HUD child care subsidies.

³ Subcontract for services with Human Solutions.

Providing Services So Teen Parents Can Transition Into The Workforce

Values/Principles: To expand or create services to prepare teen parents to enter the workforce and that will not destabilize the system if the dollars should not be available after this year. To expand or create services which have been shown to be successful and which can produce short-term outcome results. The linking of services and coordination gives us added value!

Geographic Area Served

This proposal serves teen parents from throughout the Portland Metropolitan area. The agencies providing services are widely located throughout Multnomah and Washington counties.

Description of Operation

At least 150 teen parents will be served, 75% of whom (113 youth) will be AFS recipients who are assisted to move off welfare, and 25% (37 youth) will not be on AFS and will be assisted to remain off AFS through a combination of training, support services, case management, and job placement. In addition to the 150 teen parents receiving employment and training services, 35 teen parents will receive assistance through the support service pool described below. The teen parents served will come from a wide range of backgrounds: from migrant/seasonal farmworkers to inner-city minority youth. The factors that all the teen parents will have in common are economic disadvantage and lack of a support system that assists the youth in entering employment.

The proposed project will provide teen parents with case management and a range of support services and training that are necessary for the youth to enter high wage employment and to stay employed. Funds will be used to provide case managers and for a pool of funds to provide support services and training which can be accessed by the partner agencies. These services leverage other resources to provide a full range of services that assist the teen parents to become self-sufficient; funds will enhance the service mix already available and allow more teen parents to enter employment.

The teen parents will work with a case manager, at one of the partner agencies, to prepare to enter employment, job search, and for follow up services after entering employment. Youth may take part in a variety of services including:

- Skill training and basic education;
- Childcare and respite care
- Drug and alcohol counseling, mental health services, medical services, mentoring and mediation;
- Life skills and parenting classes;
- Transportation assistance; and
- Emergency housing.

The service mix is designed to allow the teen parents to gain the skills necessary to enter employment at a self-sufficiency wage, and to retain that employment. The experience of the

partner agencies shows that teen parents need skill training and a wide range of supporting services in order to make the transition to employment.

These services will result in the following outcomes:

- 150 youth served; of whom
- 60% enter employment
- \$7.00/hr average wage
- 70% of those not on AFS at program entry will remain off AFS
- 75% of the teen parents receiving case management and/or support services assistance will not have a subsequent pregnancy during the service year.
- An additional 35 pregnant or parenting teens will receive assistance through support pool.

Those responsible for implementing the strategy are listed below in the partnership section, and have signed the Authorized Signatures/Partnership page.

The proposed strategy builds upon a successful model in that each of the participating agencies achieves a high success rate in providing the services that they provide. The strategy also works to increase the effectiveness of services provided through collaboration between the agencies so that each agency is able to provide the services it provides best. As a result, the services provided for each teen are expanded to meet that teen's need to be successful. It should also be noted that the services provided include a high amount of leveraged services to provide the complete range of services needed by each teen parent.

Partnerships

Those agencies who have collaborated in developing this project and who will provide the services are described below. In addition, TPIC will provide overall grant oversight. Please note that those agencies providing case management include a range of services from initial assessment to life skills training, to job search assistance and follow up services.

- *YWCA (2 Case Managers)*: The YWCA, located in Northeast Portland will provide employment and training services to pregnant and parenting teens located in North and Northeast Portland. Services provided will include case management, parent education, alcohol and drug prevention and intervention, and employment readiness training.
- *Oregon Human Development Corporation (0.5 FTE Case Manager)*: OHDC will provide employment and training services to pregnant and parenting teens in the Hillsboro area, Washington County, including case management, basic education services, short term skill training, support group services, and job placement. A service focus of OHDC is farmworker and Hispanic youth.
- *Virginia Garcia Mental Health Clinic*: Virginia Garcia Clinic will provide health services and coordinate the New Parent Network, which provides case management support for first time parents which children under one year of age. Teen parents comprise over 50% of the families served.
- *The Private Industry Council (1 Case Manager)*: TPIC will provide employment and training services to pregnant and parenting teens through the Youth Employment Institute located in Northeast Portland. Services provided will include basic education services, short term skill

training, case management and job placement. A majority of those served at YEI are inner-city minority youth.

- *Youth Services Consortium (Manage Support Services Pool)*: The YSC will act as the 'keeper of the funds' for the pool of funds designated to provide services for teens as described above. YSC provides central fiscal management services, and coordination among participating agencies to assure cost effective collaboration. YSC will also provide mediation through the Youth and Family Mediation Program. This program brings together family members who cannot resolve the conflicts they are experiencing without the help of a neutral third party.
- *Portland Public Schools (1 Case Manager)*: The PPS Teen Parent Program provides education and school to work services for teen parents from throughout this Portland school district. Youth served under this grant will receive basic education services, case management, goal setting and transition plan development, and job placement for High School seniors and GED receivers.
- *Project YESS (1 Case Manager)*: Project YESS, located at Mount Hood Community College, will provide employment and training services to pregnant and parenting teens who live in East Multnomah County. Services provided will include preparation for GED examination, establishment of career goals, job search and job placement assistance, support services and transition to college classes.
- *Morrison Center*: The Morrison Center will provide center-based or program site-based outpatient mental health counseling or alcohol and drug counseling to pregnant or parenting teens, or early childhood services to their babies.
- *Tualatin Valley Mental Health (0.5 FTE Case Manager)*: TVMH will provide case management and job placement services to teen parents in the Western Washington County area. TVMH will also provide mental health services and alcohol and drug treatment for teen parents.
- *Metro Child Care Resource and Referral*: MCCRR will provide the Teen Parent Child Care Voucher Scholarship program which links teen parents with child care providers, assists teen parents in developing a child care and education training plan, vouchers the teen parents can use to pay for child care (with a small co-payment from the teen parent).
- *Washington County Commission on Children and Families*: This agency will provide coordination linking services among partner agencies in Washington County.

Timeline

Each agency will begin services to the teen parents immediately upon grant award. The outcomes listed above will be achieved by June 30, 1997.

Project Meets to Welfare Reform Reinvestment Goals

The project will contribute to the purpose of the request for proposals. Each purpose, and how the project relates, is discussed below.

1. Move more people off the welfare caseload and into employment

The proposed project will assist at least 90 teen parents to move into employment, at an average wage of \$7.00/hr. Teen parents will receive services in addition to job search assistance, that are crucial for teens to enter a high wage job and to remain employed.

2. Help people who have moved off the caseload to stay off

The project is designed to assist teens to enter higher wage jobs; higher wages assist in self-sufficiency and in economically disadvantaged teens remaining employed. In essence, higher wages make it "worth it" for the teen parents to work and to stay off AFS. The project also provides a wide range of services to help teen parents deal with issues that may make it difficult for them to stay employed. Childcare and transportation assistance are provided. Basic skills training and short term training give teen parents the skills necessary to be successful in a job. Mental health services (mediation, drug and alcohol) and life skills training give youth the background and skills necessary to confront any problems which may arise on the job and to cope with those issues in their lives which may otherwise interfere with work. Case management services are provided for transitional support as the teen parent makes the adjustment to the workplace and to self-sufficiency. This project is also connected with the proposal to prevent teen pregnancy and help parenting teens postpone having a second child.

3. Prevent people from coming on to the caseload in the first place

The proposed project will serve 37 teen parents who are eligible for AFS but who are not currently enrolled. These youth will receive services that allow them to maintain self-sufficiency. One of the most important services will be to provide childcare which allows the teen parent to gain skills or search for and enter employment.

Matching Funds/In-Kind

Each of the partner agencies is providing significant in-kind services. The amount of funds requested for this project is not sufficient to allow for full services to 150 teen parents. For example, The Private Industry Council will provide the assessment, basic education/GED training, life skills training, and job search assistance as match; grant funds will be used to pay for case management and short term training. Match from the participating agencies is included in the matching funds budget attached.

Submitted by: The Private Industry Council
Contact: Gregory White, Director Grants and Regional Initiatives
phone: (503) 241-4600; fax: (503) 241-4622

Transitional Services Group: Teen Parents and Pre-Steps to Success Preparation

Budget

	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel			
Salaries	208,000	213,351	
Benefits	52,000	60,799	
Total Personnel	260,000	274,150	534,150
Services			
Supportive Svcs		51,726	
Training		7425	
Other (pool) ¹	229,829		
Other (work experience) ²		5,000	
Total Services	229,829	64,151	293,980
Occupancy	0	5,000	5,000
Operating Costs			
Matls & Supplies		10,497	
Telephone		3,467	
Printing		145	
Postage		414	
Travel		1,654	
Equipment			
Other (see footnotes)		759 ³	
Total Operating Costs		16,936	16,936
Administrative Cost	11,761	72,332	84,093

SUMMARY:

Total Requested from Reinvestment Funds	501,590
Matching Case/In-kind ⁴	432,569
Total Budget	934,159

¹ The pool includes training and supportive services as described in the body of the proposal; \$25,000 is designated for the group proposing housing assistance for teen parents. The case manager hired through the Prevention-Pathways group may also access the flexible funds. Costs for YSC to manage the pool are included.

² Paid work experience is provided to teen parents who need to first experience work in a more structured setting.

³ Includes equipment maintenance/Repair, Staff Training, and Staff Recruitment/Advertising.

⁴ Includes 161,982 from TPIC, 43,521 from OHDC, 17,375 Virginia Garcia Clinic, 54,875 MCC, 95,933 YWCA, 27,300 TVMH, and 31,583 PPS.

Transitional Services Group
Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency. My agency supports and will partner in the proposed project.

1. YWCA of Greater Portland - N.E. Center
Organization

Joan Higgins 7-8-96
Authorized Signature Date

2. Camp L. Morris 7-8-96
Organization
Metropolitan
Child Care Support Services
Authorized Signature Date

3. Morrison Center Child and Family Services
Organization

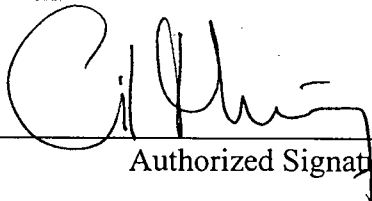
Pamela Patton 7/8/96
Authorized Signature Date

4. Adult and Family Services Division
Organization

Maura Collins Lasterline 7/8/96
Authorized Signature Date

Transitional Services Group

1. Virginia Garcia Memorial Health Center
Organization

 7/8/96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Transitional Services Group

1. Washington County Commission on Children and Families
Organization

Lawrence M. D. 7.8.96
Authorized Signature Date

2. Region Human Development Corporation
Organization

Stephen B. Smith 7.8.96
Authorized Signature Date

3. The Private Industry Council
Organization

Dennis C. C. 7-9-96
Authorized Signature Date

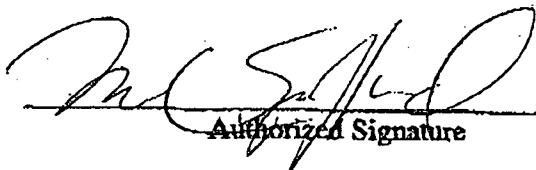
4. _____
Organization

Authorized Signature Date

Transitional Services Group

1. Tualatin Valley Mental Health

Organization



Authorized Signature

7/9/96

Date

2.

Organization

Authorized Signature

Date

3.

Organization

Authorized Signature

Date

4.

Organization

Authorized Signature

Date

Transitional Services Group

1. Portland Public Schools
Organization

Mary Karter 7/9/96
Authorized Signature Date

2. Youth Services Consortium
Organization

Janet L. Maxwell 7/9/96
Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

PREGNANCY PREVENTION

CHRISTIAN WOMEN AGAINST CRIME

NORTH PORTLAND YOUTH & FAMILY CENTER

BOYS AND GIRLS AID SOCIETY

URBAN LEAGUE OF PORTLAND

SELF ENHANCEMENT, INC.

**WASHINGTON COUNTY DEPARTMENT OF HEALTH & HUMAN
SERVICES**

PORTLAND PUBLIC SCHOOLS

MULTNOMAH COUNTY HEALTH DEPARTMENT

Signature Authorization

I am authorized to sign proposals and /or contracts representing my agency.

Agency: Christian Women Against Crime

Alberta Phillips / BRANDY CHASTAIN
Print Name

Alberta Phillips
Authorization Signature
Executive Director, CWAC

7-9-96
Date

Brandy Chastain
Authorization Signature
Chairman, Sister House

9 July 96

Christian Women Against Crime Sister House

July 9, 1996

Addendum to Budget

Personnel

Salaries and benefits provide for two individuals, one full-time and one part-time, who will provide day care to the children of the Sister House young mothers. The maximum number of children to be cared for is five. The age range is newborn to two-years-old. The staff will be certified day care providers.

Providing day care allows young mothers to continue their education with out the distraction of concern for finding day care for their child.

Services

Supportive services budget allocations provide for psychiatric evaluation, psychological counseling and other specific evaluation or counseling which is beyond the scope of regular Sister House staff and health care providers.

The training budget allocation is intended for both staff and young mothers. The type of educational experience may be seminar, conference or local expert for the staff. Training for young mothers will include hiring local educators to provide specific education or training which is not available from the staff and volunteers of the Sister House.

Occupancy

The portion of mortgage and taxes allocated to the day care area of the Sister House is \$1500. This figure is minimal because the mortgage is expected to be paid down within six-months.

Operating Costs

The materials and supplies allocation refers to school supplies and fees, reference books, art and craft supplies.

Operating costs include such staples of home management as telephone, postage and the provision of basic equipment for the home.

Other costs associated with running a group home include setting up and maintaining an office. Budget items include computer, FAX, e-mail, copier and typewriter capabilities.

Administrative Cost

Licensure for the group home, day care and with contracting agencies must be maintained. Monthly and annual reports must be written and communicated.

Organization: CHRISTIAN WOMEN AGAINST CRIME**BUDGET**

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	23,800.00		
Benefits	5,825.00		
Total personnel	29,625.00		29,625.00
Services:			
Supportive Services	2,000.00		
Training	3,000.00		
Other (specify)			
Total Services	5,000.00		5,000.00
Occupancy	1,500.00		1,500.00
Operating Costs:			
Materials & Supplies	1,375.00		
Telephone	500.00		
Printing	500.00		
Postage	500.00		
Travel			
Equipment	500.00		
Other (specify)	3,500.00		
Total Operating Costs:	8,375.00 6,875.00		8,375.00 6,875
Administrative Cost	2,000.00		2,000.00

SUMMARY:

Total Requested from Reinvestment Funds	\$45,000.00
Matching Cash/In-kind	
Total Budget	\$45,000.00

¹ Please describe the Cash/In-kind. What/who are the sources.

NORTH PORTLAND YOUTH & FAMILY CENTER

7704 N. Hereford Portland, Oregon 97203 (503) 285-0627 Fax: (503) 289-8731

July 1, 1996

Re: Welfare Reform Reinvestment Fund

PROJECT: Southeast Asian Teen Pregnancy Prevention Project

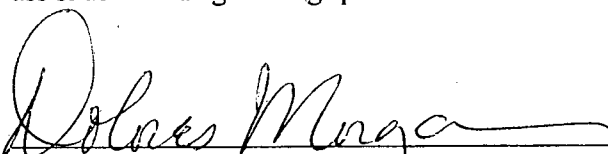
AGENCY: Delaunay Family of Services

DEPT: North Portland Youth & Family Center
7704 N. Hereford
Portland, OR 97203

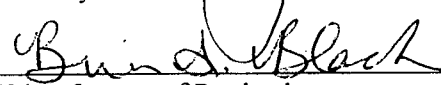
PHONE: (503) 285-0627

CONTACT: Diane M. Feldt, Director

Delaunay Family of Services through its North Portland Youth and Family Center is joining this collaborative effort in Multnomah and Washington Counties. Our contribution focuses on teen pregnancy prevention services for Southeast Asian youth. This is a model we had the opportunity to develop two years ago through a six month grant. In the process we learned much about the youth involved. We will be working with the Urban League's Northeast Youth and Family Center and the Asian Family Center to identify families and refer them into the six week sessions and to assist us in finding meeting space outside of the North Portland peninsula.


Dolores Morgan, Executive Director
Delaunay Family of Services


Date

Partners: 
Urban League of Portland


Date


Asian Family Center


Date

seatpp

❖ DELAUNAY FAMILY OF SERVICES

Partially funded as an independent contractor by Multnomah County and the United Way of Columbia-Willamette

NORTH PORTLAND YOUTH & FAMILY CENTER

7704 N. Hereford Portland, Oregon 97203 (503) 285-0627 Fax: (503) 289-8731

Delaunay Family of Services/North Portland Youth & Family Center

Geographic Area: The focus is North Northeast, but this can be done anywhere in the county.

Description: This is a teen pregnancy prevention project for Southeast Asian youth and their families. Youth ages are 9 - 18. The model consists of a six sessions engaging all family members in a discussion of the issue of teen pregnancy as it effects successful school completion. This gives the population permission to discuss an otherwise taboo issue. At various points the family group splits between a parent and youth group. In this way we address communication and parenting techniques between parents and youth to facilitate more effectiveness around this issue. The youth group provides an opportunity for Southeast Asian youth to ask questions, express concerns and reveal needs to ethnic staff. Outside of the group there will be limited case management to address youth needs that emerge within the group regarding reproductive services including birth control and treatment of sexually transmitted diseases. Within a twelve month period, depending on identifying interested families, we can run between six and eight six week sessions. Each session can serve up to five families. We can serve between 30 and 40 families.

Southeast Asian teen moms are part of the teen mom welfare caseload. In some ethnic groups early parenthood is an accepted norm. Sexual activity outside of marriage is not a norm. Also in those groups, Hmong and Mien, marriages were arranged. In a generation caught between two cultures, teen pregnancy often forces the issue. We had the opportunity to try this model in 1995. The parents were very eager to participate as were the youth. We learned parents tend to know this is a significant problem in the community, but refuse to think their own teenage children are sexually active. When with their parents, youth reinforce this view. In the youth group another story emerged. This was staffed by a male/female ethnic team who had the capacity between them to speak all of the various languages. Staff was stunned by the revelations within the youth group and the level of sexual activity. Youth were not accessing family planning services even within schools via teen health clinics for fear their parents would find out. Some had untreated sexually transmitted diseases they had neglected due to the same fear. To be able to talk about these things to someone of their own race, particularly the female staff member, was both amazing and a relief. In addition to group time I have built in limited case management time to connect youth with health clinics, family planning.

Partnerships include the Urban League Northeast Family Center and the Asian Family Center. Both will be sources for referrals. It is best to hold groups in their neighborhoods. Both partners may assist staff in locating space to hold groups.

❖ DELAUNAY FAMILY OF SERVICES

Partially funded as an independent contractor by Multnomah County and the United Way of Columbia-Willamette

If funded this model could be serving families within a very short time as staffing consists of extending a current staff members hours and hiring another on a contract basis. These are the same staff who initially did this project and both are willing to do it again because of the need involved.

Relationship to Purposes: This project relates to preventing people, in particular Southeast Asian teenage girls, from getting pregnant and potentially ending up on an AFS caseload. As stated above we have tried this model and discovered many of the youth engaged in the project were sexually active and not practicing any form of birth control. There are levels of benefit from a project like this one, the most immediate is identifying and providing case management to sexually active teens to practice safe sex and birth control.

Matching Funds: Matching funds include additional staffing time, three hours per week, at the North Portland Youth & Family Center and support staff. This additional time has to do with project coordination and completion of paperwork.

Organization: Delaunay Family of Services/North Portland Youth & Family Center

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	13,698	3,097	
Benefits	1,790	743	
Total personnel	15,488	3,840	19,328
Services:			
Supportive Services	83		
Training	116		
Other (specify)			
Total Services	199		199
Occupancy	233	233	466
Operating Costs:			
Materials & Supplies	325	75	
Telephone	50		
Printing	25		
Postage	50		
Travel	500		
Equipment			
Other (specify)	Insurance 150		
Total Operating Costs:	1,100	75	1,175
Administrative Cost	1,480		1,480

SUMMARY:

Total Requested from Reinvestment Funds	18,500
Matching Cash/In-kind	4,148
Total Budget	22,648

Matching funds come from the Family Center grant and includes support staff, supervision, infrastructure costs.

¹ Please describe the Cash/In-kind. What/who are the sources.

Proposal Summary: The Boys and Girls Aid Society seeks funding to double its capacity in Pathways, a highly successful early intervention program that prevents pregnancies, welfare dependency, and homelessness among high-risk teen parents and girls. This expansion will allow the agency to serve 80 girls facing serious personal and family crises, with:

- up to six months intensive case management
- self sufficiency activities
- pregnancy prevention education and counseling
- housing and resource coordination

Welfare Reduction: This project will directly affect the Multnomah County welfare caseload by:

- keeping high risk teen parents stable and actively involved in self-sufficiency efforts
- preventing first and second pregnancies among girls at high risk of early and repeat pregnancies

Client outcomes: Current program outcome objectives are that 75% of clients at termination and at 6 month follow up will:

GOAL	INDICATOR	INFORMANT
Be living either with their family or in another stable and supportive environment	Family Placement	Case manager at termination, client or reliable family member at follow-up
Be actively involved in an education program and/or employed in a part of full time job	Educational program Employment status	Same as above
Have no involvement with SCF	SCF Abuse/Neglect Reports & Placement Information	SCF Information Tracking System
Have no involvement with the Juvenile Justice System	Arrests	Mult. Co. Juvenile Court MIS

Program Success: This program has a proven success rate with:

- **no pregnancies among young women who entered the program without children**
- **only one second pregnancy among teen parents**

Approximately one-half of the parenting young women served by the program were receiving AFS benefits when they entered the program. Pathways' strong emphasis on getting young moms through school and into the work force, is supportive of the Welfare Reinvestment's goal of moving more people off the welfare caseloads and into employment. Pathways goal of preventing teen pregnancy is supportive of Welfare Reinvestment's goal of preventing people from coming on to welfare caseloads in the first place. In addition, Pathways helps young women who are on welfare to develop solid skills so that when they do leave welfare, they will not come back.

The Boys and Girls Aid Society of Oregon - Pathways

Most Pathways clients are age 15 and older. Pathways places a strong emphasis on finishing school and developing job skills and career plans. With the support and coaching of the case manager, the parenting young women are realizing that a second pregnancy would interfere with their plans for self-sufficiency.

Anecdotal evidence suggests that Pathways' approach with adolescent females is also having a positive effect on empowering these young women to be more assertive in relationships, less accepting of disrespect and better able to protect themselves from exploitation.

Other agencies and schools see Pathways as a resource and are referring clients at a steadily increasing pace. Professionals at other agencies view Pathways staff as possessing special expertise with victimized girls and are referring clients with whom they have not been successful. Both caseloads are currently full.

