

ANNOTATED MINUTES

*Tuesday, April 26, 1994 - 9:30 AM
Multnomah County Courthouse, Room 602*

BOARD BRIEFING

B-1 Briefing on the City of Portland's Approved Budget. Presented by Mayor Vera Katz.

RESCHEDULED FOR 1:00 PM, TUESDAY, MAY 3, 1994.

*Tuesday, April 26, 1994 - 1:30 PM
Multnomah County Courthouse, Room 602*

PLANNING ITEMS

Chair Beverly Stein convened the meeting at 1:35 p.m., with Commissioners Sharron Kelley, Gary Hansen and Dan Saltzman present, and Vice-Chair Tanya Collier arriving at 1:40 p.m.

P-1 CS 2-94 Review the March 30, 1994 Hearings Officer Decision, Approving, Subject to Conditions, a Community Service Designation for the Addition of a Gymnasium and Classroom Building at Alice Ott Middle School, Located at 12500 SE RAMONA STREET, PORTLAND

DECISION READ, NO APPEAL FILE, DECISION STANDS.

P-2 CS 3-94 Review the March 30, 1994 Hearings Officer Decision, Approving, Subject to Conditions, a Community Service Designation to Allow Development of a Respite Center for Children and Training Center for Professionals, on Property Located at 15005 SE DIVISION STREET, PORTLAND

DECISION READ, NO APPEAL FILE, DECISION STANDS.

*Tuesday, April 26, 1994 - 1:30 PM Following Planning
Multnomah County Courthouse, Room 602*

BOARD BRIEFING

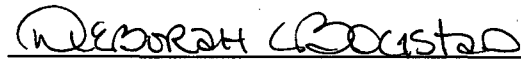
B-2 Update on Metro's Region 2040 Interim Report and Testimony from Invited Members of the Multnomah County Planning Commission. Presented by Mark Turpel and Stuart Todd of Metro.

***MARK TURPEL AND STUART TODD SLIDE PRESENTATION
AND RESPONSE TO QUESTIONS AND COMMENTS OF
PARTICIPANTS BEVERLY STEIN, TANYA COLLIER,
SHARRON KELLEY, GARY HANSEN, DAN SALTZMAN,
SCOTT PEMBLE, GORDON HOWARD, SHARON TIMKO,
JOHN DuBAY, SAM DIACK, CHRIS FOSTER, PETER FRY***

AND LEONARD YOON.

There being no further business, the meeting was adjourned at 2:55 p.m.

OFFICE OF THE BOARD CLERK
for MULTNOMAH COUNTY, OREGON



Deborah L. Bogstad

Thursday, April 28, 1994 - 9:30 AM
Multnomah County Courthouse, Room 602

REGULAR MEETING

Chair Beverly Stein convened the meeting at 9:34 a.m., with Vice-Chair Tanya Collier, Commissioners Sharron Kelley, Gary Hansen and Dan Saltzman present.

INTRODUCTION OF STUDENTS LINDSEY PIMENTEL, ROSIE FERFORT, EMILY CLUGSTON, NIKKI KELLEY, JENNIFER HALL AND MONICA HO, ACCOMPANYING BOARD MEMBERS ON ANNUAL "TAKE YOUR DAUGHTER TO WORK DAY".

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER COLLIER, CONSIDERATION OF THE FOLLOWING ITEM WAS UNANIMOUSLY APPROVED.

NON-DEPARTMENTAL

UC-1 **PROCLAMATION in the Matter of Commemorating the Public Service of Glenn Otto**

COMMISSIONER HANSEN MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF UC-1. COMMISSIONER KELLEY READ PROCLAMATION. PROCLAMATION 94-72 UNANIMOUSLY APPROVED.

CONSENT CALENDAR

UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER SALTZMAN, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-2) WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

C-1 **ORDER in the Matter of the Execution of Deed D941005 Upon Complete Performance of a Contract to Heritage Properties, Inc., 1/2 and Gary and Mary Arlene Moberly, 1/2**

ORDER 94-73.