Geographic area: Pathways currently serves all of Multnomah County. Expansion of Pathways with Welfare Reinvestment funds will intensify and focus outreach efforts in Outer East and North/Northeast Portland. These are the areas of Multnomah County that have the highest incidence of at-risk girls:

- whose mothers are on AFS and first became parents as teens, or
- whose sisters are teen parents.

Program description:

Program overview -- Pathways is part of the Youth Investment (formerly Level 7) system in Multnomah County. Since April 1995, The Boys and Girls Aid Society and Morrison Center have partnered in providing intensive case management services through the Pathways program. The Boys and Girls Aid Society (the Society) is the lead agency and provides case management services to pregnant and parenting females. The Society subcontracts with the Morrison Center to provide case management for non-pregnant and parenting females. Services emphasize:

- **prevention of first and subsequent pregnancies.**
- family involvement.
- addressing victimization issues experienced by this population.
- assisting adolescent females and their families to gain skills and access needed resources.
- enabling adolescent mothers to better care for their children.

The Boys and Girls Aid Society and Morrison Center developed Pathways to respond to the gender specific needs of girls. Multnomah County's planning process for Level 7 youth targeted adolescent girls as a population in need of services specially tailored to their needs. The planning process identified intensive case management services as a primary need for these girls, and also recognized a need to train the entire Youth Investment service system regarding "best practices" for girls.

The Boys and Girls Aid Society of Oregon - Pathways

The partnering agencies, along with Insights Teen Parent Program, worked with Multnomah County to develop a training series for all providers of Youth Investment services in the county. The training was designed to sensitize youth workers to the gender specific developmental needs of girls with an emphasis on creating a system that gives young women skills to avoid and heal from victimization. Pathways case managers continue to serve as a resource to other providers regarding girls special needs.

Pathways is currently funded by Multnomah County's Youth Investment with 1.2 FTE for case management, .6 FTE for each agency. This proposal requests funding to double program capacity. Pathways intensively serves approximately 40 girls per year for an average of six months each. Requested funds will double capacity to serve an additional 40 girls per year. Morrison Center will add .75 FTE case management and The Boys and Girls Aid Society will add .35 FTE.

Target population -- Pathways serves adolescent females ages 13 - 17 who are:

- either pregnant/parenting or not,
- having difficulties at home or school (running away, truant, self destructive behaviors),
- not currently involved with the Juvenile Justice System,
- not currently involved with SCF,
- not in need of more intensive services (actively suicidal, hospitalization),
- not a gang member and not heavily gang affected,
- have been victimized (past, current, or at risk of abuse) or have other issues requiring gender specific expertise,
- are not likely to be served by other providers such as the Multnomah County funded Family Centers, and
- are not eligible for the Multnomah County Health Department funded Connections program.

Program services -- Pathways case managers provide:

- **outreach** to inform referral sources and identify young women in need of these specialized services.
- **intake screening** to identify those girls who are most in need and most likely to benefit from the services.
- **referral and connection** to other services for those not most appropriate for Pathways.
- **needs assessment and service planning** that is extensive, client-centered and strength-based.
- **support and assistance in gaining access** to additional needed community resources and services in housing, mental health, reproductive health, child care, education, job training, drug and alcohol counseling, mentorship programs, etc.
- **intensive case management services** designed to enable clients to achieve the goals they established in the service plan.
- **education and support in reproductive health and decision-making.** Case managers work carefully with each young client to increase assertiveness skills,

The Boys and Girls Aid Society of Oregon - Pathways

contraceptive access and use, and access to health care including accompanying some young women to medical appointments.

- **concrete skill building** through coaching by the case manager and through referral to existing community resources such as anger management, parenting, and assertiveness classes, etc.
- **short-term family counseling and mediation services** designed to empower families and resolve conflict.
- **victimization services** provided directly by the case managers and by referral to other community services. Pathways case managers are specially trained and aware of the role victimization plays in these girls' lives. They gently and persistently attempt to increase clients' awareness of this phenomenon, including learning how to recognize it when it occurs, how to avoid it, and how and where to get support to heal and take back their personal power.

Community partnerships -- The Boys and Girls Aid Society and Morrison Center are both active participants in a wide range of community efforts to coordinate and enhance services. Both agencies are committed to creating effective partnerships for improving service delivery to at-risk girls. Both agencies are very active participants in two large interagency collaborations:

- Multnomah County Youth Investment (Level 7) system of interagency planning and coordination of services. The Youth Investment system includes dozens of participating agencies in continually assessing and refining the service system to meet community needs.
- Multnomah County Network for Young Parents and Teen Pregnancy Prevention. The Network includes dozens of member agencies who focus attention on the service needs of teen parents and preventing teen pregnancy.

Pathways services will be closely coordinated with the other prevention, transition and housing services proposed for Welfare Reinvestment funding. This will ensure that services provided by Pathways are integrated with, and not duplicative of, other services.

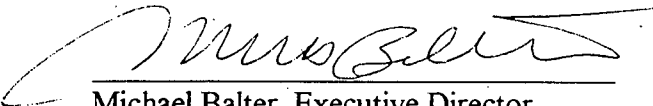
Project timeline: Since Pathways is already a fully functioning program, there will be no start up time. The service system is well aware of the program and referral relationships are solidly in place. Pathways staff are currently putting potential clients on hold because their caseloads are full. Both agencies are prepared to staff up immediately to initiate further outreach which will double the service capacity and caseloads.

The Boys and Girls Aid Society of Oregon - Pathways

Contact person: Patricia Nehl, Program Services Manager, The Boys and Girls Aid Society, 222-9661.

Partnership agreement:

When funding is assured, The Boys and Girls Aid Society agrees to accept responsibility for the expansion of Pathways' services as described in this proposal. The Society will amend its current contractual relationship with the Morrison Center to allow them additional resources to expand services to non-pregnant and parenting adolescent females. The Society will expand services to the pregnant and parenting adolescent females as described above. In addition, the Society will cooperate with AFS in the collection of outcome data to evaluate the success of this project.

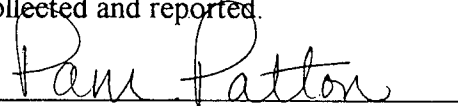


Michael Balter, Executive Director
The Boys and Girls Aid Society of Oregon

7/8/96

Date

The Morrison Center agrees to participate in this Welfare Reinvestment project through the above described expansion of the Pathways program. Morrison Center will serve the non-pregnant and parenting females in the expanded Pathways program and will work with The Boys and Girls Aid Society to ensure that all necessary outcome data are collected and reported.



Pam Patton,
Director of Governmental Relations
Morrison Center Child and Family Services

7/8/96

Date

Organization: The Boys and Girls Aid Society of Oregon - Pathways¹

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$33,366		
Benefits	\$ 6,458		
Total personnel	\$39,824		\$39,824
Services:			
Supportive Services	\$ 165		
Training	\$ 296		
Other (specify)			
Total Services	\$ 461		\$ 461
Occupancy	\$ 1,019		\$ 1,019
Operating Costs:			
Materials & Supplies	\$ 492		
Telephone	\$ 829		
Printing	\$ 177		
Postage	\$ 180		
Travel	\$ 1,606		
Equipment	\$ 478		
Other: Insurance	\$ 267		
Client Assist	\$ 478	\$ 600 ²	
Depreciation	\$ 638 ³		
Dues/Subscriptions	\$ 47		
Total Operating Costs:	\$ 5,192	\$ 600	\$ 5,792
Administrative Cost	\$ 8,504		\$ 8,504

SUMMARY:

Total Requested from Reinvestment Funds	\$55,000
Matching Cash/In-kind	600
Total Budget	\$55,600

¹ Includes subcontract with Morrison Center.

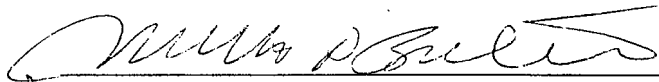
² Match is in-kind direct assistance to clients such as donated baby clothes, formula, home furnishings, toiletries, etc.

³ Depreciation on agency owned building and equipment.

Authorized Signature Page

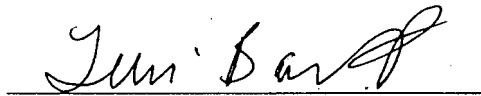
I am authorized to sign proposals and/or contracts representing my agency.

1. The Boys And Girls Aid Society Of Oregon
Organization


Authorized Signature

7/8/96
Date

2. The Boys And Girls Aid Society Of Oregon
Organization


Authorized Signature

7/8/96
Date

3. _____
Organization

Authorized Signature

Date

4. _____
Organization

Authorized Signature

Date

The Urban League of Portland
Male/Female Responsibility Program

What geographic area are you going to serve

This project will serve the inner Northeast area Jefferson Cluster, Grant Madison Cluster, and The Private Industry Council's Youth Employment Institute.

A description of your operation.

The Male/Female Responsibility Program(MFRP), a trademark of the National Urban League, is a teen pregnancy prevention program targeted to youth of color who are at high risk for becoming teen parents. High risk criteria are defined as youth who have sustained sexual abuse at some time in their lives, are siblings of teen parents, have been exposed to domestic violence, who are high school drop-outs, and teens who are below the poverty level. The program also targets teen parents in an attempt to prevent second and third births. Students are recruited via referrals from high school counselors, State Office Services to Children and Families, The Urban League Northeast Family Center, The Urban League Portland Street Academy drop-out retrieval program, The Private Industry Council and through outreach and recruitment.

The students referred to the program are assessed for the high risk factors and each student develops a personal goal sheet for themselves. After completing the goal sheet the Male/Female Responsibility Coordinators work to assist the youth ages, 12 -21, in achieving their own established goals. The students selected for the program receive a pre-test that assist the program coordinators in identifying other needs the youth may have and the youth's attitude toward sexuality. At the completion of the program a post test is given to identify growth and attitudinal changes—if any.

Unlike most other teen pregnancy prevention models, MFRP is designed to assist boys and girls in the prevention of teen pregnancy. The program was established in 1992. The program is a response to the community concerns regarding absentee teen fathers, increased adolescent gang involvement and school drop-outs. MFRP is designed to identify and promote the importance of: adopting positive values, developing a positive self-image, being accountable for one's actions and reactions, promoting community involvement and taking necessary steps to become academically and vocationally prepared.

The program functions in-house and in cooperation with area Portland Public Schools which include, Jefferson High, Grant High, Fernwood Middle, Tubman Middle and The Private Industry Council. The program is staffed by a Male Responsibility Coordinator (1 F.T.E) and a Female Responsibility Coordinator (1 F.T.E.) and several volunteers. The coordinators conduct groups twice a week which cover various topics including educational materials, community services, and talent search. Talent search is designed to assist students in identifying career tracks and providing them with the necessary support to help achieve their career goals, them, including college applications, and financial aid assistance.

The Urban League of Portland
Male/Female Responsibility Program

From Fall of 1991 to June of 1993, the MFRP has been influential in assisting over 800 at risk youth throughout the year. There have been positive changes in the attitudes of the program participants. School attendance increased 20 percent and class attendance also increased. Grades on average improved by half (.5) a grade point. Some participants achieved grade point averages of 4.0. There was a 35 percent to 40 percent increase in the number of absentee teen fathers accepting some form of responsibility for their children. Responsibility includes providing financial assistance, child care when needed and being actively involved in his child's life.

In addition, 27 percent of participants graduated from high school: of these, 30 percent have gone on to higher education; 35 percent joined the workforce; 10 percent are unemployed, and 25 percent are unaccounted. Of the remaining 70 percent, some students return to the program in the fall. These students are contributing to their welfare and the welfare of their neighborhoods and the community at large by becoming more responsible.

The request for the MFRP are escalating from various schools throughout the Portland metro area. The Urban League seeks funding to enhance existing efforts for the upcoming 96-97 academic school year. Requested funding would assist with program costs and staffing costs. The Urban League proposes to serve 300, youth at high risk of experiencing teen pregnancy.

What are your partnerships

MFRP partners with the Northeast Family Center that is operated by the Urban League of Portland and The Private Industry Council's Youth Employment Institute. The Family Center assist all families in inner Northeast Portland by offering family counseling, individual counseling, group counseling, diversion/Level 7 services, and big/brother big sister programs. Every year the center intakes over 800 families and the center makes direct referrals to the MFRP. MFRP staff work very closely with high and middle school counselors in identifying students for the program. A major corporate partner is Key Bank of Oregon, who provides significant annual financial support and coordination to the youth summer employment program.

An estimated timeline

The project will run from Sept 1, 1996 to Sept 1, 1997.

The Urban League of Portland
Male/Female Responsibility Program

How your program relates to one or more of the purposes:

3. Prevent people from coming on to the caseload in the first place.

Goals and Measurements:

Pre and Post test on attitudes toward sexuality--make comparison on changes in attitudes towards risk behaviors that lead to teen pregnancy.

Fifty percent of program participants not getting pregnant a 2nd and third time.

Fifty percent of program participant have higher attendance rate of school of program participants and a .5 or better increase in grade point average.

Provide parenting options, open adoption, etc. for pregnant teens.

Fifty percent of high school completion by high seniors in the program.

Fifty percent of high school completers entering college, vocational training, or other career related fields.

Contact:

Brian A. Black
Assistant to the President and CEO
Urban League of Portland
10 North Russell St.
Portland, OR 97227
503/280-2619
503/281-2612 FAX
ULPDX@teleport.com e-mail

Organization The Urban League of Portland Male/Female Responsibility

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-kinds	Total Cost
Personnel:			
Salaries	\$25,000	\$21,000	
Benefits	\$6,500	\$5,460	
Total personnel	\$31,500	\$26,460	\$57,960
Services:			
Supportive Services	\$5,000	-0-	
Training	-0-	-0-	
Other (specify)	-0-	-0-	
Total Services	\$5,000		\$5,000
Occupancy	-0-	\$12,782	\$12,782
Operating Costs:			
Materials & Supplies	\$3500	-0-	
Telephone	-0-	\$100	
Printing	\$500	\$500	
Postage	-0-	-0-	
Travel	\$500	-0-	
Equipment	-0-	-0-	
Other ¹ (specify)	-0-	-0-	
Total Operating Costs:	\$4,500	\$600	\$5,100

Administrative Cost	\$4,000	\$3,991	\$7,991
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Summary:

Total Request from Reinvestment Funds	\$45,000
Matching Cash/In-kind	\$43,833
Total Budget	\$88,833

Budget notes:

Half of the matching amount is from contributions made to the Urban League and the other half is from the United Way.

Self Enhancement, Inc.
Teen Pregnancy Prevention Project

Self Enhancement, Inc. (SEI) is a private nonprofit community-based organization which provides preventive services (gang prevention, alcohol and other drugs, violence prevention, teen pregnancy, etc.) to youth and their families. The SEI motto "Life has Options" speaks the true mission of SEI. SEI's goal is not just the prevention of antisocial behavior, but to promote pro-social behavior. We believe that when people are presented with positive options they will choose the most positive option that fits their needs. The goal of SEI's Teen Pregnancy Prevention Project is to prevent youth from becoming pregnant and entering the welfare caseload.

SEI currently serves 470 students in its in-school program, and an additional 300 students in the summer basketball camps. With the addition of the Center for Self Enhancement (SEI's new 62,000 sq.ft. Facility), SEI will serve approximately 1,000 to 1,200 additional youth and their families during peak operations.

SEI provides services to youth and their families within the inner North/Northeast Portland area, specifically in zipcode areas 97211, 97212, 97217, and 97227. These zipcodes combine to represent the highest numbers of families receiving AFS services within District 2.

An estimated 75% of all SEI students meet the eligibility for AFS, Job Training and Partnership Act (JTPA), or HUD Portland Area Median income scale for low income. SEI believes that the majority of these SEI students fit the high risk criteria for becoming teen parents. Through the efforts of this project, SEI will track all SEI students, denoting whether these students are high risk under the risk factors established by AFS and compare the pregnancy rate of SEI students to the state and national rates for comparable students.

The SEI project will work with teens and pre-teens, males and females to provide pregnancy prevention services to students currently in the SEI program. To provide this service, SEI will develop a curriculum for an intensive pregnancy prevention project which will stress both male and female responsibility, abstinence, and various forms of contraception. SEI will also integrate the teen pregnancy prevention concepts into career planning and other goal setting activities, to insure that students understand the effect that being a parent has on preparing for a career.

The most important aspect of SEI's prevention services is involving students in positive activities. Though SEI students receive in-school, after school and summer services which are primarily focused on improving school performance, increasing self-esteem, providing positive recreational activities, career development and community involvement. SEI services are incentive based, which means that students are rewarded for positive behavior. Unlike many programs, SEI provides these services on a continuum from the second grade through high school, on a full year basis. Consequently, if a student enters SEI as a second grader and continues to live within the SEI service area, that student could remain in SEI for 10 years or more. The continuity of services over time is the key to providing effective services to youth.

Self Enhancement, Inc.
Teen Pregnancy Prevention Project

At the basis of all of SEI services, is our theory for services which is based on the Relationship Model. In summary, the Relationship Model says that the services provided are only as good as the relationship between the service provider and the client. It requires that the service provider is committed and cares about the client who is receiving the services.

This project will focus on the 300+ students currently being served in the SEI middle school and high school programs; and new middle school and high school students accepted into SEI with the opening of the Center for Self Enhancement in January of 1997.

SEI will coordinate the teen pregnancy prevention efforts with other health related issues through the SEI Health Resource Center, funded by the Sisters of Providence, which will be located inside of the Center for Self Enhancement. SEI also will provide teen pregnancy prevention services during the in-school/after-school program in each of the 13 Portland Public Schools SEI currently provides services in.

SEI will further reinforce teen pregnancy prevention efforts by establishing male-only and female-only discussion/activity groups. Each of these groups will provide a forum for discussing topics and issues which directly affect male and female attitudes and behaviors concerning sexual responsibilities.

SEI will also employ a model of influencing the attitudes of students and their peers by empowering student "opinion makers" with the skills and resources necessary to reach a large numbers of fellow students. SEI has selected 45 students, 15 students each from Jefferson, Grant High Schools. These students were chosen because of their popularity and ability to influence their peers. SEI has provided these students with leadership training and other skills aimed at enhancing their ability to persuade others. SEI has also been able to utilize its pro bono relationship with a local advertising agency, KVO to provide assistance in training students sell their ideas to others. These students are able to select projects, such as teen pregnancy prevention and are provided with the resources to reach large numbers of their peers using the "medias" of their choice.

The use of "opinion makers," specialized curriculum, and the SEI prevention service model, has been very successful in the SEI Violence Prevention Project, a research project funded by the Centers for Disease Control and Prevention.

The key findings include:

A significant decline in fighting, both inside school and outside of school, among SEI students, while comparison group students stayed about the same. Specifically, while over half of SEI students reported physical fighting in Year 1, just over 40% reported fighting in Year 2. This represents a 25% decline from Year 1 levels.

Self Enhancement, Inc.
Teen Pregnancy Prevention Project

Weapon carrying also decreased significantly among SEI students. While nearly one-third of these students reported carrying a weapon in the past month in Year 1, this rate dropped to just over 10% in Year 2- a 67% decline over baseline levels. Again reports of weapon carrying remained about the same in the comparison group from Year 1 to Year 2.

In Year 1, both fighting and weapon carrying among SEI and comparison students were well above national norms for African American high school students. While this is still the case for comparison group students, SEI students are now below these national averages on the indicators.

We believe that SEI model of continuous services, based on the development of a strong relationship between SEI staff, the student and their family, can be effectively focused on a number of different areas of concern, including teen pregnancy. While this project will target middle and high school students, the entire SEI program will benefit from the opportunity to develop an intensive teen pregnancy prevention curriculum, which will be integrated at all levels. The anticipation of adding 1,000 new SEI students with the opening of the Center for Self Enhancement makes the initiation of teen pregnancy prevention Project both timely and cost effective.

To provide teenaged pregnancy prevention services to students in the SEI program, SEI will hire one full-time staff person who will be responsible for the coordination and delivery of teenage pregnancy prevention services. This staff person will be responsible for the coordination of inner SEI activities and services which will be provided as part of the SEI Teen Pregnancy Prevention Project.

The time line for the SEI Teen Pregnancy Prevention Project will begin September 1996 and operate through August 1997.

Organization: SELF-ENHANCEMENT, INC.

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	26,000	26,000	
Benefits	5,980	5,980	
Total personnel	31,980	31,980	63,960
Services:			
Supportive Services	5,270		
Training	1,000		
Other (specify)			
Total Services			6,270
Occupancy			
Operating Costs:			
Materials & Supplies			
Telephone			
Printing			
Postage			
Travel			
Equipment			
Other (specify)			
Total Operating Costs:			
Administrative Cost	6,750		6,750

SUMMARY:

Total Requested from Reinvestment Funds	45,000
* Matching Cash/In-kind	31,980
Total Budget	76,980

* MATCH -- PAMPLIN LIVING TRUST (Private Foundation)

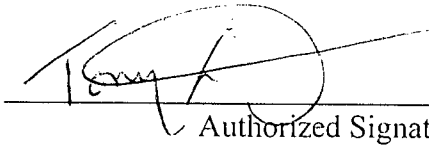
¹ Please describe the Cash/In-kind. What/who are the sources.

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. SELF ENHANCEMENT, INC.

Organization

A handwritten signature in black ink, appearing to be "Ken A.", written over a horizontal line.

Authorized Signature

July 9, 1996

Date

2. _____

Organization

Authorized Signature

Date

3. _____

Organization

Authorized Signature

Date

4. _____

Organization

Authorized Signature

Date

Preventing Second or Third Pregnancies Contraceptive, Case Management, and Education Services

Organization: Washington County Department of Health and Human Services

Public Health Division
155 N. 1st Ave, MS 4
Hillsboro, OR 97124

Contact: Clay Parton
Public Health Division Manager
693-4746 internet: clay_parton@co.washington.or.us

Geographic Area Proposed:

Western Washington County; specifically, areas of Hillsboro, Forest Grove, Banks, Gaston, and Cornelius.

Target Population:

WCDHHS will provide these proposed services to mothers aged teen though 24, and younger sisters of these mothers, who reside in the above geographic area. Two sub-populations will receive primary attention: first, those on public assistance, and secondly those who have recently given birth to an assistance-eligible child. These young women are already being identified in existing tracking and case management systems, but do not have ready access to the services proposed.

Service Goals:

Services for the above target population are intended to help prevent the second pregnancy for a young mother, and the first pregnancy for the younger sisters of a young mother. We will accomplish this goal by creating easy access to contraception and counseling services, thereby attempting to eliminate one barrier to accessing services.

By preventing these pregnancies, the mother and/or sister will be more able to take advantage of jobs-training, skills training, child care, and other services which could enable them to re-enter the workforce and become self-sufficient.

Services Proposed

1. Contraception Services: we will take health histories, and provide medical screenings, counseling and education services, and appropriate contraceptive methods, both in client's homes and at selected congregate sites to be established with our partners, at places frequented by the target population. We will serve at least 200 such clients.

Our proven contraception services (Family Planning Clinics) will be the model, but we will remove all access barriers to that service, by taking the service to the client. Clients will be offered a full range of contraceptive methods, and will be

supported in their choices. We will offer these clients, as one choice for birth control method, the now-proven three-month injectable contraceptive Depo-Provera, which does not have to be taken daily.

- ◇ **Congregate Clinics:** For those clients who are in congregate settings (i.e., special schools, or other settings) we will offer contraception services at a location which best suits the needs of both the mothers and the partnering organization, in order to immediately initiate contraception services for those teens.
- ◇ **In Home Clinical Services:** will be provided for these young mothers not easily reachable through congregate settings, in order to initiate contraception immediately. We will provide the client in their home on the first visit with the contraceptive method of their choice (either Depo-Provera injections, or other method they choose). Also at that home visit, the client will be scheduled into the nearest accessible clinic site for a full annual exam, a part of this overall contraception service.

2. Educational Services: We will offer and provide (either directly or through arrangement with existing experienced providers) the proven educational intervention **WYN (Waiting for Your Next)**, in order to give the young mothers (and their sisters) the tools and motivation to delay subsequent pregnancies until they are ready to properly support and parent additional children.

Partnerships:

1. Virginia Garcia Memorial Health Center: First, we will partner with VGMHC's New Parent Network, to coordinate at-home clinical and educational services with the NPN's existing home visiting paraprofessionals. By so collaborating, these young mothers will receive more frequent home visits.

In addition, VGMHC's clinical services will refer to WCDHHS those mothers who are not OHP eligible. We will initiate contraceptive services for these young women in order to prevent a subsequent pregnancy.

Finally, these mothers will have access to the WYN program, also to be available in Spanish for those mothers who are monolingual Spanish.

2. Oregon Human Development Corporation: We will partner with the OHDC in two ways. First, we will actively provide contraception services (either at congregate clinics which OHDC helps select, or at their case-managed clients' homes); secondly, these clients will have access to WYN classes in a congregate setting coordinated with OHDC.

3. Boys' and Girls' Aid Society (BGAS): We will partner with the BGAS in the same manner as with OHDC.

4. Alternative School, Miller Education Center: We will partner with the MEC in the same manner as with OHDC.

5. Forest Grove Schools Young Parent Education Program: We will partner with the FSG in the same manner as with OHDC.

6. Tualitin Valley Mental Health Teen Parent Program: We will partner with the TVMH in the same manner as with OHDC.

Timelines for Completion of Services:

WCDHHS will recruit, hire, train, form collaborative relationships with above partners, and initiate services within three months of notification of approval of the proposal, and funding. We will operate the services for a period of one year.

Relationship to Purpose of Project:

These proposed services and partnerships relate to the overall purpose of the effort to further reduce Welfare recipients in Oregon in two ways:

- ◇ Young mothers who are public assistance recipients receive the information and means to prevent subsequent pregnancies, allowing them to proceed with jobs training, life skills enhancement, and other measures which will ultimately make it more possible for them to move to independence.
- ◇ Young mothers without health insurance, but who are not public assistance recipients, will likewise receive the information and means to prevent subsequent pregnancies, helping to prevent further growth in the public-assistance caseload.

Budget Description:

- ◇ **Personnel:** One Community Health Nurse II requested from Welfare funds, for purpose of serving clients' contraception needs either at home or in congregate settings. (County will provide Nurse Practitioner cost for required annual women's health exam accompanying contraceptive service.)
- ◇ **Services:** County will provide (outside this funding) approximately half of the required contraceptive drugs for 200 young women. County will also provide clerical support services. Welfare funds are requested for WYN class implementation (to be provided under arrangement, using existing proven providers), and for contraceptive drug support.
- ◇ **Occupancy:** County will provide space, and utilities from which to work.
- ◇ **Operating Costs:** Welfare funds are requested to support clinical supplies, printing of clinical forms, travel expense (for home visits), and nursing bag. Washington County will provide telephone and postage.

- ◇ **Administrative Costs:** Welfare funds are requested to support administrative costs in the amount of 10% of welfare direct funds requested; these funds will support supervisory and administrative expenses associated with the implementation of these services. Washington County will provide A&G support equivalent to 10% of its in-kind donated expenses.

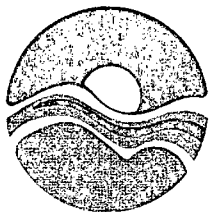
Evaluation:

The success of this attempt to create enhanced access to services will be evaluated by comparing historical public-assistance pregnancy rates to the pregnancy rates experienced by the population served over the year.

<u>Category</u>	<u>Welfare \$</u>	<u>In-Kind</u>	<u>Total</u>
Personnel			
Salaries	\$ 35,988		
Benefits	\$ 12,956		
Total	\$ 48,944	\$ 17,600	\$ 66,544
Services			
Clerical		\$ 8,000	
Drugs	\$ 10,000	\$ 10,000	
WYN Classes	\$ 15,000		
Total	\$ 25,000	\$ 18,000	\$ 43,000
Occupancy		\$ 1,200	\$ 1,200
Operating Costs			
Materials	\$ 500		
Telephone		\$ 500	
Printing	\$ 300		
Postage		\$ 100	
Travel	\$ 2,400	\$ 1,200	
Equipment	\$ 200		
Other			
Total	\$ 3,400	\$ 1,800	\$ 5,200
Subtotal	\$ 77,344	\$ 38,600	\$ 115,944
Administrative	\$ 7,734	\$ 3,860	\$ 11,594
Total	\$ 85,078	\$ 42,460	\$ 127,538

Summary

Requested Reinvestment \$	\$ 85,078
In-Kind Match	\$ 42,460
Total Budget	\$ 127,538



WASHINGTON
COUNTY,
OREGON

July 9, 1996

Mr. Tom Darby
1120 SW 5th Ave, Room 1400
Portland, OR 97204

Dear Mr. Darby:

We are excited to submit the attached proposal to provide targeted services aimed at reducing second and subsequent pregnancies of young mothers who are either on welfare, or at risk for becoming so.

As you will see, the county proposes a substantial contribution toward the effort through in-kind match; this demonstrates our belief that these services are important to our residents.

We look forward to beginning work on the project. Please contact me or Clay Parton, Public Health Division Manager at 693-4402 if we can be of any help.

Sincerely,

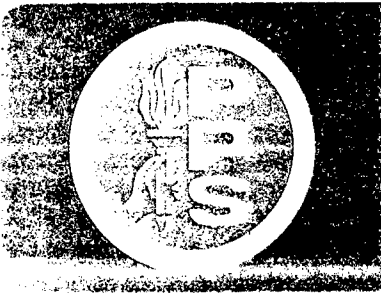
Susan Irwin
Director, Department of Health and Human Services

Department of Health & Human Services
155 North First Avenue
Hillsboro, Oregon 97124

WIC Nutrition Plan: (503) 640-3555
Health Services: (503) 646-8881

Administration & Planning: (503) 693-4402
FAX: Clinic 693-4522 / Administration 693-4490

TCO: (503) 646-8881
Environmental Health: (503) 646-8881



PORTLAND PUBLIC SCHOOLS

501 North Dixon Street / Portland, Oregon 97227.

Mailing Address: P.O. Box 3107 / Portland, Oregon 97208-3107

Phone: (503) 249-2000

Maurice J. Caba
Director

OFFICE OF GRANTS MANAGEMENT & OPERATIONAL SUPPORT

July 1, 1996

The Pregnancy Prevention Subcommittee of the Multnomah County Network on Young Parents and Pregnancy Prevention began a project three years ago to prepare a video of teens talking to teens about the importance of not becoming a parent until you're able to provide the support -- physical, emotional, financial -- the child needs.

The video is done in fast moving segments . A young mom is followed around during a typical day. Her partner talks about being a young father. A teen mom talks about how sexual abuse contributed to her early pregnancy. Some non-parenting teens talk about how being a young parent would change their lives in ways that would keep them from reaching their goals.

The video was prepared with funds from Multnomah County YPO (now CYFO). Funds had to be used quickly, and we didn't have time to do focus groups with middle and high school youth before the deadline.

We've since done the focus groups and know what needs to be done for the final edit to make the video effective in communicating with young teens about the need to wait until they're ready and able to parent.

We're requesting \$4,000.

- \$2,300 for making changes and the final edit
- \$900 for copies of tapes and accompanying curriculum
- \$800 for distribution statewide to schools and community agencies working with young teens

The intent of the project committee is to have the video used in classrooms in middle/high schools and in community agencies helping young teens such as AFS, SCF, health departments, STARS, and RAPP. We will have people using the video complete a feedback form regarding use (when, where, how and who).

Maurice J. Caba

Maurice J. Caba, Director
Office of Grants Management



Memorandum

To: Tom Darby
CC:
From: Jan Wallinder *Jan*
Date: July 9, 1996
Subject: Welfare Reform Reinvestment Grant

Attached is a revised copy of Multnomah County Health Department's grant proposal reflecting budget changes made Monday, July 8. You can discard the first copy and substitute this one.

I am missing one of my partner's signatures on the attached signature page. If I can get their signature today, I will get it up to you. Otherwise I'll have to go without that one signature.

Thanks for all your work on this proposal.

*I got signature
this morning
NO is complete
Ja*

Proposal to Expand a Program to Prevent Repeat Teen Pregnancies Waiting for Your Next

Background, Geographic area

During 1994 the Multnomah County Health Department (MCHD) began an Adolescent Pregnancy Prevention Initiative. The goal of the Initiative was to develop a comprehensive strategic plan for reducing early and unintended adolescent pregnancies in Multnomah County. This proposal reflects one of the strategies identified by the Adolescent Pregnancy Prevention Initiative-- reducing the number of rapid, repeat pregnancies among teen parents. The proposal is to expand the Waiting for Your Next Program which focuses on teen parents. The proposed project will provide services countywide (Multnomah County) at 5 agencies that serve teen parents.

How Program Relates to Reducing Welfare Caseloads

Teen mothers are more likely than older mothers to be on welfare, and as they get older, remain more likely to stay on welfare than mothers who first gave birth at an older age. Part of the reason that teen mothers have difficulty getting off welfare, is that they have repeat pregnancies as teens. Expansion of the WYN Project is directed at preventing second or repeat teen pregnancies, making it easier to move teen mothers off the welfare caseload and into employment. In addition, the teen parents selected and trained as teen leaders receive both job skill and personal skill benefits from the training and the process of leading groups. The education skills, public speaking skills, and group management skills gained by teen parent leaders are highly valued by potential employers, and make these teen parents more employable.

Description of the Program, Including Partnerships

MCHD is proposing to expand the existing Waiting for Your Next (WYN) Program to 5 new community partners: Helensview, the GIFT Program, Multnomah County Juvenile Justice Division, Portland Public Schools Teen Parent Program, and Steps to Success. (An Agreement to Participate in the MCHD WYN Program describing responsibilities of participating agencies and with signatures of an authorized representative from each agency is included with this proposal. The Agreement to Participate also includes the name, address, and phone number of the MCHD contact person for the grant.) WYN is an existing service component of the MCHD Connections Program for Young Parents, and was implemented beginning January, 1996, at the Insights Teen Parent Program, the NE YWCA Teen Parent Program, and the North Portland Family Center Teen Parent Program. The WYN Program uses trained teen parent leaders (peers) to provide group presentations to other teen parents with the message "it is better to wait to have more children." The WYN curriculum is a combination of informational topics and discussion with role playing exercises and skill building exercises, and is based on both the Postponing Sexual Involvement (PSI) and Students Today Aren't Ready for Sex (STARS) curricula. The goal of the WYN Program is to reduce the number of repeat pregnancies in teen parents. Although there has been no formal scientific evaluation of WYN, both the PSI and the STARS curricula on which WYN is based have proven very effective in "buying time" for young teens to mature physically and socially before initiating sexual involvement. Evaluation forms completed

by teen parent leaders and by teen parent group participants following all WYN sessions conducted to date have been overwhelmingly positive. Teen parent leaders report that they believe they made a difference in the lives of their peer group participants, and that the training and presentation process was very beneficial for them. Teen group participants report that all sessions were helpful in providing new information and in giving them an opportunity to discuss difficult issues.

There are four sessions in the Waiting for Your Next program:

Session One:

introduction and overview of project;
exploring the issue of waiting for the next child;
goal setting for parent and their children;
impact of more children;
what is a family?

Session Two:

exploring issue of pressures from media;
media promotion of sexual involvement;
media promotion of "family"

Session Three:

exploring the issue of partner pressure and healthy relationship;
taking a closer look at relationships;
what is a healthy relationship;
how to get to a healthy relationship through communication;
skill-building exercises; partner pressure.

Session Four:

exploring the issue of peer pressure and skill building;
physical boundaries/personal space exercises;
assertive versus aggressive skills;
role-playing skill building activities.

The proposed expansion of the WYN Program has two objectives: First, to expand WYN sessions to the 5 new partnership agencies, thereby reaching a larger number of teen parents. Expansion to new agencies will involve recruitment and training of 20 teen parent leaders (10 pairs of teen leaders) and 1 staff person from the 5 new partnership agencies. Selected teen parent leaders and agency staff will be trained to use the WYN curriculum in a two-day training session conducted by an MCHD Health Educator. Trained teen parent leaders (pairs) will conduct WYN sessions for teen parents at partnership agencies, and will be monitored by the trained agency staff, and by the Health Educator. Following all WYN sessions evaluation forms will be completed by teen parent leaders and by teen parent group participants asking if sessions were beneficial, and encouraging feedback to make sessions more impactful. Teen parent leaders will be given a \$100 stipend to encourage participation in the training, and conducting WYN groups. It is anticipated that each team of teen parent leaders will lead at least 2 WYN groups, with a minimum of 300 teen parents served through the project.

Multnomah County Health Department

To date, the WYN curriculum has been used primarily with teen mothers. The second objective of expanding the WYN project is to develop a curriculum more specific to teen fathers. MCHD staffs a Male Advisory Committee made up of community members and Health Department staff. The Male Advisory Committee is working toward understanding young male involvement and responsibility for adolescent pregnancy prevention. If this proposed expansion is funded, the Health Educator hired for the project will work with the Male Advisory Committee to develop a WYN curriculum directed toward teen fathers. At least one set of teen parent leaders will be trained using the "male" curriculum, and a minimum of 2 WYN groups sessions, serving 30 teen fathers will be conducted using the "male" curriculum.

Estimated Timeline

The following is a timeline for implementation of the project:

Hire & Orient Health Educator	September/October 1996
Hire Office Assistant II	September/October 1996
Recruit and train teen parent leaders	October/November/December 1996
Finalize WYN curriculum for males	November/December 1996
Begin WYN sessions at participating agencies	January 1996
Continue WYN sessions at participating agencies	February 1996 to end of project

Budget

The total amount requested from Welfare Reinvestment Funds to implement the expansion project is \$51,000. The project budget, including budget justification of each line item, is presented on the following page. The major project expense will be a .7 FTE Health Educator to provide training and support for teen parent leaders and to assist with development of a WYN male curriculum, and a .25 FTE Office Assistant II for clerical support.

Organization: **Multnomah County Health Department**

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$24,720	\$4,643	\$29,363
Benefits	\$12,980	\$2,175	\$15,155
Total Personnel	\$37,700	\$6,818	\$44,518
Services			
Supportive Services			
Training	\$1,200		
Other (specify)			
Total Services	\$1,200		\$1,200
Occupancy	\$1,800		\$1,800
Operating Costs:			
Materials & Supplies	\$479		
Telephone	\$400		
Printing	\$1,300		
Postage			
Equipment			
Other (stipend to teen leaders)	\$2,000		
Other (mileage)	\$511		
Total Operating Costs	\$4,690		\$4,690
Administrative Cost	\$5,610		\$5,610

SUMMARY:

Total Requested from Reinvestment Funds	\$51,000
Matching Cash/In-Kind	\$6,818
Total Budget	\$57,818

Budget Justification:

Personnel includes salary and fringe for a .7 FTE Health Educator who provides male curriculum development, training of identified teen leaders and agency staff, logistical support, and quality control; and a .25 Office Assistant II who provides clerical support for 11 months. Personnel match includes 10% STARS/WYN lead Health Educator who provides supervision of curriculum development and implementation and 5% of STARS/WYN manager who provides administrative management and supervision.

Services: Training

- Training includes facility rental, food, child care, transportation expenses for two 2-day training sessions to train 20 teen leaders and 5 agency staff

Operating costs:

- Printing covers the costs of reproducing training materials
- Other (stipend to teen leaders) is \$100 stipend for each of 20 teen leaders to participate in the training, and to conduct sessions
- Other (mileage) 150 miles per month at \$.31 per mile.

Multnomah County Health Department
Contact Person: Jan Wallinder
Address/Phone Number: 426 SW Stark St., 9th Floor; (503) 248-3674 Ext. 6332

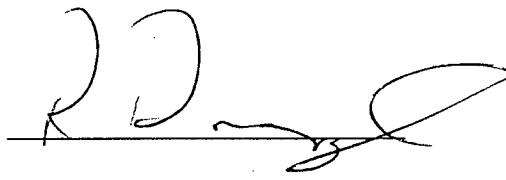
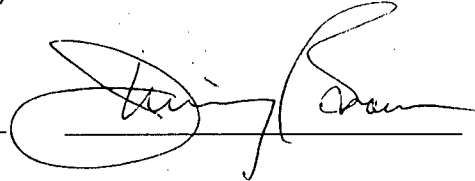
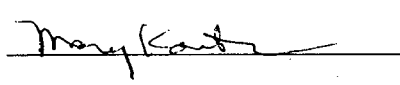
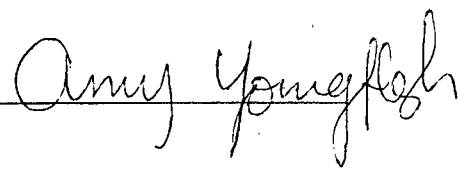
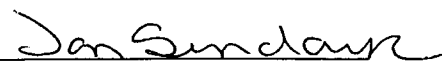
AGREEMENT TO PARTICIPATE
in Multnomah County Health Department Waiting for Your Next (WYN) Project

The following Agencies agree to participate in the expansion of the Multnomah County Health Department Waiting for Your Next (WYN) Project, if funded through the Welfare Reform Investment Fund. Participating agencies agree to:

1. Assist WYN staff in recruiting teen leaders to be trained.
2. Identify one agency staff person to be trained.
3. Organize group presentations to teen parents and provide space and support for group presentations

Multnomah County Health Department WYN staff agree to:

1. Develop WYN curriculum for the expansion program
2. Train identified teen team leaders and agency staff.
3. Provide support to agencies in implementing group presentations to teen parents.

<u>AGENCY</u>	<u>Authorized Representative</u> (print/type name)	<u>Signature</u>
Helensview	Kris Persson	see attached
GIFT Program	Robert Donough	
Multnomah County Juvenile Justice Division	Jimmy Brown	
Portland Public Schools Teen Parent Program	May Kaiter	
Steps to Success	Amy Youngflesh	
Multnomah County Health Department	Jan Sinclair	

Multnomah County Health Department
 Contact Person: Jan Wallinder
 Address/Phone Number: 426 SW Stark St., 9th Floor, (503) 248-3674 Ext. 6332

AGREEMENT TO PARTICIPATE
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2. Train identified teen team leaders and agency staff.
3. Provide support to agencies in implementing group presentations to teen parents.

<u>AGENCY</u>	Authorized Representative (print/type name)	<u>Signature</u>
Helensview	Kris Persson	Kris Persson
GIFT Program	_____	_____
Multnomah County Juvenile Justice Division	_____	_____
Portland Public Schools Teen Parent Program	_____	_____
Steps to Success	_____	_____
Multnomah County Health Department	_____	_____

**SOUTHEAST UPLIFT NEIGHBORHOOD
PROGRAM**

**GEARS: GIVING EMPOWERMENT, ACCESS, RESPONSIBILITY
SERVICE**

MARSHALL CARING COMMUNITY

ROSE COMMUNITY DEVELOPMENT CORPORATION

HUMAN SOLUTIONS, INC.

**MULTNOMAH COUNTY COMMUNITY ACTION &
DEVELOPMENT**

LENTS COMMUNITY RESTORATION HOUSING PROGRAMS

OUTER SE WORKFORCE DEVELOPMENT SYSTEM

FAMILY WORKS

NEIGHBORHOOD HEALTH CLINICS

KELLY HOUSE

Southeast Uplift Neighborhood Program

Area To be Served:

Outer Southeast Multnomah County, Lents and Brentwood-Darlington neighborhoods.

Description of Program:

The Southeast Uplift Neighborhood Program will act as fiscal agent for a comprehensive array of services to the outer southeast Multnomah County area. Services will be provided by eight different neighborhood groups and agencies to the area's residents, many of whose incomes are below the poverty line and who are the working poor or are unemployed, have a heavy involvement with the criminal justice system, and whose children have an exceptionally high drop-out rate from school.

Because the area has not had a comprehensive delivery system in the past, families living there have tended to drift in and out of various service streams, including welfare. This coordinated approach to services is intended to help families move off welfare roles, to help them stay off the caseload, and to prevent them from ever needing welfare assistance.

Because there is a very high level of distrust of governmental programs and agency social workers among residents in this area, the proposed comprehensive service plan calls for community and family advocates drawn from trusted local leaders to work with neighborhood families and link them with appropriate services available from various groups and agencies, as well as with businesses and other resources in the area. This approach is designed to reduce or eliminate fragmentation and duplication of services, as well as to ensure that families themselves are involved in developing both the agenda and service array to be offered. It also builds on existing parent involvement programs at Lent and Kelly Schools and on community involvement models that have recently resulted in the Lents Restoration Project and the Brentwood-Darlington Community Plan.

Services will be provided in six general areas. Each program component is briefly annotated. Complete program component descriptions and budgets follow this umbrella introduction.