SHERIFF'S OFFICE

- C-2 *Request for Approval of the Transfer of Found/Unclaimed or Unidentified Property List 94-1 to the Department of Environmental Services for Sale or Disposal as Provided Pursuant to Multnomah County Code 7.70*

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 *RESOLUTION in the Matter of Establishing a Youth Arts Program and a Public Art Youth Steering Committee Through the Percent for Art Fund*

COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-1. ELOISE MACMURRAY EXPLANATION. CHAIR STEIN COMMENTS IN SUPPORT. RESOLUTION 94-74 UNANIMOUSLY APPROVED.

- R-2 *RESOLUTION in the Matter of Approving the Job Training Plan of the Private Industry Council for the Period of July 1, 1994 through June 30, 1996*

COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-2. DENNIS COLE AND GREG WHITE PRESENTATION AND RESPONSE TO BOARD QUESTIONS. RESOLUTION 94-75 UNANIMOUSLY APPROVED.

- R-10 *PROCLAMATION in the Matter of Proclaiming May 1 through May 8, 1994, as COMMUNITY LAW WEEK in Multnomah County, Oregon*

MULTNOMAH BAR ASSOCIATION, YOUNG LAWYERS SECTION PRESIDENT DARIN HONN READ PROCLAMATION. UPON MOTION OF COMMISSIONER SALTZMAN, SECONDED BY COMMISSIONER KELLEY, PROCLAMATION 94-76 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF COMMUNITY CORRECTIONS

- R-3 *Budget Modification DCC 9 Requesting Authorization to Shift Budgeted Expenditures from Pass Through to Other Internal Service Reimbursement in the Amount of \$128,100, to Pay for 28 Beds at the Courthouse Jail for Parole and Probation Violators, from April 1 through June 30, 1994*

COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-3. CARY HARKAWAY EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

COMMUNITY AND FAMILY SERVICES DIVISION

- R-4 *Ratification of Intergovernmental Agreement Contract 105034 Between Oregon Children's Services Division and Multnomah County, Wherein the State Will Provide Funding for Care and Services to Level 7 Youth Living in Multnomah County, Effective May 1, 1994 through June 30, 1995*

COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-4. JIM EDMONDSON AND JANICE GRATTON EXPLANATION AND RESPONSE TO BOARD QUESTIONS. MR. EDMONDSON, MS. GRATTON AND BOARD ACKNOWLEDGEMENT AND APPRECIATION FOR CONTRIBUTIONS OF PARTICIPATING COMMUNITY AND STAFF. AGREEMENT UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-5 *In the Matter of the Appointments of Gregory Abbott, Gregory Ballinger, Stephen Brier, Emily Cohen, Martin Faveluke, David Forman, Francis Gieringer, Sheri Greenbaum, Linda Hutchinson, Marsha Jenkins, Iain Levie, Paul Loney, Jessica Mindlin, Craig Moore, Marsha Morasch, Catherine O'Hearn, Sandra Oster, Mark Potter, Renee Rothauge, Steven Scharfstein, Agnes Sowle, Tommye Spence, Carrie Stilwell, Stuart Sugarman, Kathleen Tesner, Sharon Toncray and Herb Weissner as ANIMAL CONTROL HEARINGS OFFICERS for the Administrative Hearings Program, Pursuant to MCC 8.10.010(H)*

COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-5. DAVE FLAGLER EXPLANATION AND RESPONSE TO BOARD QUESTIONS. APPOINTMENTS UNANIMOUSLY APPROVED.

- R-6 *Ratification of Intergovernmental Agreement Contract 301684 Between the Oregon Department of Transportation and Multnomah County, to Partially Fund the Willamette River Bridges Accessibility Project*

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-6. KATHY BUSSE EXPLANATION AND RESPONSE TO BOARD QUESTIONS. AGREEMENT UNANIMOUSLY APPROVED.