Employment

- o Outer Southeast Workforce Development System, Marshall Caring Community
*Employer-driven training, basic and specific job-related
Individualized plan of personal support and skills
development
Job search assistance*
- o Skills and Resource Center, Neighborhood Pride Team, with support from GEARS
*Classrooms, computers, meeting space, and message center
Job information exchange and referral network
Job interview clothing exchange*
- o Ancillary Services, FamilyWorks
*Van and driver to aid in job search, training, and support
services
Cultural orientation and elementary ESL for Russian-
speaking families*

Child Care

- o Childcare Neighbor Network, ROSE Community Development Corporation
*On-site daycare at Marshall High School for teen parents
Child care subsidy fund for parents earning low wages
Before-and-after school care at Lent and Kelly Schools
Increase in child care availability for infants, toddlers,
preschoolers, and children with special needs*

Teenage Pregnancy Prevention

- o Pregnancy Prevention Program, Marshall Caring Community
*On-site staff at Lane and Binnsmead Middle Schools and
Marshall High School
Comprehensive program including education, counseling,
recreation, life skills, leadership development, career
education, support groups, and referral*

Housing

- o Human Solutions, Inc.
Transitional housing/housing stabilization with case management
"Pathfinder" basic life and employability skills training
- o Lents Community Restoration Housing Programs
Coordination of existing housing services, including the development of affordable rental housing and first-time home buyer program
Development of a construction skills bank and service exchange

Health and Mental Health

- o Self-care Training Program,
Neighborhood Health Clinics, Inc.. with support from GEARS
Self-care health training of trainers and training of families
Distribution of self-care health manuals and health-care directories
Distribution of first-aid kits
- o Mental Health Services, FamilyWorks
Clinical services directed toward stable employment and relationships with employers, co-workers, and family members
Client service fund for psychiatric evaluation and other services not covered by insurance

Family and Organizational Support

- o GEARS: Giving Empowerment, Access, Responsibility, Service
Empowerment at the individual family and community level by identifying and matching neighborhood skills with needs
Linkage between families and provider agencies
Family support activities based on coaching and related to employment and other areas
Organizational support activities

- o Kelly House
Community center across from Kelly School
Community advocates and social worker
Support groups
Demonstration projects in gardening and home maintenance

Timeline:

Proposed program services will be provided within a one-year time frame and are expected to be on-going after that time.

Fiscal Responsibility:

Southeast Uplift Neighborhood Program will act as fiscal agent for this collaborative arrangement of eight service providers. A budget for this responsibility, including in-kind contribution, is attached. Budgets from individual groups and agencies are attached with their complete program description, following this introductory proposal.

Southeast Uplift Neighborhood Program is a non-profit, community-based organization which has served neighborhoods throughout the southeast metropolitan area since 1968. Its mission is to provide technical and organizational assistance to neighborhood associations and the people of southeast Portland to enable them to effectively create communities which are sustainable, livable, diverse, inclusive, safe and vital.

Initially focused on land-use and transportation issues, SE Uplift now also targets crime prevention, citizen participation, and community development issues. Currently, it is composed as a coalition of twenty-two neighborhood associations from throughout the greater southeast area, but it also serves neighborhoods affected by its target issues, regardless of boundaries.

Collaborative Relationships:

Although sponsored by SE Uplift, this proposal is the result of many weeks of effort by the eight groups and agencies involved, who worked together and in small groups to produce a collaborative approach to providing services in the outer southeast area. Sample attendance sheets are attached. These groups are listed next.

FamilyWorks
Susan Clark, Director
A Program of Lutheran Family Service

GEARS: Giving Empowerment, Access, Responsibility, Service
A Community Program of Metropolitan Family Service
Denise Gour, Coordinator
Sherry Archer, Director, Community Programs
Gary Withers, Executive Director

Human Solutions, Inc.
Jill A. Bills, Director of Social Services
Carolyn Piper, Executive Director

Kelly House
A Community and Neighborhood Center
The Kelly Moms
Mary Beth Van Cleave, Principal, Kelly Elementary School

Neighborhood Pride Team
Molly Cooley, Executive Director
A Program of ROSE Community Development Corporation

Lents Community Restoration Housing Programs
Nick Sauvie, Housing Coordinator
A Program of ROSE Community Development Corporation

Childcare Neighbor Network
Anne Peterson, Project Director
A Program of ROSE Community Development Corporation

Outer Southeast Workforce Development System
The Marshall Caring Community
Donna Beegle, Region Coordinator

The Marshall Caring Community Pregnancy Prevention Program
Donna Beegle, Co-Chair
A Program of The Boys & Girls Aid Society
Michael Balter, Executive Director

Neighborhood Health Clinics, Inc.
Laura Brennan, Health Education & Prevention Coordinator

These groups listed above also participated in the overall service development effort for AFS District 2, described in the front section of the umbrella proposal.

W. J. Miller GEARs coordinator
MSW

James W. Cohen, Exec. Director
Metropolitan Family Service, Inc.
(GEARS)

GEARS: Giving Empowerment, Access, Responsibility, Service

Area To Be Served:

Outer southeast areas of Multnomah County, Lents and Brentwood-Darlington neighborhoods.

Description of Program:

The GEARS program of family and organization support is a program of Metropolitan Family Service. This program intends to be neighborhood-driven and therefore was developed and continues to be developed from the combined efforts of neighborhood residents, service provider agencies--for example, Portland Impact, Neighborhood Health Clinics, Inc., and Neighborhood Pride Team--schools, neighborhood associations, and local businesses to reinvigorate their community. GEARS has emerged as an integral part of the Lents Restoration Project and the Brentwood-Darlington Community Plan.

GEARS efforts are aimed to:

- o Extend the work of community service agencies and institutions to the local, individual family level.
- o Target non-system participants who are often in serious need but who are not served or served only irregularly by provider agencies.
- o Help develop the natural friendship-neighborhood systems that support families in their quest for employment, adequate shelter, child care, and health.
- o Provide families outside the normal service stream with informal entree to the formal services available before crises occur.

As a result of the program activities described in this proposal, GEARS will provide family and organization support to help approximately 450 families during a one-year period so that they leave, never enroll, or remain off the welfare caseload permanently.

Family Support Activities--Past experience has shown that many people in need, especially those people whose history has placed them outside the normal reach of services, are reached best through their peers. GEARS outreach workers, called coaches, are hired from within the community to provide the links between family need and available services.

GEARS coaches make one-on-one contact with families. They of course function as an information and referral link. More importantly, however, they help prepare families to function independently in times of need by coaching them in basic life skills--problem-solving and decision-making, even job-appropriate language skills. Prevention of crisis through early anticipation of need is a strong component of coaching.

Coaches help provide links to job and small business training and employment for residents. They also help arrange ancillary support, like transportation and child care and medical assistance. They advocate with and on behalf of families as needed, and they provide all-important moral support for family decisions. Families are further empowered by being asked and given the resources to provide some service to the community in return.

Organizational Support Activities--GEARS coaches act to extend services from provider agencies to local, individual families. In addition to their direct involvement with families, coaches act as a connecting force between and among the various service agencies. They are active in program development and policy-making that affects local families.

Proposed Family and Organizational Support Activities: As part of this proposal, GEARS will also undertake specific activities in concert with most of the organizations providing services in the five other program areas: employment, teen pregnancy prevention, health and mental health, housing, and child care. These are described below, along with several unique services based on community needs not specifically addressed by other organizations.

Employment

Outer Southeast Workforce Development System. GEARS will integrate a job awareness theme into its summer day camp at Lent School. Along with recreational activities, children will have opportunities to participate in activities that stimulate interest in future jobs and careers.

Neighborhood Pride Team Skills and Resource Center. GEARS will substitute for on-site advocates when needed and help with overload. Coaches will help recruit volunteers for fundraising and other sponsored events, and several will contribute their "payback" to the Skills Center efforts. They may assist as needed with the job interview clothing exchange. They will help coordinate the jobs skills inventory that is planned by the Skills Center and interface it with other skills banks at GEARS and Lents Community Restoration Housing Programs.

FamilyWorks. Referral as needed for use of the van and language skills classes for Russian families.

Teenage Pregnancy Prevention

The Marshall Caring Community Teen Pregnancy Prevention. GEARS coaches will assist in linking community residents who have themselves been teen parents with girls who become part of MCC's program at three outer southeast schools. Girls will be able to talk to young women about the difficulties of early motherhood and the rewards of waiting to have a family.

Health and Mental Health

Neighborhood Health Clinics Self-Care Program: Certainly, referral to self-care health training for families will be very important. In addition, coaches may themselves become neighborhood trainers in the self-care health system or may recruit other community members for this training.

FamilyWorks Mental Health Services. Referral for families as needed to mental health services aimed at job acquisition and retention. Some problems encountered by individuals at work are situational and linked to difficulties the family member is having with housing or health issues. Some are linked to organic disorders, which can be diagnosed with adequate screening.

Unique GEARS Service. One arena in which GEARS supports family links to other service agencies is health services, broadly defined. Coaches may attend school meetings to develop or review an Individual Education Plan (IEP) for a child in the family, may attend court or other legal proceedings with family members, and may help families cope with court referrals. Coaches assist families with Oregon Health Plan provisions. They also help families with hygiene appropriate for work.

GEARS coaches also help explain behavioral or emotional challenges in the family to agencies working with them, to other community residents, to local business people such as bank tellers and grocery store clerks, and to the families themselves. They can also provide a link for families with groups responsible for people with disruptive behavior who may reside in their neighborhood.

Housing

Human Solutions, Inc. GEARS coaches will extend these services with coaching in skills to help people obtain and maintain housing. Topics include all kinds of life skills, including budgeting, mediation, anger management, filling out forms, and so forth.

Lents Community Restoration Housing Programs. Coaches will help families find emergency assistance for rent and utilities when needed. GEARS will interface its construction job skills bank with that developed by this program.

Unique GEARS Service. A skills bank is being developed by GEARS, so that people can exchange skills with other neighbors. These skills include but are not limited to housing needs, for example, construction, plumbing, electrical, general home repair, maintenance, and landscaping. This bank will be coordinated with skills banks at the Neighborhood Pride Team's Skills and Resource Center and at Lents Community Restoration Housing Programs.

Child Care

Childcare Neighbor Network. GEARS coaches will help identify neighborhood child-care givers who might become part of a family day-care system, and they will help some of these child-care givers to become licensed. Coaches will provide referrals for transportation needed as part of child care.

Program Operations

The Program Coordinator (1.0 FTE in-kind position) will maintain direct responsibility and accountability for overall program operations. Primary tasks of the Program Coordinator will include initial need and skill assessment of participants, matching participants to GEARS coaches, and supervising coach activities. Additionally, the Program Coordinator will act as liaison between GEARS and other collaborating agencies.

A full-time GEARS Program Assistant, with 0.5 FTE provided from this grant, will be responsible for phone intakes, information and referral, recordkeeping, data entry, and general office management.

The Program Supervisor, a new position at 0.8 FTE to be financed from this grant, will provide supervision to staff coaches and additional need and skill assessment of new participants.

GEARS coaches, hired from the neighborhood community, will provide individual, family, and organization outreach and support. GEARS coaches will total 16 in number, representing 9.0 FTE, with 13 persons and 7.5 FTE provided by this grant.

Tim Withers, Exec. Director
Metropolitan Family Service, Inc. (GEARS)

W. J. [unclear] GEARS coordinator
MSOC

5

ASSUMPTIONS

SALARIES AND BENEFITS: See attached

TRAINING: approx. \$400/coach

PROFESSIONAL CONSULTATION: Mental Health services purchased from Network

OCCUPANCY: Lane Middle School will be donating space which we are estimating is valued at \$2 \$250/month. This also includes \$250 for insurance to cover this site.

TELEPHONE: United Way portion includes monthly fee plus installation costs. Grant would cover cellular phones, one for each coach and one for Denise.

TRAVEL: 300 miles per month for each full time coach and 150 miles per month for each part time
 $300 \times 12 = 3,600 \times 4 = 14,400 \times .25 = 3,600$
 $150 \times 12 = 1,800 \times 10 = 18,000 \times .25 = 4,500$ total mileage \$8,100

EQUIPMENT: Purchase 15 cellular phones and one laser printer
cell phones $15 \times 140 = 2100$ laser printer \$700

UNEMPLOYMENT CONTINGENCY: If funding does not continue we will have unemployment costs. This is an estimate of who will be laid off and how much unemployment they will collect.

full time coaches (4) and program supervisor
 $= (\text{salary}) 16,840 / 12 = 1,387 / \text{month} \times 10 \text{ months} = 13,867$ (our liability). $33 = 4,576 / 26$ weeks they can coll
 176×17.7 (average weeks mfs employees have collected) $= 3,115 \times 5 = 15,575$

part time coaches (6 new employees due to grant)
 $= (\text{salary}) 8320 / 12 = 693 / \text{month} \times 10 \text{ months} = 6,933$ (our liability) $33\% = 2,288 / 26$ weeks they can collect $=$
 88×17.7 (average weeks mfs employees have collected) $= 1,556 \times 6 = 9,348$
total unemployment contingency $= 15,575 + 9,348 = 24,923 \times 50\% = 12,462$

Organization: Metropolitan Family Service
 Program: GEARS

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
Salaries	123,508	88,572	210,080
Benefits	58,696	27,770	86,466
Total Personnel	182,204	114,342	296,546
Services:			
Supportive Services			
Training	4,000	2,090	6,090
Other (specify)			0
Professional Consultation	30,000	20,072	50,072
Total Services		22,162	58,162
Occupancy		3,250	3,250
Operating Costs:			
Materials & Supplies	1,000	596	1,596
Telephone	2,700	1,992	4,692
Printing	2,000	3,129	5,129
Postage	2,000	1,018	3,018
Travel	5,908	2,192	8,100
Equipment	2,800	144	2,944
Other (specify)			
Client Emergency Service	6,200	3,600	9,800
Unemployment Contingency	12,462		
Total Operating Costs	35,070	12,671	47,741
Administrative Costs	21,727	15,244	36,971

SUMMARY:

Total Requested from Reinvestment Funds	239,001
Matching Cash/In-Kind	167,669
Total Budget	406,670

Our matching funds come from United Way, with the exception of occupancy. These costs are being donated by Lane Middle School.

PREGNANCY PREVENTION PROJECT
THE MARSHALL CARING COMMUNITY

The Marshall Caring Community, through its residents, parents and providers, requests \$102,000 to achieve the following goals in Outer Southeast Portland:

- ♦ reduce teen pregnancies and pregnancy risk factors among 90 at-risk 10-15 year old girls, targeting girls in single-parent families receiving A.F.S. benefits
- ♦ link participants with community programs and mentors to support pregnancy prevention throughout the teen years
- ♦ reduce unplanned pregnancies among participants' mothers
- ♦ increase school and community involvement, and community self-sufficiency support, for parents or other significant adults

PROGRAM DESIGN

Services will:

- ♦ build on and enhance existing community services and programs
- ♦ be provided by a collaborative team including Adult and Family Services, the public schools, the Health Department, multiple community agencies, community groups and residents
- ♦ include comprehensive and intensive activities targeted to reduce sexual activity and pregnancy and to increase positive behaviors and attitudes that reduce pregnancy risk factors
- ♦ link girls and their families with strong local community support systems for healthy development and self-sufficiency

WELFARE REDUCTION

The project will have a direct impact on the welfare caseload in outer Southeast Portland because it will target 10-15 year old girls, who are at increasing risk of becoming teen parents. Birth rates and teen parenting among Oregon girls ages 10-14 increased by 54% during the last five years, due to a significant decrease in abortions and an increase in the number of younger teens choosing to parent. (Department of Vital Statistics, 1995) These younger mothers are less likely to be self-sufficient and more likely to require welfare assistance.

This project will also reduce welfare caseloads by preventing unplanned pregnancies among participant's mothers, and by linking parents or other significant adults to local community activities and resources that promote self-sufficiency. Mothers will receive joint reproductive health education with their daughters, and referrals to community-based family planning clinics. Parent involvement activities will provide support and link parents to self-sufficiency and leadership opportunities within the Marshall Community.

WHY PREGNANCY PREVENTION IN THIS COMMUNITY?

There is a high need for this program in Multnomah County and in the Marshall community for pre-teen and early-teen girls. Almost 40% of Oregon's 9th graders have already engaged in sexual intercourse. (Health Division, 1995). Multnomah County has the second highest teen pregnancy rate in the state, with almost 30% of the state's teen parent welfare caseload. (Vital Statistics, 1994) Multnomah County also has the highest rate of drug-affected births, and the second lowest high school attendance rates. Among Oregon's 36 counties, Multnomah County ranks 5th highest in school risk factors, and 6th highest in family risk factors. ((ADAP County Profiles)

The Marshall community itself contains alarming youth pregnancy, welfare profiles, and dropout rates, with a disproportionate rate of teen parents on AFDC:

- ♦ 89 births to teens in 1994, representing approximately 8% percent of the county teen births (Health Dept., 1994)
- ♦ over 20 percent of the county's teen parent caseload (A.F.S., 1995)
- ♦ a 12% high school dropout rate, the county's highest (Portland Schools)

TARGET POPULATION

Risk factors that are consistently identified with teen pregnancy and receipt of welfare include poverty, sexual abuse, single parent family, history of mother/sibling teen parenting, school problems or dropping out, and substance abuse. Using those factors, this project will identify 90 girls at Lane and Binnsmead Middle Schools and Marshall High School ages 10-15, targeting girls in families receiving A.F.S. assistance and/or single parent families. The project will also serve participants' mothers or other significant adults.

OUTCOME OBJECTIVES

The project's primary outcome objective is to prevent teen pregnancy and thereby keep teens from applying for welfare benefits. Because preventing teen pregnancy throughout the teen years is a long-term objective that cannot be measured in a one-year project, this project will have a set of interim objectives that have been shown to be directly related to achievement of the long-term goal.

A primary interim objective will be to link students with existing school and community supports. Specifically, each student will be linked with at least one long-term community mentor. These supports will allow participants to continue to achieve these objectives through high school graduation and beyond.

Girls' outcome objectives and measures will include the following:

OBJECTIVES

- ♦ no pregnancies
- ♦ improved school attendance
- ♦ improved grades
- ♦ increased self-esteem
- ♦ increased extra-curricular involvement
- ♦ decreased substance abuse
- ♦ decreased discipline problems
- ♦ written career plan

MEASURES

- ♦ student interviews/observation
- ♦ attendance records
- ♦ report cards
- ♦ pre-and post-test instrument
- ♦ student portfolio
- ♦ staff and student reports
- ♦ school reports
- ♦ student portfolio

Parent (or significant adult) objectives will include:

- ♦ no unplanned pregnancies
- ♦ increased school involvement
- ♦ increase in community involvement
- ♦ increase in links to community self-sufficiency resources
- ♦ parent/adult reports
- ♦ staff reports
- ♦ parent report
- ♦ parent report

STAFFING AND ACTIVITIES

This project will be staffed by three full time Self-Sufficiency Specialists employed by The Boys and Girls Aid Society and stationed at each of the target schools. Multiple partner agencies and partner residents will provide a comprehensive array of in-kind support and development activities. The school-based staff will establish close relationships with participants and parents through one-to-one and group activities designed to promote and develop healthy decision-making and relationship skills, resistance skills, self-esteem, leadership skills, academic success, and career goals.

In-school and after-school activities will include:

- ♦ sex education, including the STARS abstinence curriculum
- ♦ reproductive health education and services
- ♦ individual counseling, mental health services and advocacy
- ♦ recreation, arts, and leadership development activities
- ♦ life skills/career portfolio development
- ♦ support groups and educational curriculum relating to sexual abuse, domestic violence, relationships, gender issues, substance abuse
- ♦ linkage to other school and community programs and mentors
- ♦ emergency fund to pay for critical school-related needs

Parent and parent/child activities will include:

- ♦ family events and support groups
- ♦ joint parent/child educational activities
- ♦ linkage to community self-sufficiency resources
- ♦ community involvement activities

PARTNERS

This project will be undertaken by a collaborative team including Adult and Family Services, the Multnomah County Health Department, school staff, the Marshall Family Resource Center (a joint DHR/county service integration project based at Marshall High School), the Neighborhood Pride Team, GEARS, and multiple contributing agencies involved with the Caring Community. Specific collaborative services will include:

- ♦ date rape, domestic violence, and sexual abuse education - Portland Women's Crisis line and Community Advocates
- ♦ mental health and other youth and family services - two area family centers, FamilyWorks and Portland Impact
- ♦ reproductive health education and services - school-based clinics and the STARS program of Multnomah County Health Dept.
- ♦ out-stationed, accessible case management services - Adult and Family Services Division
- ♦ community mentors- GEARS, the Neighborhood Pride Team, the Foster Grandparent Program, FamilyWorks Big Brother/Big Sister, and the Marshall High School mentor program
- ♦ referrals and joint planning and service delivery - Portland Public Schools

Southeast Uplift will act as fiscal agent for the project, The Boys and Girls Aid Society will ensure quality control and program evaluation, and the Marshall Caring Community will act as an advisory body to support the development of an effective community-based program. The collaborative project team will meet on a regular basis to coordinate services and activities.

The Approach - WHY WILL THIS WORK?

This proposal combines all the key elements of a successful pregnancy prevention program aimed at keeping teens and families off welfare, based on both the pregnancy prevention literature and the Oregon experience.

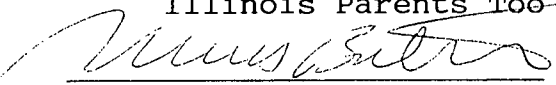
The project:

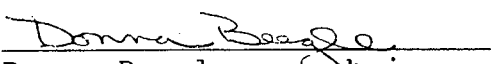
- ♦ targets a specific community, with local community involvement and multiple partners
- ♦ collaborates with successful Health Department primary prevention strategies, including the STARS program and reproductive health education and services
- ♦ provides targeted, comprehensive developmental activities with high-risk girls ages 10-15 in families receiving A.F.S. assistance
- ♦ targets identified risk factors, promotes resiliency, and demonstrates outcomes directly related to teen pregnancy
- ♦ involves parents and supports their self-sufficiency efforts

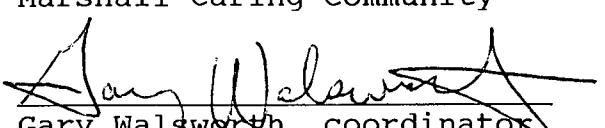
Dozens of individual strategies have been developed to combat teen pregnancy, but very few have been proven to directly impact teen sexual behavior throughout the teen years or to reduce pregnancy rates. Sex education, and postponing sex curriculum, such as Oregon's STARS program, have successfully produced some attitude changes among the general student population. Projects that provide contraceptive access, such as Multnomah County's school-based health clinics, have produced some increase in contraceptive use.


Research demonstrates, however, that these strategies by themselves are not effective in reducing pregnancies among high-risk girls. (Governor Roberts 1994 STOP Action Plan; Dryfoos, 1990) Approaches that have demonstrated concrete behavior changes and pregnancy rate reduction include:

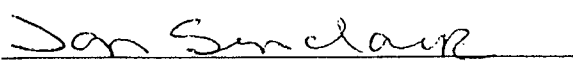
- ♦ community-wide, multi-faceted approaches in small population areas, such as Tillamook County's successful prevention campaign
- ♦ comprehensive, intensive, developmental activities for high-risk youth and families, including long-term relationships with caring adults, academic support, job skill development, self-esteem building (the Illinois Parents Too Soon Initiative, the Carrera model)

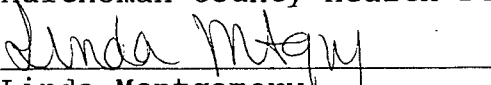

Michael Balter, Executive Director
The Boys and Girls Aid Society


Donna Beegle, co-chair
Marshall Caring Community


Gary Walsworth, coordinator
The Marshall Family Resource Center


Colin Karr-Morse, Principal
Marshall High School


Jan Sinclair, Director
Neighborhood Health Division
Multnomah County Health Dept.


Linda Montgomery
Dt. 2 Operations Manager
Adult and Family Services


John Braunger
Principal, Binnsmead Middle School

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds In-Kind	Total Cost
Personnel:			
Salaries	\$65,535	\$16,433	
Benefits	\$13,115	\$3,287	
Total personnel	\$78,650	\$19,720	\$98,370
Services:			
Supportive Services	\$5,000	\$4,000	
Training			
Other (specify)			
Total Services	\$5,000	\$4,000	\$9,000
Occupancy	\$500	\$7,200	\$7,700
Operating Costs:			
Materials & Supplies	\$2,500	\$1,000	
Telephone	\$200	\$1,800	
Printing	\$500		
Postage	\$650		
Travel	\$1,000		
Equipment	\$3,000	\$5,000	
Other: Client fund	\$2,000		
Total Operating Costs:	\$9,850	\$7,800	\$17,650
Administrative Cost	\$8,000		\$8,000

SUMMARY

Total Requested from Reinvestment Funds	\$102,000
Matching Cash/In-Kind	\$38,720
Total Budget	\$140,720

Summary of In-Kind Sources

Personnel:	Boys and Girls Aid Society	\$10,733
	AFS	\$2,000
	Multnomah County	\$2,500
	Portland State University - (Caring Community Co-Chair)	\$1,200
		<u>\$16,433</u>
	Benefits at 20%	<u>\$3,286</u>
	Total Personnel	<u>\$19,720</u>
Supportive Services:	Foster Grandparents	\$1,000
	Mult. Cty. Health Dept.	\$1,000
	Women's Crisis Line	\$2,000
	Total Supportive Services	<u>\$4,000</u>
Occupancy, Phones, and Equipment	Portland Public Schools	\$14,000
Materials:	Boys and Girls Aid Society	<u>\$1,000</u>
Total In-Kind:		<u>\$38,720</u>

July 9, 1996

To: Tom Darby

From: Nick Sauvie

Please note that there is duplication between the Human Solutions submittal and the "Lents Community Restoration Housing Programs" submittals. You can eliminate this by substituting the new ROSE CDC information here for the "Housing Programs."

I've also included my budget for all of the Southeast programs.

Please call me at 788-8052 if you find this confusing. Thanks for your help.

ROSE Community Development Corporation
AFS Reinvestment Funds Grant Proposal
July 1996



COMMUNITY
DEVELOPMENT
CORPORATION

Geographic Area:

Lents, Brentwood-Darlington, Foster-Powell
and Mt. Scott-Arleta Neighborhoods.

Description of services to be provided:

ROSE requests funding for two specific programs with these funds:

1. Child Care Neighbor Network
2. Affordable Housing Programs

1. ROSE requests \$355,000 to support a variety of child care enhancements to its new Child Care Neighbor Network. With funding from the Northwest Area Foundation, the Multnomah County Innovative Projects Fund, the Portland Bureau of Housing and Community Development and First Interstate Bank, this program now provides training and resources such as a child care loan fund, scholarships and grants to child care providers, as well as support for parents seeking quality child care. The AFS Reinvestment Funds would be used to:

- a. Initiate a teen parent daycare program at Marshall High School (\$50,000), allowing 10-20 teen mothers per year to complete their high school educations.
- b. Provide short-term child care subsidies to up to 200 parents (\$50,000) while they stabilize their living situations, get training and make progress in their careers.
- c. Support before and after school programs at Kelly and Lent Elementary Schools (\$115,000; operated by the YMCA) and Lents Boys and Girls Club (\$20,000).
- d. Start a co-operative pre-school run by Kelly School parents (\$20,000).
- e. Expand the ROSE Child Care Neighbor Network from Brentwood-Darlington into Lents neighborhood (\$70,000).
- f. Provide additional capital for the ROSE Child Care Loan Fund (\$30,000) to lend for improvements to child care facilities.

2. ROSE requests \$39,000 to fund organization of a housing skills bank. Much of the derelict housing stock in outer southeast is owned by low-income persons without the resources to maintain their properties. ROSE proposes to develop a skills bank whereby residents could assist one another by exchanging personal skills. For example, help with home maintenance might be exchanged for help with landscaping or house painting. The skills bank would build on the self-reliant character of outer southeast, build skills that could potentially lead to a job or self-employment and encourage property maintenance.

Lents Village: A 63-unit service-enriched senior housing project developed as a nonprofit partnership with Northwest Housing Alternatives and Loaves and Fishes, Inc., located in Lents at SE 104th and Holgate.

Scattered Sites Rental Homes: 12 new affordable rental three- and four-bedroom homes designed for families with children.

Home Buyer Project: The Portland Bureau of Housing and Community Development funded a revolving fund for purchase and development of affordable home ownership opportunities for households earning 50-80% of median income. Three of the four homes currently under development are located in Lents, three blocks from Kelly School.

Transitional Housing: ROSE will work to develop transitional housing units to be managed by Human Solutions, Inc. Five to ten units will be developed during the next three years.

Kelly House: ROSE stepped in with resources and technical assistance when the opportunity arose to rent a house across from Kelly School to provide a location for Kelly School's innovative parent involvement programs.

Partnerships:

Community development corporations operate via a web of public and private partnerships and ROSE is no exception. The partners included in the child care program include Marshall High School, Kelly School, Lent School and the Lents Boys and Girls Club. The Child Care Neighbor Network is funded by the Northwest Area Foundation, Multnomah County, the Portland Bureau of Housing and Community Development and First Interstate Bank. Additional grants and program-related investments will be sought to expand the Child Care Loan Fund. Metro Child Care Resource and Referral, the Oregon Child Care Division, Child Care Support Services, the Oregon Child Care Resource and Referral Network and the Association of Oregon Community Development Organizations, not to mention neighborhood providers, parents and business people, were all involved in the planning process and will continue to work together as the project unfolds.

ROSE maintains strong relationships with affordable housing funders including private banks, foundations, HUD, Oregon Housing and Community Services, Multnomah County and the Portland Development Commission. ROSE has sought out and executed a number of partnerships to meet special housing needs. For example, ROSE rents three homes to clients of Multnomah County's Developmental Disabilities Department; a special handicapped-accessible home was developed that will be managed by Community Vision for a couple who require live-in assistance; and ROSE is master leasing a six-bedroom home to Network Behavioral HealthCare to provide housing for women in drug and alcohol recovery.

Responsibility for Program Implementation:

The Executive Director of ROSE, Nick Sauvie, will oversee the programs. Sauvie has been Executive Director of ROSE since its inception in 1992; previously he was a VISTA Volunteer and Community Development Organizer with Southeast Uplift Neighborhood Program for seven years. Anne Peterson manages the Child Care Neighbor Network; Peterson is a long-time resident of Brentwood-Darlington Neighborhood and has been active in family issues in both staff and volunteer roles with Portland Impact, the Brentwood-Darlington Neighborhood Association and local school organizations. Janet Bauer, ROSE's Community Organizer, will direct formation of the Skills Bank. Bauer has worked at ROSE for one year while completing her master's degree in urban studies at Portland State University.

Timeline:

The child care program elements will begin within 90 days of grant approval. The first step will be hiring project staff. A community organizer will begin organizing the skills bank within four weeks. Housing development activities are ongoing.

How this program relates to AFS Welfare Reinvestment goals:

Affordable, quality child care is necessary at every step for parents aiming to get off welfare, beginning with training on through employment. The Marshall program will allow young parents to complete high school. ROSE's research found only 150 child care slots in Brentwood-Darlington for 2,500 children under age 14. Welfare reform is going to increase the demand for child care further. Child care is also a viable income-generating option for many parents; this project will provide training and resources to create successful child care businesses.

Stable housing is a pre-requisite for everyone. With Portland housing prices going out of sight, it is especially critical for low income families seeking to get off welfare.

Budget/Match

Personnel:

Expenses include 1.0 FTE for Child Care Neighbor Network Staff; 0.25 FTE for child care subsidy staffing; 1.0 FTE for Before and After School Care; 1.0 FTE for Marshall Teen Day Care; and 1.0 FTE for Skills Bank Community Organizer.

Match includes 1.0 FTE for Child Care Neighbor Network staff and 1.0 FTE for ROSE Housing Developer.

Services:

Expenses include \$30,000 additional capitalization to the Child Care Loan Fund; \$30,000 in direct child care subsidy; \$13,000 in grants to child care providers; \$10,000 in technical assistance to Kelly/Lent School Before and After School Care; and \$3,000 each in technical assistance to Marshall Teen Day Care and Kelly Pre-School.

Match includes funded support services from the Child Care Neighbor Network and ROSE training.

Occupancy:

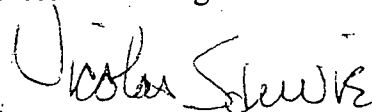
Expenses includes rent for Kelly/Lent Before and After School Care.

Operating and Administrative Costs:

Includes \$20,000 in equipment purchase for Lents Boys and Girls Club.

Match includes operating expenses for existing Child Care Neighbor Network and Housing Development staff.

Authorized Signature: _____



Nicolas Sauvie, Executive Director

Contact Person:

Nick Sauvie

ROSE Community Development Corporation

7455 SE 52nd Avenue

Portland, OR 97206

788-8052 Phone

788-9197 Fax

Program: ROSE Community Development Corporation

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
- Salaries	\$108,692	\$67,708	\$176,400
- Benefits	\$23,838	\$13,542	\$37,380
Total Personnel	\$132,530	\$81,250	\$213,780
Services:			
- Support svcs.	\$51,000	\$4,000	\$55,000
- Training	\$38,000	\$21,000	\$59,000
- Other (loan fund)	\$30,000	\$48,400	\$78,400
			\$0
Total Services	\$119,000	\$73,400	\$192,400
Occupancy	\$46,500	\$4,000	\$50,500
Operating Costs:			\$0
- Materials & supplies	\$12,400	\$2,000	\$14,400
- Telephone	\$2,420	\$1,500	\$3,920
- Printing	\$5,350	\$3,000	\$8,350
- Postage	\$2,950	\$1,600	\$4,550
- Travel	\$2,100	\$700	\$2,800
- Equipment	\$50,600	\$6,000	\$56,600
- Other (day care snacks)	\$1,000	\$0	\$1,000
- Unit Rent	\$0	\$0	\$0
- Child Care	\$0	\$0	\$0
- Clothing, etc.	\$0	\$0	\$0
- Furnishings	\$0	\$0	\$0
Total Operating Costs	\$76,820	\$14,800	\$91,620
Administrative Costs	\$18,000	\$11,300	\$11,300

SUMMARY:

Total Requested from Reinvestment Funds	\$392,850
Matching Cash/In-Kind	\$184,750
Total Budget	\$577,600



HUMAN SOLUTIONS, INC

July 1, 1996

Geographic Area: Outer Southeast Portland

Description of Human Solutions services to be provided with funding from AFS Reinvestment Funds grant:

Human Solutions requests funding to provide two distinct services with these AFS funds:

1. Transitional Housing/Housing Stabilization with Case Management, and
2. "Pathfinder" basic life and employability skills training.

The target population for Human Solutions services will be families with children. All families will be at or below 125% of the Federal poverty level. Some of the families will be homeless and most of the families will be currently receiving welfare, or at risk of needing to apply for welfare, and trying to improve their lives by attending skill building classes or looking for employment which will allow them to transition off of welfare.

1. Human Solutions is requesting \$151,122.00 to provide transitional housing and housing stabilization (rent assistance) services with case management for 30 households for the one year period of this grant.

The transitional housing for homeless families will be located in or near the Lents area and will be leased by Human Solutions and sub-leased to homeless families who have lived in the area previously. Human Solutions will assist the families as needed with furniture and household items which are donated by members of the broader community. Families will be expected to pay a percentage of their monthly income towards their rent and utilities.

Families who are at risk of losing their housing due to inability to pay their rent will be assisted with rent assistance for up to 6 months while they stabilize their employment. If the family has back rent owing to the landlord, rent assistance funds may be used to clear a reasonable back rent debt in order to

Human Solutions, Inc.

stabilize the situation with the landlord and to prevent eviction. In general a family will be expected to pay 50% of their income toward their rent and this grant will pay the difference. For example, a family of four with a monthly income of \$750 and rent of \$530 would pay \$375 toward their rent with the additional \$155 provided by grant funded rent assistance. The expected rent assistance cost to stabilize each household is estimated to be \$2000 or less.

The Case Manager hired with grant funds to work with families needing housing stabilization assistance will conduct an indepth needs assessment with each family and will help the family identify attainable goals which will be discussed in weekly one-on-one meetings throughout the 6 month transition period. To help the households build skills toward self-sufficiency, Human Solutions will provide assistance with learning to budget, identification of and referral to other community resources, workshops on Landlord/ Tenant Rights and Responsibilities, and domestic violence support groups.

This Transitional Housing with Case Management program is a proven model for successfully stabilizing families which Human Solutions has tested for the past three years. Without stable housing, individuals cannot fully utilize the opportunities provided by this grant to lift their families out of poverty and thereby reduce the welfare case load.

2. Human Solutions is requesting \$37,190.00 to provide a basic life and employability skill training program known as Pathfinder. The Pathfinder classes will be provided to 20 adults and teens in families with children, whose income is at or below 125% of federal poverty level and who are not already employed or in a AFS-provided skill building or employment training program. It will be available for those who are in rent-assisted or transitional housing funded by this proposal, and also open to others in the Outer Southeast Portland target community who are receiving services provided by the partners who have collaborated in the writing of this overall proposal.

This type of training, which has been dropped from most employment programs, is most needed by those long-term welfare dependent adults who have not had opportunity to learn basic interpersonal skills such as self-esteem, anger management, problem-solving, conflict management, team building, and cooperation. The Pathfinder curriculum takes 10 to 12 weeks, depending on number of hours per day, for a total of 200 hours.

Human Solutions, Inc.

Based on experiential, participatory learning, the training is especially good for individuals who learn by doing. Designed for prison inmates, who also often lack these skills, this program has been successful in Oregon prison, where participants show and 82% non-recidivism rate.

Recognizing the need for individuals to be able to maintain housing and to survive without subsidy, Human Solutions implemented this program last winter for a class of 14. Although not a "captive audience" as in the prisons, participants of this class showed promising results: 7 completed more than 80% percent to receive a graduation certificate and 5 attended 60 to 80% for various reasons---such as receiving housing out of the area and child care problems. One left early upon getting a job and only one refused to participate. At the graduation ceremony, the pride of these individuals was obvious. Some said they had never completed anything in their lives. Another said "I had been going the wrong way and didn't know how to get back, now I do." All those who completed more than 80% had developed a realistic, employment-oriented five-year plan for themselves at the end of the program.

RESPONSIBILITY FOR PROGRAM IMPLEMENTATION: This proposed program strategy will be implemented by Jill A. Bills, Director of Social Services at Human Solutions for the past 7 years. Ms. Bills has 23 years of professional social services experience. On behalf of Human Solutions, Ms. Bills will hire a Case Manager (preferably from the Lents community) to carry out the transitional housing portion of this project. Ms. Bills will also oversee the hiring of the instructor for the Pathfinder Pre-employment classes.

Human Solutions' Property Management Department, directed by Nancy J. Thomas, Director of Finance and Property, will oversee the lease-up of private market housing which will be sub-leased as transitional housing for homeless families served by the grant.

PARTNERS: Human Solutions is collaborating and cooperating with several service agencies in bringing intensified services to the Outer Southeast Area. We have participated in the planning group for this collaborative proposal including: Extensive involvement of Outer Southeast community neighbors, who will be directly affected by these programs; Portland Impact and Family Works who will be providing family advocates with a broad range of resources; Metropolitan Family Services' GEARS program which will be doing community organizing; ROSE Community Development Corporation which will be working to help establish a community

Human Solutions, Inc.

center; several Portland public schools (Kelly, Lane, Binnsmead, and Marshall High School) staff will help identify participant families; Portland Community College will provide classes in basic reading and computer; Boys and Girls Aid Society which will work on teen pregnancy prevention; East Branch Adult and Family Services which will help with child care and bus tickets for their clients who are homeless Pathfinder program participants; and Southeast Uplift which will provide an overall coordination role.

TIMELINES FOR IMPLEMENTATION: 1. Transitional Housing with Case Management: Hiring of the Case Manager will be completed in 4 to 6 weeks of grant approval. Search for private market housing will be completed within 8 weeks. Clients will begin receiving services within 8 weeks of receipt of grant.

2. We have trainers who can begin Pathfinder as soon as families for transitional housing are identified and settled in their housing and other interested persons from the community are identified. It is important to have the whole class start at once, so participant identification will be the determining factor. We expect Pathfinder classes to be started within 2 weeks after the 20 students are identified.

HOW THIS PROGRAM RELATES: Providing people with stable housing is essential for stability in the rest of their lives. Having basic skills for survival among other people is also essential. Getting off and staying off of welfare requires both of these components. Pathfinder training allows individuals to learn at their own pace in an active, fun and safe environment. It enhances self-esteem, develops pride and gives people hope that they can do more with their lives than they thought. These two services provide what is most basic, most needed by the most destitute. It is a hand up.

EXPLANATIONS OF IN-KIND AND MATCHING FUNDS IN BUDGET:

A. In-kind:

1. Materials and Services - Included here are overhead administrative costs, being contributed by Human Solutions such as audit and similar professional services.
2. Furnishings - Furniture and household items as needed for transitional housing units will be provided from community donations which are received by Human Solutions and sorted and prepared by volunteers.

Human Solutions

3. Clothing - Clothing for any low income Outer Southeast person will be made available through The Closet, Human Solutions clothing resource, which is supplied by community donations and operated by volunteers.
 4. Occupancy - Meeting room space will be donated for the Pathfinder training.
- B. Match:
1. AFS child care funds will be requested on an as needed basis to support the child care component of the Pathfinder training. This resource has previously been used as a resource for Pathfinder training.

Authorized Signature: _____


Carolyn Piper,
Executive Director

Contact Person: Jill A. Bills, Director of Social Services
Human Solutions, Inc.
2900 SE 122nd
Portland, OR 96236

Phone: 248-5200 X 6236



BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In Kind	Total Cost
Personnel:			
Salaries	36,261		
Benefits	13,195		
Total Personnel:	49,456	0	49,456
Services:			
Supportive Services	0		
Training	0		
Other (Specify)	0		
Total Services:	0		0
Occupancy:	1,838	3,900	5,738
Operating Costs:			
Materials & Supplies	6,720	3,500	
Telephone	1,521		
Printing	100		
Postage	30		
Travel	3,285		
Equipment	0		
Unit Rent	60,000		
Child Care	2,673	5,427	
Clothing, etc.	0	15,000	
Furnishings	0	7,500	
Total Operating Costs:	74,330	31,427	105,757
Administrative Costs:	21,356	6,006	27,362

SUMMARY:

Total Requested from Reinvestment Funds	146,979
Matching Cash/In-kind	41,333
Total Budget	188,312

503-248-5201

2900 S.E. 122nd Avenue
Portland, Oregon 97236

**Housing Assessment and Rent Assistance Program Proposal
Welfare Reinvestment Fund**

Synopsis: A program to reduce the welfare caseload by providing a mix of housing assessment and related housing supports to former welfare recipients, to help them successfully remain off the caseload, and to assist families from coming onto the welfare caseload through appropriate targeted housing intervention.

A. Geographic Service Area

The target areas for this assistance are in accord with the planning group's decision to target the areas of greatest need, which are in Outer Southeast and East Multnomah County, followed by the Albina/North Northeast areas. This geographic delineation of the need is documented by both the AFS caseload statistics, as well as the 1990 census data on poverty. Given the lack of public housing stock in the East/Southeast areas, as noted in the recently completed SIP social services infrastructure assessment for that area., which documented the gaps in social service capacity in this area, housing needs are especially critical. Thus this project will target housing case management and housing support to two of the stated priority categories. The highest priority will be to assist former public welfare recipients who have successfully transitioned from AFS caseloads and are therefore no longer eligible for housing assistance, who experience housing problems that interfere with their self-sufficiency. This priority will assure the reduction in AFS caseloads by making it possible for former clients to remain off the caseload, rather than go back on in order to meet basic housing needs. The second priority of the program will be the reduction in caseloads by preventing housing related crisis from causing families to go on the AFS caseload in order to meet their basic housing needs during crisis.

B. Description of Operations

Given that AFS already provides housing supports to families on its caseload, this program will target those former AFS recipients who have successfully transitioned to self-sufficiency, as well as those likely to enter the AFS rolls without in the absence of housing assessment and subsidies for emergency. The strength of the assessment component of the program is that it ensures that the underlying issues of housing crisis are determined and resolved, so that the subsidy in fact resolves the families problem and is not just a stopgap until the next recurrence of the underlying problem. This approach builds on the success of OCAD in administering such programs for both singles and families, and in fact create closer organizational links between programs which have informally provided services to the same client population for years. The program will reduce welfare caseloads through services to people who no longer receive housing assistance following termination from the welfare caseload, as well as to prevent families from entering on the AFS caseload. The DCFS Office for Community Action and Development charged with operating the Clearinghouse and Housing Assessment Center will operate the program with the addition of one caseworker.

The model builds on OCAD's successful work placing low income people in housing through the Singles Housing Assessment Center, which has developed and refined the assessment center concept, and the work in homelessness prevention and housing stabilization performed by the Clearinghouse. It expand and links these two current programs to include families who have transitioned from the welfare caseload, or who are at risk of entering the caseload due to housing related problems. The standard amount of assistance per family established by the Clearinghouse for up to \$2,000. Each case will be individually assessed so that the maximum will not necessarily be paid in all cases, although any family with demonstrated need could access up to the maximum.