- R-7 *Ratification of Intergovernmental Agreement Contract 301694 Between Oregon Department of Transportation, Multnomah County and Tri-Met, to Provide Bus Shelters at 25 High Use Locations in East Multnomah County and Bicycle Storage Racks at 9 East Multnomah County Max Stations*

COMMISSIONER SALTZMAN MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-7. MS. BUSSE EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND COMMENTS. AGREEMENT UNANIMOUSLY APPROVED.

- R-8 *Ratification of Intergovernmental Agreement Contract 301704 Between the Oregon Department of Transportation and Multnomah County, Providing Federal Aid Safety Grant Funding for Improvements to the Intersection of SE Orient Drive and SE 282nd Avenue*

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-8. MS. BUSSE EXPLANATION. AGREEMENT UNANIMOUSLY APPROVED.

PUBLIC CONTRACT REVIEW BOARD

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

- R-9 *ORDER in the Matter of an Exemption from Public Bidding to Purchase Used Cars for the Sheriff's Office Undercover Operations*

COMMISSIONER KELLEY MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-9. LARRY AAB EXPLANATION AND RESPONSE TO BOARD QUESTIONS. ORDER 94-77 UNANIMOUSLY APPROVED.

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

NON-DEPARTMENTAL

- R-11 *RESOLUTION in the Matter of Removing Parcels Commonly Referred to as "A" and "C" of the Edgefield Farm Property from the Real Estate Market for One Year*

COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-11. SHARON TIMKO EXPLANATION. SUE O'HALLORAN TESTIMONY IN SUPPORT OF RESOLUTION AND RESPONSE TO BOARD QUESTIONS. VICE-CHAIR COLLIER ACKNOWLEDGED EFFORTS OF STEERING COMMITTEE, JOAN PASCO AND SHARON TIMKO. COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, AN AMENDMENT TO PAGE 2, ADDING "FAIR MARKET VALUE SHALL BE DETERMINED BY AN INDEPENDENT APPRAISAL." TO THE LAST SENTENCE. BOARD DISCUSSION. JOHN DuBAY COMMENTS AND RESPONSE TO BOARD QUESTIONS. BOARD DISCUSSION. AT THE SUGGESTION OF CHAIR STEIN, COMMISSIONERS SALTZMAN AND KELLEY WITHDREW THEIR MOTION AND SECOND. COMMISSIONER SALTZMAN MOVED AND COMMISSIONER COLLIER SECONDED, AN AMENDMENT TO PAGE 2, ADDING "REASONABLE MARKET VALUE SHALL BE DETERMINED AFTER AN INDEPENDENT APPRAISAL OF THE FAIR MARKET VALUE OF THE PROPERTY." BOARD COMMENTS. AMENDMENT

UNANIMOUSLY APPROVED. RESOLUTION 94-78
UNANIMOUSLY APPROVED, AS AMENDED.

PUBLIC COMMENT

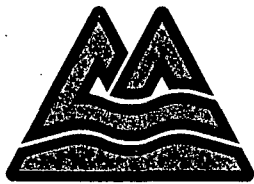
R-12 Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to
Three Minutes Per Person.

There being no further business, the meeting was adjourned at 10:47 a.m.

OFFICE OF THE BOARD CLERK
for MULTNOMAH COUNTY, OREGON



Deborah L. Bogstad



MULTNOMAH COUNTY OREGON

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

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

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

APRIL 25, 1994 - APRIL 29, 1994

Tuesday, April 26, 1994 - 9:30 AM - Board Briefing Page 2
Tuesday, April 26, 1994 - 1:30 PM - Planning Items Page 2
Tuesday, April 26, 1994 - 1:30 PM - Board Briefing Page 2
Thursday, April 28, 1994 - 9:30 AM - Regular Meeting Page 2

BUDGET MEETING SCHEDULE ATTACHED

PLEASE NOTE: MAY 26, 1994 MEETING CANCELLED

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

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

Thursday, 10:00 PM, Channel 49 for Columbia Cable (Vancouver) subscribers

Friday, 6:00 PM, Channel 30 for Paragon Cable (Multnomah East) subscribers

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

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

Tuesday, April 26, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFING

- B-1 Briefing on the City of Portland's Approved Budget. Presented by Mayor Vera Katz. 9:30 AM TIME CERTAIN, 30-45 MINUTES REQUESTED.*
-

Tuesday, April 26, 1994 - 1:30 PM

Multnomah County Courthouse, Room 602

PLANNING ITEMS

- P-1 CS 2-94 Review the March 30, 1994 Hearings Officer Decision, Approving, Subject to Conditions, a Community Service Designation for the Addition of a Gymnasium and Classroom Building at Alice Ott Middle School, Located at 12500 SE RAMONA STREET, PORTLAND*
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-

Thursday, April 28, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-1 *ORDER in the Matter of the Execution of Deed D941005 Upon Complete Performance of a Contract to Heritage Properties, Inc., 1/2 and Gary and Mary Arlene Moberly, 1/2*

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PUBLIC CONTRACT REVIEW BOARD

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

NON-DEPARTMENTAL

- R-10 *PROCLAMATION in the Matter of Proclaiming May 1 through May 8, 1994, as COMMUNITY LAW WEEK in Multnomah County, Oregon. Presented by Laura Takasumi. Followed by Short Break for Board Photo with President of Multnomah Bar Association, Young Lawyers Section. 10:00 AM TIME CERTAIN.*

- R-11 *RESOLUTION in the Matter of Removing Parcels Commonly Referred to as "A" and "C" of the Edgefield Farm Property from the Real Estate Market for One Year*

PUBLIC COMMENT

- R-12 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

MULTNOMAH COUNTY BUDGET MEETING SCHEDULE

(April 18, 1994 Revision)

Community & Family Services Division (CFS) Work Session	5/3/94	9:00-11:30 am - Board Room +
<u>CFS Public Testimony</u>	<u>5/3/94</u>	<u>11:30-12:00 pm - Board Room</u>
Health Department (HD) Work Session	5/4/94	9:00-11:30 am - Board Room
<u>HD Public Testimony</u>	<u>5/4/94</u>	<u>11:30-12:00 pm - Board Room</u>
<u>*CFS/HD Public Testimony</u>	<u>5/4/94</u>	<u>1:30-4:30 pm - Board Room</u>
<u>Budget 101 Orientation</u>	<u>5/4/94</u>	<u>6:00-7:00 pm - Central Library</u>
<u>Public Hearing/Budget</u>	<u>5/4/94</u>	<u>7:00-8:00 pm - Central Library</u>
		<u>Auditorium, 801 SW 10th,</u>
		<u>Portland</u>
Aging Services Division (ASD) Work Session	5/9/94	10:00-11:30 am - Board Room
<u>ASD Public Testimony</u>	<u>5/9/95</u>	<u>11:30-12:00 pm - Board Room</u>
Juvenile Justice Division (JJD) Work Session	5/9/94	1:30-3:00 pm - Board Room
<u>JJD Public Testimony</u>	<u>5/9/94</u>	<u>3:00-3:30 pm - Board Room</u>
District Attorney (DA) Work Session	5/9/94	3:30-4:30 pm - Board Room
Multnomah County Sheriff's Office (MCSO) Work Session	5/10/94	9:00-11:30 am - Board Room
<u>MCSO Public Testimony</u>	<u>5/10/94</u>	<u>11:30-12:00 pm - Board Room</u>
<u>*ASD/JJD Public Testimony</u>	<u>5/11/94</u>	<u>1:30-3:00 pm - Board Room</u>
<u>*DA/MCSO Public Testimony</u>	<u>5/13/94</u>	<u>9:30-12:00 pm - Board Room</u>
Department of Environmental Services (DES) Work Session	5/23/94	9:00-11:30 am - Board Room
<u>DES Public Testimony</u>	<u>5/23/94</u>	<u>11:30-12:00 pm - Board Room</u>
Department of Community Corrections (DCC) Work Session	5/23/94	1:30-4:30 pm - Board Room
<u>DCC Public Testimony</u>	<u>5/23/94</u>	<u>4:30-5:00 pm - Board Room</u>
DES & Management Support Services (MSS) Work Session	5/24/94	9:00-11:30 am - Board Room
<u>DES/MSS Public Testimony</u>	<u>5/24/94</u>	<u>11:30-12:00 pm - Board Room</u>