The components of the current system that will be linked and expanded under this proposal include:

SINGLES HOUSING ASSESSMENT CENTER

This model of housing assessment involves assessing an individual's needs for housing and supportive services, coordinating services with other agencies and systems, and linking individuals up to both housing and other services they need to remain stable in their housing. The model also involves developing housing resources and relationships with a variety of housing providers. While many programs that work with the homeless focus on solving individual problems prior to housing, this program focuses on housing first, as homeless persons are more likely able to address the problems that may have led to their homelessness once they are in stable housing. This housing can range from transitional to supported to permanent housing options. Assessment staff conduct in-depth housing assessments with each person entering shelter. The assessments focus on three main areas: housing, income and service needs. Staff assess both the strengths and barriers a person has to obtaining permanent housing, develop a housing case plan with each individual, link them to appropriate services, work with them to locate appropriate housing, and continue to be available to the client and housing provider as needed. Assessment staff work in close connection with a network of service providers and property management companies in the community in order to provide the most coordinated and timely services to ensure successful placements.

CLEARINGHOUSE

The DCFS Office for Community Action and Development (OCAD) operates the Clearinghouse which coordinates and disburses funds for emergency housing vouchers and rent assistance to community agencies. The Clearinghouse has three main objectives: 1) Provide emergency vouchers for short-term housing to individuals and families who are homeless or at imminent risk of becoming homeless; 2) Provide rent assistance to low income households who need financial assistance to remain housed and to homeless households who need move-in costs to establish permanent housing; 3) Provide long distance transportation to households who can use this fund only once in a lifetime to relocate for the purpose of a) escaping domestic violence; b) returning to a verified job in another state; or c) living with a verified caregiver when the person has a terminal illness. OCAD accomplishes this by contracting with service providers and has direct service staff, each integral to accommodating the needs of community clients. The subcontractors screen and accept families who will benefit from the Clearinghouse funds. Qualifying families are accepted for vouchers which can be applied to a contracted motel in exchange for accommodations for up to one week. Depending on the availability of the vouchers and the case plan needs of the household, vouchers can be extended for up to three weeks. Households eligible for rent assistance are also screened and accepted by community action system Community Service Centers (CSCs) and referred to the Clearinghouse. The Clearinghouse arranges for payment with landlords who are willing to participate. In screening clients, workers assess all household needs that may relate to housing readiness. Workers also link households to other agencies and case management, as appropriate.

C. Partnerships

Capacity to assess housing readiness for the priority targets will be developed through creation of a dedicated Housing Specialist who will utilize the current assessment center model work in partnership with an array of housing providers, which include:

1. Property managers who manage market rate housing -- including Guardian Management, Reliance Property Management, Norris, Beggs & Simpson, and others.

MULTNOMAH COUNTY
DEPARTMENT of COMMUNITY & FAMILY SERVICES
OFFICE for COMMUNITY ACTION and DEVELOPMENT

2. Non-profit property managers, including Central City Concern, Innovative Housing, Community Development Corporations such as REACH Community Development, Metro CDC, Housing Our Families, Sabin CDC, and Franciscan Enterprises.
3. HUD Properties
4. Housing Authority of Portland (HAP) -- Low Rent Public Housing. Utilization of a Special Needs Agreement between Multnomah County's Department of Community and Family Services MR/DD Program provides the ability for Housing Specialists to prioritize clients in case management.
5. VAHON Network -- a provider network which develops coordinated case plans. Includes SHAC staff, Mental Health Services West's Project Respond, Multnomah County's Veterans Services Officer, DCFS MR/DD Program, DCFS Alcohol and Drug Program, Transition Project's Camper Outreach, Senior and Disabled Services' Protective Services, Multnomah County Aging Services Department.

Capacity to provide temporary and transitional housing options, and eviction and homelessness prevention for the former public recipients, or those at risk of entering the public assistance rolls will be developed through allocation of targeted funds to the Clearinghouse. In the current model a family is referred for temporary housing assistance to the Clearinghouse through a network of community action Community Service Centers (CSCs), which are private nonprofit agencies located in seven geographic districts of the County. It is anticipated that client distribution will mirror the AFS caseload, concentrating in Outer Southeast and East Multnomah, and Albina/North/Northeast. In addition to CSCs, Clearinghouse Partners:

Albina Service Center	Mt. Hood Mental Health
American Indian Association of Portland	Multnomah County MR/DD
Boys & Girls Aid Society	Northwest Pilot Project
Bradley-Angle House	OHSU Hospital
Burnside Clinic	Outside-In
Cascade AIDS Project	Portland Adventist/Caremark
Catholic Community Services, /El Programa Hispano	Portland Housing Center
Council for Prostitution Alternatives	Portland Police Dept./DVRU
Domestic Violence Resource Center	Portland Women's Crisis Line
Emanuel Hospital	Providence Medical Center
Garlington N/NE Mental Health	Raphael House
Good Samaritan Hospital	Salvation Army/West Women's Hotel
Harbor Light	Southeast Community Health/Network
Hispanic Access	Target Cities
International Refugee Center of Oregon (IRCO)	VA Medical Center
Low Income Rental Housing Fund (LIRHF; State)	Volunteers of America
Mental Health Services West	Woodland Park Hospital
Metro Crisis	YWCA-DT Women's Resource Center
	YWCA - DV Beds

In addition to these noted working partnerships, it is likely that the Housing Specialist, working in conjunction with the Clearinghouse, will develop additional partnerships and resources for former welfare recipients to achieve success in their housing.

MULTNOMAH COUNTY
DEPARTMENT of COMMUNITY & FAMILY SERVICES
OFFICE for COMMUNITY ACTION and DEVELOPMENT

D. Estimated Timeline

Clearinghouse assistance is immediately available based on the recommendation of either the assessment center or referral from a CSC or a Clearinghouse Partner. While recruitment for a dedicated Housing Specialist generally takes 4-8 weeks, access to services would be provided on a limited basis upon notification of funding approval.

E. Purpose Addressed

This program addresses the second and third purposes, to help people who have successfully transitioned off the caseload in staying off, and to prevent those at risk due to housing-related problems from going on the caseload. This is accomplished in three ways: first, by providing through the housing assessment function a means for planning with the family for housing success; second, by providing for a transition from housing assistance formerly provided through the welfare system; third, by providing through the Clearinghouse a mechanism to provide for short-term housing emergencies that might otherwise hinder the family from successfully remaining off the caseload.

F. Description of Matching Funds

This grant of \$142,500 will be matched with \$734,268 in existing OCAD funds for Housing Assessment and the Clearinghouse.

Multnomah County DCFS
Office for Community Action & Development

Organization: _____

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	34,431	166,764	
Benefits	7,584	42,801	
Total personnel	42,015	209,565	
Services:			
Supportive Services			
Training			
ClientOther Assistance (specify)	100,000	472,500	
Total Services	100,000	472,500	
Occupancy			
Operating Costs:			
Materials & Supplies	485	47,339	
Telephone		1,267	
Printing		1,111	
Postage		136	
Travel		2,350	
Equipment			
Other (specify)			
Total Operating Costs:	142,500 485	734,268	
Administrative Cost			

SUMMARY:

Total Requested from Reinvestment Funds	142,500
Matching Cash/In-kind	734,268
Total Budget	876,768

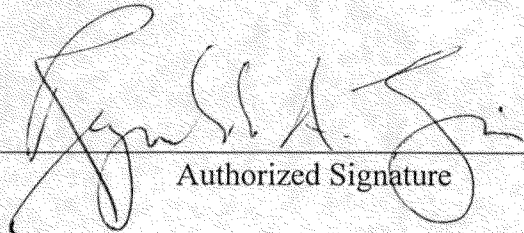
MATCH/IN-KIND FUNDING SOURCES: County General Fund, City of Portland Gen. Fund, Emergency Shelter Grant, FEMA, Emerg. Housing Assistance (EHA), HUD Vahon, City CDBG, PILOT

¹ Please describe the Cash/In-kind. What/who are the sources.

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

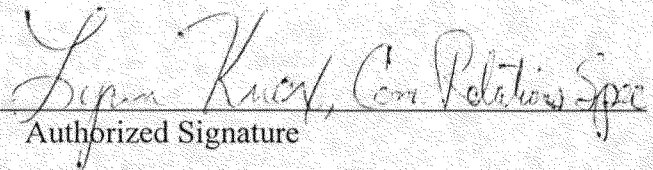
1. Multnomah County DCFS Office for Community Action & Development
Organization

 July 9, 1996
Authorized Signature Date

2. Pam St John Parker pp. Denny West
Organization

HOUSING AUTHORITY OF PORTLAND 7-9-96
Authorized Signature Date

3. Bureau of Housing & Community Development / City of PDY
Organization

 7-9-96
Authorized Signature Date

4. _____
Organization

Authorized Signature Date

GEOGRAPHIC AREA: Lents and Brentwood-Darlington neighborhoods

DESCRIPTION OF OPERATION:

A partnership of nonprofit community development corporations, service providers and churches aims to meet the unmet housing needs in Lents and Brentwood-Darlington. The AFS Reinvestment Funds grant would be used to knit together current piecemeal efforts into a continuum of housing options.

Marketing /Intake: Families in need of housing will be identified by each of the participants in the Community Restoration project. These include the schools, service agencies and the housing providers themselves. Kelly House is a potential location for a housing resource center along with its other programs. Multnomah County is now creating a current list of all available subsidized housing on the Internet that can be accessed from any library or multi-service center.

Housing Stabilization: Families who are at risk of losing their housing due to inability to pay the rent will be provided with rent assistance for up to six months while they stabilize their employment. Funds may also be used to pay reasonable back rent in order to prevent eviction. A case manager will work with families to conduct an in-depth needs assessment with each family and will help the family identify attainable goals during the six month transition period.

Human Solutions proposes to expand its intensive "Pathfinder" classes to 20 adults and teens in families with children. Pathfinder provides basic life and employability skills training that is most needed by those long-term welfare-dependent adults who have not had opportunity to learn basic interpersonal skills such as self esteem, anger management, problem solving, conflict management, team building and cooperation.

Much of the derelict housing stock in outer southeast is owned by low-income persons without the resources to maintain their properties. ROSE CDC proposes to develop a "skills bank" whereby residents could assist one another by exchanging personal skills. For example, help with home maintenance might be exchanged for help with car repair. The skills bank would build on the self-sufficient character of outer southeast, build skills and encourage property maintenance.

Transitional Housing: Currently there is virtually no transitional housing available in outer southeast. Transitional housing is needed to meet emergency needs and prepare families for permanent housing. AFS Reinvestment Funds would provide for case management, development of a church-based shelter network, leasing of transitional housing on an interim basis and, ultimately, development of 3-10 units of transitional housing in Lents and Brentwood-Darlington by ROSE CDC.

Affordable Rental Housing: ROSE CDC and Human Solutions develop 30-100 units of affordable housing each in outer southeast Portland. These units are especially targeted to low-income families earning 50% or less than median income. The City of Portland's new Housing Investment Fund dollars provide a new resource to develop units at 30% of median. Rental

housing development will be funded independently of the AFS Reinvestment Funds, but will complement the grant funded activities.

First-Time Home Buyer Program: ROSE CDC has implemented a first time home buyer program targeted at households earning 60-80% of median income. The prospect of home ownership provides a tangible goal for persons working to get off welfare and represents the primary means for low- and moderate-income people to generate wealth. In addition, home ownership plays an important role in stabilizing the community, schools, churches and other neighborhood institutions. The ROSE program is funded to develop four home buyer units annually.

PARTNERSHIPS:

ROSE Community Development Corporation and Human Solutions, Inc. are the partners leading the Community Restoration Project's housing program. ROSE is responsible for development of new housing in the target area and coordination of the skills bank; Human Solutions is responsible for transitional housing, case management and the Pathfinder program. Key partnerships to be developed during the project include those with churches providing shelter space; all of the various schools and service providers that refer clients; and the Housing Authority of Portland, which is pursuing a number of self-sufficiency strategies with many of their residents who are in the welfare-risk population. ROSE and Human Solutions already maintain strong relationships with affordable housing funders including private banks, foundations, HUD, Oregon Housing and Community Services, Multnomah County and the Portland Development Commission.

TIMELINE:

The transitional housing component will be operating within eight weeks of grant approval. Pathfinder classes will start within two weeks after the 20 students are identified. A community organizer will begin organizing the skills bank within four weeks. Rental and home buyer housing development is ongoing.

HOW THIS PROGRAM RELATES:

Providing people with stable housing is essential for stability in the rest of their lives. Having basic skills for survival among other people is also essential. Getting off and staying off welfare requires both of these components.

BUDGET:

Program: Housing

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds Cash/In-Kind	Total Cost
Personnel:			
- Salaries	\$60,453	\$53,150	\$113,603
- Benefits	\$18,033	\$10,630	\$28,663
Total Personnel	\$78,486	\$63,780	\$142,266
Services:			
- Support svcs.	\$0	\$0	\$0
- Training	\$0	\$0	\$0
- Other (specify)	\$0	\$0	\$0
			\$0
Total Services	\$0	\$0	\$0
Occupancy	\$3,338	\$12,316	\$15,654
Operating Costs:			\$0
- Materials & supplies	\$8,720	\$3,500	\$12,220
- Telephone	\$2,241	\$0	\$2,241
- Printing	\$350	\$0	\$350
- Postage	\$280	\$0	\$280
- Travel	\$3,885	\$850	\$4,735
- Equipment	\$0	\$0	\$0
- Other (specify)			\$0
- Unit Rent	\$60,000	\$0	\$60,000
- Child Care	\$2,673	\$5,427	\$8,100
- Clothing, etc.	\$0	\$15,000	\$15,000
- Furnishings	\$0	\$7,500	\$7,500
Total Operating Costs	\$78,149	\$32,277	\$110,426
Administrative Costs	\$26,356	\$11,000	\$37,356

SUMMARY:

Total Requested from Reinvestment Funds	\$186,329
Matching Cash/In- Kind	\$119,373
Total Budget	\$305,702

BUDGET NOTES:

Welfare Reinvestment Funds:

Includes expenses for Housing Case Manager, Pathfinders and Skills Bank.

Match/In-Kind:

Salaries & Benefits: Includes ROSE CDC Executive Director and Housing Developer staff time for rental and home buyer programs.

Occupancy: Meeting room space will be donated by Human Solutions for the Pathfinder training; office space provided for housing programs by ROSE CDC.

Materials and Services: Included here are overhead administrative costs, being contributed by Human Solutions and ROSE CDC such as audit and similar professional services.

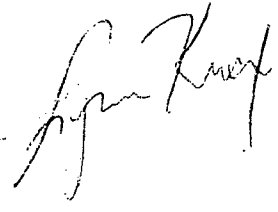
Furnishings: Furniture and household items as needed for transitional housing units will be provided from community donations that are received by Human Solutions and sorted by volunteers.

Clothing: Clothing for any low income outer southeast person will be made available through the Closet, Human Solutions' clothing resource, which is supplied by community donations and operated by volunteers.

Child Care: AFS child care funds will be requested on an as-needed basis to support the child care component of the Pathfinder training. This resource has previously been used as a resource for Pathfinder training.

MEMO

To: Tom Darby
From: Lynn Knox, Bureau of Housing and Community Development,
City of Portland (823-2385)
Subject: OSE Workforce Development System
Date: July 9, 1996



Enclosed is the signed Collaboration Agreement and final draft of the largest workforce piece within the overall OSE proposal. The only change to the last copy Norm gave you is a revised final budget figure (based on yesterday's cuts).

I don't have the actual budget form original so I can't make the change on the form. It may not be necessary since our figures have been folded in with 2 smaller workforce components for OSE and into the overall OSE proposal which Norm has facilitated. However, if you need to locate our actual \$30,000 cut it should be made in the administration category.

Please call me if you have any questions. Good Luck!

COLLABORATION AGREEMENT

REGARDING: OUTER SE WORKFORCE SYSTEM For the AFS REINVESTMENT GRANT JULY 1996

Planning, input and information gathering for the Marshall Caring Community (MCC) Workforce Development System was initiated by MCC in April of 1995. System design is based upon national best practice models in workforce development and local citizen input regarding what works and what's needed to train and place Outer SE residents in family wage jobs. The system is unique because of its holistic and individualized approach. The plan's aim is to develop with residents, an individualized plan for personal support and skills development, basic training, specific job related training, job search assistance and connections to job openings. The system's critical balance of support services, education, employer-driven training, placement and retention assistance is at the cutting edge of U.S. workforce development programs. The focus of the efforts is to fund a comprehensive integrated strategy mobilizing both new and existing resources rather than particular organizations. This proposal has been developed through a unique collaborative process and we expect that service provision will be equally collaborative.

We the undersigned and our respective agencies and organizations will work together to help this important effort succeed. The roles outlined below reflect our current involvement as well as potential areas for future involvement in the Outer SE Workforce Development System.

Collaborator**Role****Signature****City of Portland:**

- Portland Development
Commission

Planning, JobNet, Employer Links, Funding *

- *Barrie Williams*, Project
special Coordinator

- Bureau of Housing &
Community Development

Planning, Facility Dev., Org. Dev., Funding*

- *Steven D. Holmes*, Director

Dislocated Worker Project

Pilot Project Sponsor, Planning

- *W. E. Crife*, MHCC

Foster Business Association

Planning, Facility Dev., Employer Links

- *D. W. Cwens*

Multnomah County:

- Community Action Program

Planning, Org. Dev., Funding*

- *Reginald A. Egan*, Mgr.

- Com. Tanya Collier's Office

Planning, Funding Advocacy

- *Molly Cooley*

Neighborhood Pride Team

Pilot Outreach, Planning, Potential Provider

- *Samuel Davis*, Grants Officer

Portland Community College

Planning, Curriculum Design, Potential Provider

- *Gonna Buegle*, Regional Coord.

Portland Educational Network

Planning, Pilot Design, Public Involvement

- *Gary Pettigrew*, Director

Southeast Uplift

Planning, First Year Fiscal Agent

- *Dennis Cole*

The Private Industry Council

Pilot Funding, Planning, Funding*

- *Larry Hanson*

State Employment Division

Planning, Staff, Technology &
Job Linkages

* Indicates potential funders, exact commitments have not been finalized

AFS REINVESTMENT PROGRAM GRANT

DRAFT

7/2/96

SPONSOR:

Marshall Caring Community Outer SE Workforce System
SE Uplift (fiscal agent)

SERVICE AREA: Marshall Cluster

PROPOSAL DESCRIPTION:

Target Audience

1. AFS client referrals needing intensive one-to-one assistance personal support, basic skills, training and job search assistance. Referrals might include:
 - Failures to show for STEPS Program (approx. 12%)
 - JOBS participants needing intensive job retention prevention assistance
 - Individuals identified by caseworkers as needing more intensive support and assistance than STEPS or STEPS alone can offer.
2. Fathers of AFS children who are on food stamps and/or have such low incomes that they cannot pay child support. These participants would be identified by AFS and through our program's community outreach activities.
3. Under-employed and unemployed parents with no benefits, workman's compensation recipients and/or food stamp dependant families who are at serious risk of becoming AFS clients. Participants would be identified through our program's community outreach activities. The goal for these participants is to increase their personal and job skills and assist them in obtaining family wage jobs with benefits.

Estimated Total to be Served (1-3 above) = 140 Participants/Year

Program Background

Planning, input and information gathering for the Marshall Caring Community (MCC) Workforce Development System was initiated by MCC in April of 1995. System design is based upon national best practice models in workforce development and local citizen input regarding what works and what's needed to train and place Outer SE residents in family wage jobs.. The system is unique because of it is holistic and individualized approach. The plan's aim is to develop with residents, an individualized plan of personal support and skills development, basic training, specific job related training, job search assistance and connections to SE and area-wide job openings. The system's critical balance of support services, education, employer-driven training, placement and retention assistance is at the cutting edge of U.S. workforce development programs. The focus of the efforts is to fund a comprehensive integrated strategy mobilizing both new and existing resources rather than particular organizations. This proposal has been developed through a unique collaborative process and we expect that service provision will be equally collaborative.

Track Record

The system has been tried and proven in the six month pilot program which began in January 1996. The pilot program was operated as a special project of the Private Industry Council's Dislocated Worker Program. The program is customized to the strengths, needs and interests of individual participants based upon a thorough assessment and planning session with each participant. The standard and critical component is the assignment of a personal advocate with a low caseload to each individual. The frequency of contact is based upon individual needs but the advocate develops a partnership with participants and serves as their guide and support through whatever services are provided through job acquisition and on the job for six months. Citizen input and best practice models tell us that a supportive, problem-solving relationship such as this is often the key to success. *"Annette was the reason for my success in this program. She kept me going, steered me in the right direction and helped me realize that I could get a good job".*

Participant Timelines

The pilot program which began in January 1996 has served 75 participants, 20 of whom are now in family wage jobs and 55 who are currently involved in training and/or job search. Participant evaluations of the program are extremely high. Participant time in the program prior to employment will vary depending upon individual circumstances but an expected average is about six months.

Program Staff and Collaborating Partners

The two personal advocates for the pilot program will continue and be joined by two new advocates and a Community Employment Liaison. The Employment Liaison will assume job linkage and development functions previously provided in-kind by Dislocated Worker Staff whose

positions have been eliminated by federal cutbacks. The Liaison will also focus on the development of consortiums of small SE employers to identify common employee training needs and then work with trainers from the community colleges and other sources to design these trainings. Outreach to residents will reflect our experience about what works in the target area - door-to-door, conversations in Laundromats, quick shops, at school meetings, churches and other local gathering spots. Linked to the system will be a series of neighborhood job centers, the first of which will be developed by the Neighborhood Pride Team. Partnerships have been developed with the Employment Division, Jobnet and SIP (Fujitsu & LSI) to provide other key job linkages and training. The Employment Division is interested in placing a staff person and support resources in a new SE Workforce Facility targeted to open next Spring. In addition, discussions are underway with other support services about co-location in a new facility. An outline of the overall program is attached. Collaborators in the development of this program have included;

Collaborator	Role
Several hundred residents of Outer SE	Design Input & Feedback on Pilot
TPIC & its DWP	Pilot Sponsor, funding & in-kind
PDC	Planning, Jobnet, employer linkages, funding?
Neighborhood Pride Team	Outreach in pilot, planning, future contract?
BHCD	Planning, facility dev., org. dev, funding?
PCC	Planning, tr. design & delivery in pilot & future
ROSE CDC	Planning
Neighborhood Partnership Fund	Org. Dev. & funding?
PEN	Planning, pilot design & evaluation, focus groups
SE Uplift	Planning, first year fiscal agent
CAPO	Planning, org. dev., funding? (SIP/Gen.Fund)
Co. Com. Tanya Collier's Office	Planning, funding advocacy (SIP/Gen.Fund)
Foster Business Association	Planning, facility development
Lents Restoration Project	Planning, Service Coordination
Human Solutions	Planning
Maywood Park Center	Planning, Pilot facility & support

Program Implementation Timeline

The outer SE Workforce System can begin to take referrals and expand outreach to other AFS target participants immediately upon notification of funding. Upon funding notification we will begin to build program capacity for larger numbers.