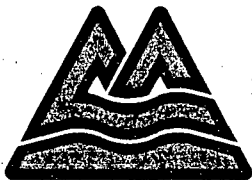
MULTNOMAH COUNTY BUDGET MEETING SCHEDULE - continued
(April 18, 1994 Revision)

Department of Library Services (DLS) Work Session	5/31/94	9:00-11:30 am - Board Room
<u>DLS Public Testimony</u>	<u>5/31/94</u>	<u>11:30-12:00 pm - Board Room</u>
<u>*DLS/DES/DCC Public Testimony</u>	<u>5/31/94</u>	<u>1:30-4:30 pm - Board Room</u>
Independent Agencies & Other Government Support Work Session	6/1/94	9:00-11:30 am - Board Room
<u>Ind/Other Public Testimony</u>	<u>6/1/94</u>	<u>11:30-12:00 pm - Board Room</u>
<u>Public Hearing/Budget</u>	<u>6/1/94</u>	<u>7:00-9:00 pm - Council Chambers, Gresham City Hall, 1333 NW Eastman Parkway, Gresham</u>
General Work Session	6/7/94	9:30-12:00 pm - Board Room
<u>Public Hearing/Budget</u>	<u>6/7/94</u>	<u>7:00-9:00 pm - Board Room</u>
General Work Session	6/8/94	9:30-12:00 pm - Board Room
General Work Session	6/14/94	9:30-12:00 pm - Board Room
General Work Session	6/15/94	9:30-12:00 pm - Board Room
<u>Public Hearing/Adopt Budget</u>	<u>6/16/94</u>	<u>9:30-12:00 pm - Board Room</u>

(* Denotes Additional Public Testimony As Needed)

+ Board Room Address:
Multnomah County Courthouse, Room 602
1021 SW Fourth Avenue, Portland, Oregon 97204

Contact the Office of the Board Clerk, 248-3277 or 248-5222
for Further Information



MULTNOMAH COUNTY OREGON

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

BOARD OF COUNTY COMMISSIONERS

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

SUPPLEMENTAL AGENDA

Thursday, April 28, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR BOARD MEETING

UNANIMOUS CONSENT ITEM

NON-DEPARTMENTAL

*UC-1 PROCLAMATION in the Matter of Commemorating the Public Service of
Glenn Otto*

BEFORE THE BOARD OF COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Commemorating)
the Public Service of Glenn Otto)

PROCLAMATION
94-72

WHEREAS, Glenn Otto served 25 years in public office in Multnomah County as Mayor of Troutdale, a state representative and a state senator; and

WHEREAS, Glenn Otto gave of himself generously to his community and made it a better place through volunteering his personal time and committment; and

WHEREAS, Senator Otto was a visionary, a strong supporter of local government and regionalism, and a strong supporter of light rail; and

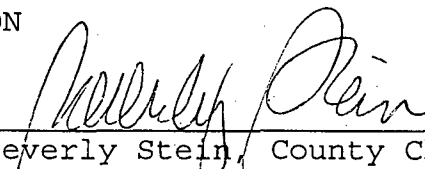
WHEREAS, Senator Otto believed in equal rights and always represented his constituents fairly; and

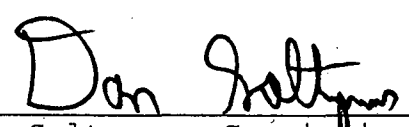
WHEREAS, Senator Otto was known for his warm sense of humor and comfortable style.

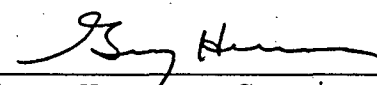
NOW, THEREFORE, IT IS PROCLAIMED that the Board of Commissioners of Multnomah County hereby expresses its gratitude for the many years of dedicated service that Glenn Otto gave to the public and sends our condolences to Glenn's family as well as our appreciation for all of the sacrifices they made.

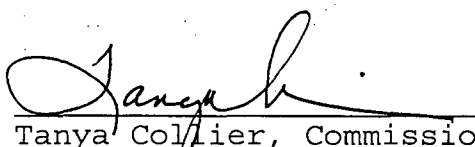
ADOPTED this 28th day of April, 1994.

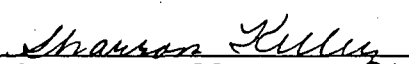
MULTNOMAH COUNTY, OREGON

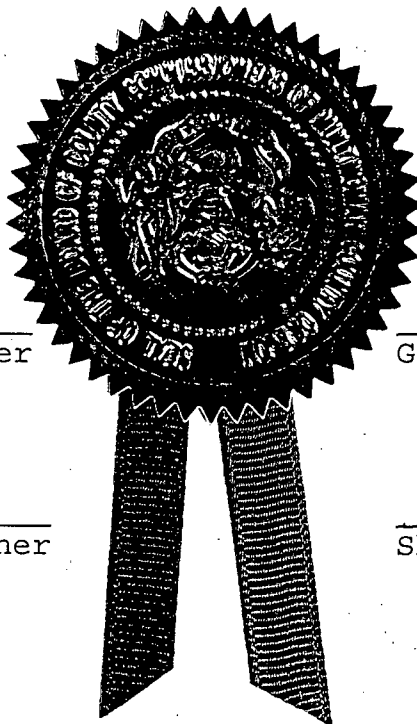

Beverly Stein, County Chair


Dan Saltzman, Commissioner


Gary Hansen, Commissioner


Tanya Collier, Commissioner


Sharron Kelley, Commissioner



4/28/94

WC-1

ORIGINAL &
COPY TO
CO. Kelley

MEETING DATE: APR 28 1994

AGENDA NO: C-1

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Request Approval of Deed to Contract Purchaser for Completion of Contract.

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: Consent

DEPARTMENT: Environmental Services DIVISION: Assessment & Taxation

CONTACT: Kathy Tuneberg TELEPHONE #: 248-3590

BLDG/ROOM #: 166/200/Tax Title

PERSON(S) MAKING PRESENTATION: Kathy Tuneberg

ACTION REQUESTED:

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

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

Request approval of deed to contract purchaser for completion of Contract #15738. (Property originally purchased at auction.)

Deed D941005 and Board Orders attached.

4/28/94 ORIGINALS to Tax Title

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: *[Signature]* Betsy Williams

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
1994 APR 19 AM 11:15
MULTNOMAH COUNTY
OREGON

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the matter of the Execution of)
Deed D941005 Upon Complete Performance of) ORDER
a Contract to) 94-73

HERITAGE PROPERTIES, INC., 1/2)
GARY & MARY ARLENE MOBERLY 1/2)

It appearing that heretofore, on May 6, 1993, Multnomah County entered into a contract with HERITAGE PROPERTIES, INC., 1/2 and GARY & MARY ARLENE MOBERLY 1/2 for the sale of the real property hereinafter described; and

That the above contract purchasers have fully performed the terms and conditions of said contract and are now entitled to a deed conveying said property to said purchasers;

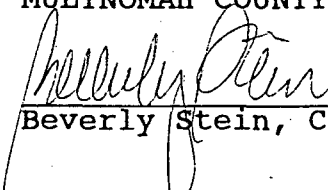
NOW THEREFORE, it is hereby ORDERED that the Chair of the Multnomah County Board of County Commissioners execute a deed conveying to the contract purchasers the following described real property, situated in the county of Multnomah, State of Oregon:

VERNON
S 30' OF LOT 2, BLOCK 28

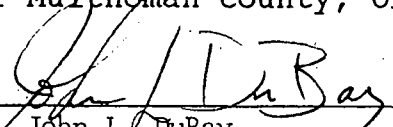
Dated at Portland, Oregon this 28th day of April, 1994.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Beverly Stein, Chair

REVIEWED:
Laurence Kressel, County Counsel
for Multnomah County, Oregon

By 
John L. DuBay

DEED D941005

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to HERITAGE PROPERTIES, INC., 1/2 and GARY & MARY ARLENE MOBERLY 1/2, Grantees, the following described real property, situated in the County of Multnomah, State of Oregon:

VERNON

S 30' OF LOT 2, BLOCK 28

The true and actual consideration paid for this transfer, stated in terms of dollars is \$34,500.00.