RELATION TO RESTORATION PURPOSES

1. By taking cases requiring individualized assistance, the Outer SE Workforce System will

increase the number of people moved off welfare into work. By increasing the income of fathers of children on AFS we will increase the potential child support for their care, enabling the moms to move into the workforce with more stability.

2. The retention support we offer for JOBS participants and our other AFS targets will increase the likelihood that they will stay employed and stay off caseload.
3. By targeting working families on food stamps with no benefits we will help move these families into family wage jobs with benefits. Without our assistance these families are at high risk of falling onto the AFS caseload at the first minor personal or economic crisis.

FUNDING

Funding for the overall program, open to any low income resident of Outer SE is currently being finalized. TPIC has agreed to fund the continuation of the pilot program until Oct. 1. Discussions are underway with the following interested funders and in-kind participants; TPIC, Multnomah Co. (general fund and SIP), the City of Portland (PDC & BHCD), PCC and the Neighborhood Partnership Fund (private foundation consortium). The overall Year One program budget is \$700,000. **We are requesting \$318,700 from the AFS Reinvestment Program.**

Guaranteed Matching Funds and In-kind Support

Total guaranteed match and in-kind support is \$303,268 at this time. Primary sources include TPIC & DWP, Oregon Employment Division and Jobnet (PDC) with contributions from a wide range of public and private human service programs.

**MARSHALL CARING COMMUNITY
WORKFORCE DEVELOPMENT SYSTEM**

*

Initial Contact/Outreach
(Advocates & Neighbors)

*

Orientation/ Assessment/Individualized Plan Development**
(Personal Advocate)

*

Life Skills & Work Preparation as needed
(Trainers/Advocates)

*

Basic Skills as needed
ABE/GED/Computers/ESL/Communication
(/Trainers)

*

Career Exploration
(Advocates & Trainers)

*

Job Specific Skill Training
(Trainers- Employer driven where possible)

*

Job Search
(Job Developer, Advocate & SIP, Employment Div. & Jobnet)

*

Job Acquisition

*

Retention Support/Tracking - for one year
(Personal Advocate)

** The MCC Work Preparation System is based upon the assumption that individuals can enter the system at different levels, the personal advocate will help them design a plan tailored to their personal situation and then provide support, linkages and resources throughout the process.

FamilyWorks - S. Clark, Dir.

Proposal for Mental Health services

We plan to provide Mental health services as a support to helping adults on welfare or vulnerable to becoming welfare clients to become job ready, and able to maintain stable employment. The strategy we will use will include hiring a Master's level clinician who is familiar with the service network in the Metro area. The clinician's responsibility would be to accept referrals from Steps to Success, or other partners in the reinvestment project, to assess the needs of the person, and to determine the best source for treatment, if needed.

The treatment goals would be focused on stable employment, ability to interact appropriately with co-workers, supervisor and family members, with brief, solution focused therapy the modality preferred. We recognized that there may be some clients who are not eligible for OHP, and who need intensive intervention. For these people, we propose the creation of a client service fund, which could pay for psych. eval. and other services not covered by available insurance or other public programs. The clinician would be able to carry 10 cases for an average of 12 weeks each, plus manage the assessment of 3 people/week. This would provide 175 emotionally vulnerable clients with either treatment or access to treatment of conditions which would otherwise interfere with employability.

Mental HEALTH SERVICES have been shrinking in availability in the past several years, with adult services being cut first, to help keep children's mental health, but that, too, being reduced as funds were unable to keep up with demand.

Best practices in current mental health will be used, with the resources of Lutheran Family Service's many mental health offices available for support, consultation and referrals.

Partners will include Mt Hood Mental Health, as the County funded provider for the outer SE/mid-county area, and the many reinvestment project partners in the Metro area.

Timeline: staffing could take a month after notice of funding, and building a caseload would take time, to begin to work out the process for referrals. First year of operation, a full caseload should be able to be served for at least 10 months.

contact person: see above

Organization: FamilyWorks - Mental Health Services

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	25,000		
Benefits	6,250		
Total personnel	29,250		29,250
Services:			
Supportive Services		3,000	
Training			
Other (specify)			
Total Services			
Occupancy		2,500	3,000
Operating Costs:			2,500
Materials & Supplies		500	
Telephone		215	
Printing			
Postage			
Travel		200	
Equipment			
Other (specify)	10,000 (client service fund)		
Total Operating Costs:	10,000	915	10,915
Administrative Cost	4,388		4,388

SUMMARY:

Total Requested from Reinvestment Funds	43,638
Matching Cash/In-kind	6,415
Total Budget	50,053

¹ Please describe the Cash/In-kind. What/who are the sources.

Authorized Signature Page

I am authorized to sign proposals and/or contracts representing my agency.

1. LFS - Family Works
Organization

[Signature] 7-10-96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Proposal: FamilyWorks - Director, Susan Clark
256-2330

for Van and driver

FamilyWorks proposes to offer the use of its van and to hire a driver to provide access as needed to support the job search, training, support and employment of clients in the Outer SE project. The van driver will be hired from the neighborhood, working with partner agencies to advertise the job. The driver will be given training in such topics as mandatory child abuse reporting, group management skills, paperwork and documentation, which will provide a base for this person to move into more highly paid social service jobs.

The use of the van will fill the critical need for flexible transportation both for the adult job program participants and for their children. Access to child care will be a key element in the ability of the parents to maintain employment, and the van will be an important part of making the lifestyle changes these families will have to make in order to become employed.

The van will be able to fill in where public transp. is unavailable, or when special needs make bus use too time-consuming or inconvenient to work.

Partners will be the agencies cooperating in the Outer SE project.

Timeline: Van is ready to be used. Time would be needed to plan with partner agencies how best to use the time available, and to hire and train the driver. Eleven months of full service can probably be provided.

Contact person: Susan Clark, Director

Organization: _____ FamilyWorks - Van and Driver

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	14,560	4,000	
Benefits	2,730		
Total personnel	17,290		21,290
Services:			
Supportive Services		3,000	
Training		2,000	
Other (specify)			
Total Services			5,000
Occupancy		1,250	1,250
Operating Costs:			
Materials & Supplies	6,000		
Telephone			
Printing			
Postage			
Travel			
Equipment			
Other (specify)		5,500	
Total Operating Costs:	6,000	5,500	11,500
Administrative Cost	3,494		3,494

SUMMARY:

Total Requested from Reinvestment Funds	21,384
Matching Cash/In-kind	15,750
Total Budget	37,134

¹ Please describe the Cash/In-kind. What/who are the sources.

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1. ITS FamilyWorks
Organization

Jim Wilson 7-10-96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Proposal : FamilyWorks - Susan Clark, Director
4110 NE 122nd Ave.
Portland, OR 97230
256-2330

We plan to expand on a previously successful project which offered Russian-speaking families a combination of cultural orientation to the US, and elementary ESL. Classes will be offered on a quarterly basis, 4 times/year, with two classes, w/ maximum of 20 each term (160 enrollees, duplications included).

** People responsible for implementation are FamilyWorks staff, supported by partners: David Douglas School District, Mt. Hood Community College, Portland Parks and Recreation, and Catholic Charities. The classes will be held at Alice Ott School, in the David Douglas School District. The instructor will provide support to families to facilitate their entry into the job market and/or training.

Over 7% of the region's AFS caseload is non-English speaking, and the Russian families have not only the barrier of language, but of large families and religiously limited roles for women. By hiring a person both culturally and linguistically able to connect with these families, trust is gained, and the classes emphasize how what they knew of "the system" in their native land is not true here, and that they need to change and adapt in order to build good lives here. This transition is very difficult for them.

FamilyWorks, as a program of Lutheran Family Service, has a long tradition of helping people newly arrived to this country adapt to the new culture. These classes, however, have been specially designed to serve the new arrivals from Eastern Europe, and so are relatively new. Past enrollees have been involved in either ADC or foodstamps (about 75%), and have had no real access to jobs due to the barriers listed above. Anecdotal data shows that a majority of students successful in the classes have gone on to Mt Hood CC, or to jobs. Also, families have been more stable because they've been more able to be effective advocates for their children in the schools, and for themselves.

Partners are: **

Timeline: Classes would start in the Fall Term, Sept., 1996., with additional classes starting in January and March, 1997. Because partnerships are already in place, outreach for enrollment would be quickly and effectively implemented.

Contact person: Susan Clark, Director of FamilyWorks 256-2330

Organization: _____

FamilyWorks - Russian Teacher/case manager

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	17,436		
Benefits	4,357		
Total personnel	21,793		21,793
Services:			
Supportive Services		3,000	
Training			
Other (specify)			
Total Services			3,000
Occupancy		2,500	2,500
Operating Costs:			
Materials & Supplies		1,000	
Telephone		215	
Printing			
Postage			
Travel		650	
Equipment			
Other (specify)			
Total Operating Costs:		1,865	1,865
Administrative Cost	3,270	--	3,270

SUMMARY:

Total Requested from Reinvestment Funds	25,063
Matching Cash/In-kind	7,365
Total Budget	32,428

¹ Please describe the Cash/In-kind. What/who are the sources.

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I am authorized to sign proposals and/or contracts representing my agency.

1. LFS Family Works
Organization

[Signature] 7-10-96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

Neighborhood Health Clinics

Background

In Multnomah County there are over 100,000 individuals without health benefits. Overwhelmingly, these individuals work in low paying jobs without health insurance and/or they are the dependents of those working in low paying jobs without dependent care coverage. The working poor have incomes between 100- 200% of the federal poverty level. Therefore, they do not qualify for health insurance under the Oregon Health Plan. Neighborhood Health Clinics, Inc. (NHC) serves approximately 10,000 of the Metropolitan area's uninsured, a large percentage whom reside in outer southeast Portland.

Too often the uninsured must utilize the local emergency department as a primary care provider. Those who have been historically uninsured often make unnecessary trips to the emergency department. These unnecessary trips are costly both to the uninsured individual and to the health care system.

NHC has designed Self Care Program that provides uninsured individuals and families with the opportunity to develop a base of self care knowledge. This self care knowledge will assist the uninsured in deciding when to rely on their self care skills and when to access the health care system.

Agency Overview

Neighborhood Health Clinics, Inc. (NHC) is a not for profit health care agency whose mission is to provide and advocate for quality health services for those who do not have adequate resources to access care. Our clinics and counseling programs are staffed by over 400 volunteer health care and social service providers who give of their time to meet the health care needs of the uninsured from throughout the Portland Metropolitan area.

Because NHC works exclusively with low income people, our agency has become very sensitive to facilitating the empowerment of those whom we serve. NHC provides opportunities by which low income individuals can gain knowledge about their health. All our clinics and programs have developed in response to the needs of the uninsured.

In two of our programs, prenatal care outreach/case management and immunization outreach we have hired ten low income community residents in partnership with VISTA. These community residents are providing critical services; are becoming permanent resources for their neighborhoods; and are receiving new skills and job training. NHC has found that by empowering the residents of poor communities, NHC program are more successful.

Program Description

NHC staff has initiated a Self Care Program in southeast Portland neighborhoods with high numbers of uninsured. Three Master Self Care Trainers are recruiting 9 individuals who work, reside, and/or worship in the outer southeast community and then training these community leaders intensively in teaching self care. These nine leaders will then teach ninety low income uninsured individuals new self care techniques. Manuals written at a sixth grade reading level, a directory of low- or no-cost health care providers in the Metropolitan area (translated in Russian, Spanish, English, and Vietnamese), and first aid kits will be provided for the self care trainers and each of their uninsured constituents. These newly trained community members will be permanent resources in their neighborhoods.

Healthwise Inc., (located in Boise, Idaho) is an established not-for-profit organization dedicated to teaching self care. Their products and training systems have been used since 1975 by health care organizations and private industry to teach self care to their customers and employees. Locally, Kaiser Permanente and the Good Health Plans utilize the "Healthwise" model for their insured populations. In the Seattle area, Evergreen Hospital has utilized the Healthwise program for their uninsured patients and welfare recipients. Evergreen Hospital staff continues to assist NHC in its design and implementation of the Self Care Program. Healthwise offers a comprehensive self care manual which is written at the sixth grade reading level. This manual is distributed to every uninsured person who participates in the program.

NHC has received much support from community associations, agencies serving outer southeast Portland, and outer southeast community members. Two NHC staff and a Multnomah County Health Department Family Health Outreach Worker is a Master Trainer in Self Care. Multnomah County Health Department has partnered with NHC in the Self Care Program efforts. The Master Trainer Outreach Worker from Multnomah County Health Department identifies potential community trainers and refers/trains low income individuals living in outer southeast in self care. Additionally, Metropolitan Family Services GEARS Program has partnered with NHC. GEARS "coaches" will receive training in teaching self care so that they too can provide low income outer southeast residents with self care knowledge and tools. Lutheran Family Services Soviet Family Adaptation Program also has agreed to having at least one Community Self Care Trainer.

In an effort to provide culturally competent services to the outer southeast community members receiving self care training NHC has networked with Brentwood Darlington Neighborhood Association, Kelly School, Lent School, Neighborhood Pride Team, and Rose CDC. These agencies provide a wealth of knowledge regarding the needs of their community, identify community members who would benefit from the Self Care Program, and help ensure program effectiveness.

In order to assure that NHC is meeting the needs of the uninsured and increasing the number of uninsured people who have self care knowledge a pre-self care training

needs assessment and a post skill building evaluation provided by Healthwise, Inc. will be conducted. Adaptations will be made to the Self Care Program based on the results of these tools.

Organization: neighborhood health clinics

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	6,750	9,480 mult.co.	
Benefits		1,896	
Total personnel	6,750	11,376	18,126
Services:			
Supportive Services		500	
Training		1,185	
Other (specify)			
Total Services	0	1,685	1,685
Occupancy	2,400		2,400
Operating Costs:			
Materials & Supplies	2,040	2,040	
Telephone		425	
Printing			
Postage		64	
Travel	165	955	
Equipment			
Other (specify)	food 630	630	
Total Operating Costs:	2,835	4114	6,949
Administrative Cost			

SUMMARY:

Total Requested from Reinvestment Funds	11,985
Matching Cash/In-kind	17,175
Total Budget	29,160

¹ Please describe the Cash/In-kind. What/who are the sources.

PROJECT TIMELINE

Project Name: Self Care Program

Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12
3 master trainers selected/trained at Healthwise												
Community Networking												
9 community leaders identified and trained												
Focus groups, interviews, surveys conducted												
Curriculum finalized. Materials prepared												
Promo pieces developed. Uninsured identified												
Training begins.												
Develop data sheets												
Work with community staff												
Q&A review												
Program evaluation												

social service agencies,
neighborhood associations

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1. _____
Organization

Lauri Brennan 7.10.96
Authorized Signature Date

2. _____
Organization

Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

KELLY HOUSE

Kelly House is a small, ranch-style house located directly across the street from the front doors of Kelly School. It has been a rental for many years, and, at this time, its appearance can best be described as "shabby." That is about to change.

As part of the welfare reform initiative, Kelly House will become the "nerve center" for the neighborhood and, as such, will serve purposes that are easily envisioned and others that will evolve as the community's needs become increasingly clear.

Kelly House will be run by a Board of community members who will decide together how best to address the barriers to staying off initially welfare, getting off welfare and not returning to welfare. At the Board's discretion, "professionals" will be invited to join their deliberations.

Kelly House Staff

Kelly House will be staffed by one full-time social worker. Her primary function will be to continue the process she has already begun of knitting relationships. She will work community members who live below the poverty line, who are unemployed or under-employed, and whose confidence and self-esteem are so low that they are not able to see themselves as fully productive members of the workforce. The social worker will conduct on-going support groups to foster a sense of connectedness among community members, to problem-solve, to create a safe environment where participants can talk deeply about their struggles and develop strategies for overcoming them, and--most of all--to reframe their life stories so that they develop new appreciation for their individual and collective strength.

Two full-time community members will also be housed in the Kelly House. They will become community advocates and will be largely responsible for outreach efforts. They will connect people with the resources necessary to keep them off welfare, to help them get off welfare, or to keep them from returning to welfare. The many forms of support that will be available will range from helping a family get rid of head lice in their apartment so that the children can stay in school and the parent not have to miss work to connecting community members with job training and job opportunities.

Kelly House Services

Kelly House will be a clearing house that will connect community members quickly and easily with job information, childcare options, health and mental health resources, emergency shelter and clothing, and much more. Its entire focus will be on "responsiveness."

In addition, as time goes on, Kelly House will become a neighborhood test site. It will have a garden where community members can come to learn how to grow their own food. The Kelly House or the Kelly School kitchen will be available for classes in food preservation and preparation of low-cost, nutritious meals.

The house, yard, and garden will be used to demonstrate and teach community members how to care for yards, do routine maintenance as well as larger repairs on a home. Community members will join work crews at the house and thereby learn skills that can be put to good use on their homes. A "barn raising" network will be created where work crews will go to one another's homes to take on big jobs. The hope is that the house could ultimately become a neighborhood model and help foster neighborhood pride and optimism about the capabilities of neighbors and possibilities that the neighborhood offers.

What this effort offers community members is an opportunity to establish connections with one another, to learn essential skills, and to build neighborhood pride. This sense of *esprit de corps* will motivate folks to stay in the community and to develop the self-confidence and skill that will allow them to see themselves as workers.

It is intended that Kelly House will provide a safe, friendly, de-institutionalized space for community gatherings.

Organization: KELLY HOUSE

BUDGET

Category	Requested from Welfare Reinvestment Funds	Matching Funds ¹ Cash/In-Kind	Total Cost
Personnel:			
Salaries	\$65,000		
Benefits			
Total personnel	\$65,000		\$65,000
Services:			
Supportive Services			
Training			
Other (specify)			
Total Services			
Occupancy	\$8,400		\$8,400
Operating Costs:			
Materials & Supplies	\$3,700		
Telephone	\$1,400		
Printing			
Postage	\$1,000		
Travel			
Equipment	\$10,000		
Other (specify)	\$3,000 Insurance \$3,100 utilities		
Total Operating Costs:	\$22,300		\$22,300.00
Administrative Cost			

SUMMARY:

Total Requested from Reinvestment Funds	95,700
Matching Cash/In-kind	
Total Budget	\$95,700

¹ Please describe the Cash/In-kind. What/who are the sources.

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1. Kelly School
Organization

Mary Beth VanCleave July 10, 1996
Authorized Signature Date

2. Kelly Families
Organization

Cynthia Richer July 10, 1996
Authorized Signature Date

3. _____
Organization

Authorized Signature Date

4. _____
Organization

Authorized Signature Date

**UNIFIED PROPOSAL BUDGET SUMMARY
DOCUMENTS**

BUDGET SUMMARY: Total District 2 Projects

Total Requested from Reinvestment Funds	5,469,509
Multnomah County Fiscal Agent @ 5%	273,475
Matching Cash/In-Kind	6,111,764
Total Budget	11,854,748

BUDGET SUMMARY: "PLUS Project"
STEPS TO SUCCESS

Total Requested from Reinvestment Funds	1,500,000 ¹
Matching Cash/In-kind	1,500,000
Total Budget	3,000,000

¹ \$200,000 of the grant request and \$200,000 of the matching funds are to serve those clients in Clackamas County in District 15 rather than District 2. To separate the District 15 moneys from the District 2 moneys would have been an artificial division of the PLUS Project, however, and to keep confusion to a minimum the entire amount is included in this unified proposal.

BUDGET SUMMARY: Work Force Development

Total Requested from Reinvestment Funds	162,942
Matching Cash/In-kind	194,353
Total Budget	357,295

BUDGET SUMMARY: Housing

Total Requested from Reinvestment Funds	237,388
Matching Cash/In-kind	1,137,762
Total Budget	1,376,150

BUDGET SUMMARY: Childcare

Total Requested from Reinvestment Funds	511,502
Matching Cash/In-kind	1,054,645
Total Budget	1,566,147

BUDGET SUMMARY: Teen Parenting

Total Requested from Reinvestment Funds	983,070
Matching Cash/In-kind	459,079
Total Budget	1,442,149

BUDGET SUMMARY: Pregnancy Prevention

Total Requested from Reinvestment Funds	348,578
Matching Cash/In-kind	129,839
Total Budget	478,417

BUDGET SUMMARY:Outer S.E. Projects (Lents area)

Total Requested from Reinvestment Funds	1,726,029
Matching Cash/In-kind	1,636,086
Total Budget	3,362,115

EXHIBIT 1

THE JUNE 13, 1996 MEETING

REINVESTMENT R.F.P. BIDDERS' CONFERENCE

06/13/96 - AFS (NE Portland Branch)

NAME	ORGANIZATION / ADDRESS	PHONE	FAX
Joellen Piluso	AFS 3965 SE Powell; Ptlid 97202	731-3181 x 234	731-3377
Don Waters	Goodwill 1943 SE 6th; Ptlid	238-6182	
Judy Mayer	Roosevelt Comm. Family Res. Ctr. 6941 N. Central St; Ptlid 97203	248-3909	
Norm Monroe	Mult. Co. Office of Chair 1120 SW 5th; Ptlid 97204	248-3308	248-3093
Diane Feldt	N. Ptlid. Youth & Fam. Ctr. 7704 N. Hereford	285-0627	
Joanne Fuller	Mult. Co. DJJS 1401 NE 68th; Ptlid 97212	306-5599	
Dianne Iverson	School Liaison/MCCF 421 SW 6th; Suite 400	306-5859	306-5839
Rick Nitti	MCCF (See above)	306-5859	306-5839
Jodi Tanner	The Private Industry Council 720 SW Wash; #250; 97205	241-4600	241-4622
Bernadine Dover	HAP 4400 NE Broadway; Suite A	335-6812	335-6822
Cynthia Dettman	BGAS 081 SW BoundaryCt; Ptlid 97266	222-9661	224-5960
John Rakowitz	Mult. SIP 1120 SW 5th; Rm 1400; Ptlid 97204	306-5797	248-3292
Tom Doroby	Mult. Co. Grant Development 1120 SW 5th; RM 1400; Ptlid 97204	248-3883 x 4827	248-3292
Gary Walsworth	Marshall Family Resource Ctr. 3905 SE 91st; Ptlid 97266	280-6545	771-2244

NAME	ORGANIZATION / ADDRESS	PHONE	FAX
Judy Griswold	SCF Metro Region Office 529 SE Grand; Ptlid 97212	731-3075 x 481	
Tom Mitchell	9001 SE 73rd; Ptlid 97206	777-6317	774-2003
Christine Pham	Mult. Co. Health Dept. 526 SW Stark; Ptlid 97202	248-3056 x 8262	
Leslie Schockner	Mult. Co. Comm. Action 421 SW 6th; Ste 500; 97204	248-3999 x 4527	248-3332
Matt Kirkpatrick	HAP 135 SW Ash St; Ptlid 97204	228-2178 x 621	
Sheri Campbell	PCC PO Box 19000; 97280-0990	977-4358	
Jodi Davich	PCC PO Box 19000; 97280-0990	977-4696	
Gretchen Yost	Arc of Mult. Co. 619 SW 11th; Ste 234; 97225	223-7279	
Karen Gorton	Metro Child Care Resource & Ref.		
Gerald Deloney	Self Enhancement, Inc. 1730 N Flint; 97227	249-1721	
Linda Huddle	TPIC 720 SW Washington; Ste 250; 97205	241-4600	
Kim Freeman	STS/MHCC	256-0432	
Pamela Murray	STS/MHCC	256-0432	
Lynda VanDoran	IAM CARES / PWI 7520 SE Foster; Ptlid	777-3260	
Stan Peterson	TPIC 720 SW Washington; Ste 250; 97205	241-4600	241-4622
Howard Lkink	Mult. Co. DCFS 421 SW 6th; 6th Fl.	248-5203	
Jeanne Gould	Mult. Co. Health 426 SW Stark; 8th Fl; 97204	248-3674	
Sue Clark	Family Works 4110 NE 122nd Ave; Ptlid 97230	256-2330	256-2129
Amity Lindsay	HAP 4400 NE Broadway; Ptlid 97213	335-6822	335-6817

NAME	ORGANIZATION / ADDRESS	PHONE	FAX
Paul Parker	HAP 4400 NE Broadway; Ptld 97213	335-6822	335-6815
Teri Santini	White Shield Center 2640 NW Alexandra; Ptld 97210	239-1250	
Brian Black	Urban League 10 N. Russell; Ptld 97227	280-2619	281-2612
Christian Camp	Urban League 10 N. Russell; Ptld 97227	280-2619	281-2612

EXHIBIT 2

THE JUNE 18 & 20 1996 MEETINGS

REINVESTMENT PLANNING STRUCTURE WORK GROUP

06/18/96 - AFS (NE Portland Branch)

NAME	ORGANIZATION & ADDRESS	AREA OF INTEREST	PHONE	FAX
John Daniel	AFS - District 2 Office 3965 SE Powell Blvd; 97202	N/A	731-3111 x 225	731-3377
Howard Klink	Mult. Co. DCFS 421 SW 6th; 97204	N/A	248-5203	
Don Waters	Goodwill 1943 SE 6th Ave	Work Exer.	238-6182	238-1535
Amity Lindsay	HAP 4400 NE Broadway; Ptd 97230	Housing	335-6817	335-6822
Paul Parker	HAP (See above)	Teen Preg. Child Welfare	335-6815	335-6822
Diane Feldt	NPYFC	Teen Parents Teen Preg.	335-6815	335-6822
Gereald Deloney	SEI	Teen Parents	249-1721	249-1955
Judy Griswold	SCF Metro Region Office 529 SE Grand; 97212	Child Welfare	731-3075	731-3410
Tom Darby	Mult. Co. Grant Development 1120 SW 5th; Rm 1400; 97204	Writer	248-3883 x 4827	248-3292
Jimmy Brown	Mult. County	Teen Parents Prevention Child Welfare	248-3578	
Karen Gorton	Metro CCRR (Tri-County)	Child Care Teen Parent/Preg.	253-0406	
Pam Patton	Morrison Center	Teen Preg.	233-4356	

REINVESTMENT PLANNING MEETING

06/20/96 - Portland Community College

NAME	ORGANIZATION	PHONE	FAX
Nan Poppe	MHCC	256-3430	
Terri Greenfield	PCC	281-0495	281-4216
Carolyn Marrison	CCSS-Metro CCR&R	253-2617	253-0406
Mary Kay Bean	Metro CCR&R	257-4118	253-0406
Luci Longoria	Metro CCR&R	257-4118	253-0406
Joellen Piluso	AFS	731-3181 x 234	731-3377
Heidi Soderberg	Dislocated Workers SE Project	252-0758	252-0782
Judith Alboy	SE Resident Active	775-4890	
Karen Eggers	Tualatin Valley Mental Health	684-5428	684-1425
Patricia Williams	P. Williams Circle of Care LLC	280-2049	
Patricia Williams	Common Board - Volunteers of Amer.	280-1616	280-1614
Diana State	Wash. Co./HHS/CCF	693-4732	693-4928
Cynthia Dettman	BGAS	222-9661	224-5960
Janet Holland	BGAS	222-9661 x 159	224-5960
Sue Cramer	BGAS	222-9661 x 140	224-5960
Jose Estrada	Oreg. Hum. Dev. Corp.	640-6349	640-0215
Molly Cooley	Neighborhood Pride Team	774-4880	Lynn Knox
Lynn Knox	Ptld Bureau of Housing & Comm. Dev.	823-2385	823-2387
Suzanne Bader	SE Uplift Neighborhood Prog.	232-0010 x 21	232-5265
Jodi Tanner	The Private Industry Council	241-4600	241-4622
Carolyn Weir	Camp Fire Teen Parent Prog. (Clack.)	656-2530 x 15	656-6356

NAME	ORGANIZATION	PHONE	FAX
Mary Thiemens	Steps-to-Success (North)	281-0495 x 243	
Mary Karter	PPS Teen Parent Service	280-5858 x 410	280-6590
Linda Huddle	The Private Industry Council	241-4600	241-4622
Pam Patton	Morrison Center	233-4356	233-4359
Judy Griswold	SCF	731-3075	731-3410
Don Waters	Goodwill	238-6182	238-1535
Ruthanne Cox-Carothers	IAM-Cares	777-3260	777-2906
Shari Levine	Open Adoption & Fam. Svcs.	233-9660	233-5929
Jean Wagner	MHCC Head Start	256-3436	255-8494
Susan Brady	MHCC Head Start	256-3436	255-8494
Larry Fortz	Urban League of Portland	280-2600	281-2612
Brian A. Black	Urban League of Portland	280-2647	281-2612
Bernadine Dovee	VISTA - Housing Authority of Ptld.	335-6812	335-6822
Peggy Martini	Housing Auth. of Ptld. (Family Self-Sufficiency)	273-4569	225-9667
Paul Parker	Housing Authority of Ptld.	335-6815	335-6822
Jennifer English	Comm. Collier (Dist. 3 Mult. Co.)	248-3740	248-5262
Mary Coecher	Citizen	775-9814	
Joan Miggins	YWCA - NE Center	721-1746	721-1751
Amy Youngflesh	Steps-to-Success (Teen Parents)	256-0432 x 226	256-5503
Diane Cohen-Alpert	Insights Teen Parent Prog.	239-6996	239-6040
Mardica Hicks	PCC Steps-to-Success (North)	281-0495 x 222	281-4216
Tom Darby	Mult. Co. Grant Development	248-3883 x 4827	248-3292
Diane M. Feldt	Delaunay Family of Services	285-0627	289-8731
Camille Nichols	Urban League	280-2659	335-0117
Denise Goor	GEARS - Metro Family Svc.	232-0007 x 5	232-9178

WELFARE REFORM REINVESTMENT FUND - MEETING AT PCC, 6-20-96

Report on Housing Component Break-out group,

Summary

Three people participated: Judith Albay, resident of Outer Southeast; Mardica Hicks, STEPS; Paul Parker, HAP.

Discussion ranged widely to begin with, and then narrowed down to the following proposals, placed in order of priority as determined by the group. One component - Component 7 - was inserted by the final plenary group. The Housing group noted the lack of CDC representatives; and the need for investigation of poor landlord performance in the County.

Service component	Provider agencies	data needs	ballpark \$\$
1. Increase HAP Self-sufficiency slots by 100 participants	HAP	# of Section 8 and LRPH people on Welfare	\$75,000
2. Stimulate house purchase by self-sufficiency participants by matching escrow funds dedicated to house purchase	HAP	none	\$50,000
3. Housing/job retention education module in STEPS program	STEPS TO SUCCESS	none	?? Awaiting estimate from STEPS
4. Fund to assist targeted Welfare families eligible for Section 8 but on waiting list with Section 8-style rental supplement (especially in areas where there is low Section 8 and public housing)	?? Portland Housing Center, CDC's	Welfare families on Section 8/LRPH, by zip code; Welfare families not on Section 8/LRPH by zip code	??
5. Campus Of Learners transfer to Columbia Villa	HAP	none	\$40,000
6. Collect and disseminate housing-related information	A new Tri-County Housing Resource Consortium	none	??
7. Funds to transfer HAP families close to jobs	HAP	none	??

FOR INFORMATION , CONTACT PAUL PARKER, HAP, 3354-6815, FAX 335-6822

initrmeet.

SERVICE CLUSTER: HOUSING.

Name: PAUL PARKER

Phone: 335-6815

Affiliation: HOUSING AUTHORITY OF PORTLAND

FAX: 335-6822

Name: Judith Albay

Phone:

Affiliation: Outer southeast residence

FAX:

Name: Mardian Hicks

Phone: 281-0445 x222

Affiliation: PCC Steps to success - North

FAX: 281-4216

Name:

Phone:

Affiliation:

FAX:

Name:

Phone:

Affiliation:

FAX:

Name:

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Affiliation:

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FAX:

TEEN PARENTS, PREGNANCY PREVENTION, and PRE- STEPS PREPARATION

Values/principles: Expand or create services that will not destabilize the system if these dollars should not be available after this year. Expand or create services which have been shown to be successful and which can produce short-term outcome results. Linking of services and coordination gives us added value!

<u>Service Component</u>	<u>Provider Agency</u>	<u>\$1.5 M Dollars</u>
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HOUSING: Expand:

<ul style="list-style-type: none"> - Actual beds/housing (e.g. QUINT with 24 hr. supervision) - Shelter care - Home safe (with Human Solutions) - Safe Place (BGAS- expand to WA. Co.) - Sisters House for 10-15 yr olds. (with 24 supervision and child care) 	<p>Convener: Joan Miggins NE YWCA 721-1746 Brian Black Urban League- Cynthia Dettman BGAS Alberta Phillips CWAC Sister House [Writing Meeting TBA]</p>	<p>IN-KIND 28 apartments</p>
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PREVENTION: 1st birth for high risk girls and 2nd or 3rd births.

<ul style="list-style-type: none"> - expand existing programs - fund the completion of Mult. Co. Network's Video - WYN (Waiting for Your Next) 	<p>Convener: Brian Black Urban League 280-2647 and Diane Feldt N. Youth Family Center Marshall C. Comm Steps to Success BGAS - Pathways (Morrison Center) WA Co. H. & H. SVCS. Open Adoptions [Writing Meeting- June 25th 8:30 at Urban League]</p>	<p>IN KIND Tutoring</p>
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TRANSITIONAL SUPPORT: for AFS and non-AFS teen moms

<ul style="list-style-type: none"> - Childcare, respite, transportation, short term skill base, mental health, alcohol and drug treatment, employment projects (e.g., NE YWCA) - Expand SHARP program to WA. Co. with hiring of .5 case manager 	<p>Convener: Linda Huddle TPIC 241-4610 x 3048 Pam Patton, Morrison Center Mary Karter, PPS Connections Metro Child Care NE YMCA Youth Services Consortium [Writing Meeting- June 26th, 3:30 at Downtown PIC]</p>
---	---

PARTICIPANT LIST

SERVICE CLUSTER:

Teen Small Group

✓ Name: Mary Karter

Affiliation: PPS

Phone: 280-5858 x410

FAX: 280-6590

✓ Name: Diane Cohen-Alpert

Affiliation: Insights Teen Parent Program

Phone:

FAX:

✓ Name: Alberta Phillips

Affiliation: CWAC Sister House

Phone: 282-1316

FAX: 282-1502

✓ Name: Luci Longoria / Karen Gorton

Affiliation: Metro Child Care Resource: Referral

Phone: 257-4118 / 253-209

FAX: 253-0406

✓ Name: Alan Melnick

Affiliation: Health Officer

Washington County Dept. of Health & Human Services

Phone: 693-4402

FAX: 693-4490

✓ Name: Jeanne Hened

Affiliation: Multnomah Co. Health Dept

Phone: 248-3674

FAX: 248-3676

✓ Name: Diana Stotz

Affiliation: Washington County HHS/CCF

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FAX: 693-4425

✓ Name: Shari Levine

Affiliation: Open Adoption & Family Serv.

Phone: 233-9660

FAX: 233-5929

✓ Name: Joan Miggins

Affiliation: YWCA - N.E. Center
5630 N.E. MLK Blvd.
Portland, OR 97211

Phone: 721-1746

FAX: 721-1751

Name: Amy Youngflesh
Affiliation: Steps To Success

Phone: 256-0432 x226
FAX: 256-5503

Name: Jimmy Brown
Affiliation: Dept. of Juvenile Justice Services

Phone: 248-3748
FAX: 248-3218

Name: Diane Feldt
Affiliation: Mult. County Program Development Section
Delaware Family of Services/North Portland Youth Family Center

Phone: 337-0627
FAX: 337-8731

Name: Carolyn Weir
Affiliation: Mt Hood Camp Fire Teen Parent Prog. (Clackamas Co.)

Phone: 656-2530 x15
FAX: 656-6356

Name: Brian A. Black
Affiliation: Urban League of Portland

Phone: 780-2647
FAX: 281-2613

Name: Howard Klein
Affiliation: Mult. Co. DCFS

Phone:
FAX:

Name: Sue Cramer
Affiliation: BGAS

Phone: 222-9661 x140
FAX: 224-5960

Name: Janet Holland
Affiliation: BGAS

Phone: 222-9661 x159
FAX: 224-5960

Name: Linda Huddle
Affiliation: The Private Industry Council

Phone: 241-4600 x3048
FAX: 241-4622

Name: Karen Eggers
Affiliation: T.V. Mental Health
Washington Co.

Phone: 684-5428
FAX: 684-1425

Name: Pam Patton
Morrison Center

Phone: 233-4356
FAX: 233-4359



**MT. HOOD
COMMUNITY COLLEGE**
STEPS TO SUCCESS

14030 N.E. SACRAMENTO STREET ■ PORTLAND, OREGON 97230 ■ (503) 256-0432

Working copy 9/14/96

Dr. Paul E. Kreider, *President*

June 21, 1996

To: Leslie Schockner
From: Nan Poppe
re: Notes from 6/20 meeting

Workforce Development Proposals

Service Component

Provider Agency

- | | |
|---|---------------------------|
| 1. Outer SE Workforce Development Proposal | Marshall Caring Community |
| 2. Columbia Villa Family Investment Center
Pre-Employment Training | Housing Authority |
| 3. Vocational Training for Teens | OHDC |
| 4. Employment Services for Individuals
with Disabilities | I.M. Cares |
| 5. Basic Home & Family Management
Life Skills | Extension Service |
| 6. Pre-Employment Computer Training | Urban League |

Note: These are separate from STS JOBS Plus/Work Experience proposal

File copy
to letter
1 copy to Nam

PARTICIPANT LIST

SERVICE CLUSTER: Job Prep Job Search Work Experience

- ✓ Name: Ruthanne Cox-Corathers Phone: (503) 777-3260
Affiliation: International Assoc of Machinist and Aero Space Workers Center for Admin-
istering Rehabilitation and Employment Services (IAM CARES) FAX: (503) 777-2906
- ✓ Name: Robin Schultz Scapple Phone: (503) 256-0432
Affiliation: MHCC - Steps to Success FAX: (503) 256-5503
- ✓ Name: Joellen Piluso Phone: 731-3181 ext 234
Affiliation: AFS FAX:
- ✓ Name: DON WATERS Phone: 238-6182
Affiliation: GOODWILL FAX: 238-1535
- ✓ Name: Bernadine Dovee Phone: 335-6812
Affiliation: Housing Authority of Pd FAX: 335-6822
until 6-31-96
- ✓ Name: Peggy Martini Phone:
Affiliation: Housing Authority of Pd FAX:
- ✓ Name: LARRY FOUR Phone: 280-2600
Affiliation: URBAN LEAGUE FAX: 281-2252612
- ✓ Name: Camille Nichols Phone: 280-2630
Affiliation: urban League FAX: 335-0117
- ✓ Name: Heidi Aoderberg Phone: 252-0758
Affiliation: Dislocated Workers SE Project FAX: 252-0782

Name: Jennifer English

Affiliation: Comm. Collin (Dist. 3 Mult. Co.)

Phone: 248-3740

FAX: 248-5262

Name: Molly Cooley

Affiliation: Neighborhood Pride Team

Phone: 774-4880

FAX: 774-4832 doesn't
work right now.

Name: Denise Gour

Affiliation: G.E.A.R.S. - Metropolitan Family
Service

Phone: 232-6007 x5

FAX: 232-9178

Name: ROSIE WILLIAMS

Affiliation: CHY / POC

Phone: 823-3226

FAX: 823-3668

Name: JOSE ESTRADA

Affiliation: DRE-HUMAN DEV. CORP.
Hillsboro

Phone: 640-6349

FAX: 640-0215

Name: Jodi Tanner

Affiliation: The Private Industry Council

Phone: 241-4600

FAX: 241-4622

Name: Lynn Knox

Affiliation: PDX Bureau of Housing & Com. Dev.

Phone: 823-2385

FAX: 823-2387

Name: Paul Sandeland

Affiliation: OSU/Mult. Co Extension Service

Phone: 725-2050

FAX: 725-2020

Name: Sue Clark

Affiliation: LFS - Family Works

Phone: 256-2330

FAX: 256-2129

Name: Hank Hall

Affiliation: Mult. Co. POCs

Phone: 298-5203

FAX:

Name:

Phone:

Welfare Investment Fund
Planning Committee
June 20, 1996

Child Care/Child Welfare Committee Notes

Attendees: Carolyn Morrison-Child Care Support Services/Metro CCR&R, Mary Thiemens-Steps to Success, Judy Griswold-SCF, Sally Overly-SCF Washington Co., Patricia Williams-Common Bond/Urban League, Mary Coacher-Citizen, Outer SE, Jean Wagner-Mt. Hood Community College Head Start, Susan Brady-Mt. Hood Community College Head Start, Mary Kay Bean-Metro CCR&R

Identified Issues- Committee concentrated on issues surrounding child care and child welfare which included:

<u>Service Components</u>	<u>Provider Agency</u>
1. Infant/toddler care needs	Child care providers including Head Start
2. Short term care (health screening, referrals, assessment, intervention, transition plan)	n/a
3. Recruitment & training of providers (business practices, child dev., etc.) (database development)	CCR&R, Health Dept.
4. Child care referrals	CCR&R
5. Increase capacity for evaluating child safety, needs for clients at risk for loss of benefits	AFS/SCF
6. Increase the capacity for service delivery for these clients	AFS/SCF

Identified data needs-

<u>Need</u>	<u>Resource</u>
1. # of sanctioned AFS clients	AFS
2. # of families going into JOBS program with ages of children by branch (0-24 months, 3 months- 1 yr., 13 months-29 months, 30 months- 5 yrs.)	AFS

Concepts for grant proposals (Advice: build on existing resources.)

<u>Concept</u>	<u>Lead Contact</u>
1. Onsite short term care	Head Start
2. Family Child Care/Center Networks	Metro CCR&R
3. Child Welfare Training with 4 FTE's SCF for child safety assessment	
4. Infant/toddler recruitment	Metro CCR&R

Suggested targeted geographic areas

St. Charles	NE 42nd/Killingsworth	Mult. Co.
Common Bond	NE 9th/Alberta	Mult. Co.
Thompson	NE 138th/Sacramento	Mult. Co.
West of 185th/Walker		Wash. Co.
Lents/Brentwood-Darlington		Mult. Co.
East County	East of 122nd	Mult. Co.

Emphasis in Mult. Co. statistical information

Need for Infant/toddler care, drop in care
Emphasis on increased number of parents & children that will be served in the JOBS program.

Next meeting date

July 8th, 9am, 42nd & Killingsworth, St. Charles Parish School Bldg.

EXHIBIT 3

THE JULY 8, 1996 MEETING

July 8, 1996 Welfare Reinvestment Fund Unified Proposal Meeting Participant List

Name	Organization	Phone
1. Ray Egan	DCFS - Community Action	248-3999 x 2701
2. Jan Wallinde	Multnomah Co Health Dept	248-3674 x 6332
3. Cynthia Dettman	Boys & Girls Aid Society	222-9661
4. Diane M. Feldt	North Portland Youth & Family Center	285-0627
5. PAUL PARKER	HOUSING AUTHORITY OF PORTLAND	335-6815
6. PAM PATTON	Morrison Center Child & Family Svcs	233-4356
7. Linnea Schlobohm	Hope Spring - Wash Co Collaborative	297-6363
8. PAT MCINTOSH	OHSU SAFE Pregnancy Program	494-4495
9. NICK SAUVIE	ROSE CDC	788-8052
10. Elaine Wallind	SOSCF	280-6647 x 277
11. Amy Youngflesh	Steps To Success - Teen Parent Program	256-0432 x 226
12. Diane Cohen-Alpert	Insights Teen Parent Program	239-6996
13. Nan Poppe	IIII C	256-3430
14. Pamela Murray	MHCC Steps to Success	256-0432 x 206
15. Albert Phillips	CWAC Sister House	282-1316
16. Lynn B. Back	Oregon Human Development Corp	452-6660
17. Joan Higgins	YUWA of Greater Portland - NE Center	721-1746
18. Patricia Williams	P. Williams Circle of Care, LLC	280-1616 280-2049
19. Denise Gour	GEARS - Metro. Family Svcs (SE)	232-0001 x 5
20. Diana Stoltz	Washington County HHS / CCF	693-4732
21. TERRI GREENFIELD	PCS Steps to Success	281-0495 x 266
22. Jean Wagner	Mt Hood Comm College Head Start	256-3436
23. SUSAN BRADY	MHCC Head Start	256-3436
24. Brian A. Black	Urban League of PDX	280-2126
25. YOSIE WILLIAMS	CITY OF PORTLAND	523-3226
26. Shari Levine	Open Adoption & Family Services	233-9660
27. Lynn Kucy	BHCD - City of Portland	233-2385
28. Janet L. Moore	Youth Services Consortium	281-6151 x 11
29. Madreen Castertine	AFS	731-3111
30. John Daniel	AFS	" "

Page 2

July 8, 1996 Welfare Reinvestment Fund Unified Proposal Meeting Participant List

Name	Organization	Phone
1. Leslie Schockner	DCFS - Community Action	214-377-4158
2.		
3.		
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