THIS INSTRUMENT WILL NOT ALLOW USE OF THE PROPERTY DESCRIBED IN THIS INSTRUMENT IN VIOLATION OF APPLICABLE LAND USE LAWS AND REGULATIONS. BEFORE SIGNING OR ACCEPTING THIS INSTRUMENT, THE PERSON ACQUIRING FEE TITLE TO THE PROPERTY SHOULD CHECK WITH THE APPROPRIATE CITY OR COUNTY PLANNING DEPARTMENT TO VERIFY APPROVED USES.

Until a change is requested, all tax statements shall be sent to the following address:

7234 SE YAMHILL ST
PORTLAND OR 97215

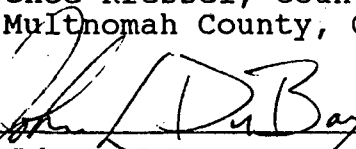
IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County Commissioners this 28th day of April, 1994, by authority of an Order of the Board of County Commissioners heretofore entered of record.



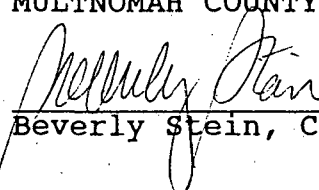
REVIEWED:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By


John L. DuBay


BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Beverly Stein, Chair

DEED APPROVED:

Janice Druian, Director
Assessment & Taxation

By

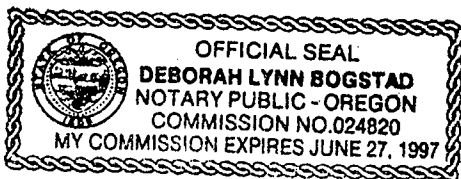

K. A. Tuneberg

After recording, return to Multnomah County Tax Title (166/200)

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

On this 28th day of April, 1994, before me, a Notary Public in and for the County of Multnomah and State of Oregon, personally appeared Beverly Stein, Chair, Multnomah County Board of Commissioners, to me personally known, who being duly sworn did say that the attached instrument was signed and sealed on behalf of the County by authority of the Multnomah County Board of Commissioners, and that said instrument is the free act and deed of said County.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed by official seal the day and year first in this, my certificate, written.



Deborah Lynn Bogstad

Notary Public for Oregon
My Commission expires: 6/27/97

MEETING DATE: APR 28 1994

AGENDA NO: C-2

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Transfer of Found/Unclaimed or Unidentified Property

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 28, 1994

Amount of Time Needed: 5 minutes

DEPARTMENT: Sheriff's Office DIVISION: Services

CONTACT: Larry Aab TELEPHONE #: 251-2489

BLDG/ROOM #: 313/231

PERSON(S) MAKING PRESENTATION: Bob Skipper, Sheriff

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

Transfer of Found/Unclaimed or unidentified property as listed to the Department of Environmental Services as outlined in the Multnomah County Code 7.70.

4/28/94 copy of approval sent to
Larry Aab

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Bob Skipper

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
1994 APR 20 AM 9:12
MULTNOMAH COUNTY
OREGON



Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

BOB SKIPPER
SHERIFF

(503) 255-3600

MEMORANDUM

TO: BEVERLY STEIN
Chair of the Multnomah County Board

FROM: BOB SKIPPER
Sheriff

A handwritten signature in dark ink, appearing to read "Bob Skipper", is written over the printed name and title.

DATE: March 17, 1994

SUBJECT: FOUND/UNCLAIMED PROPERTY - LIST 94-1

Attached is a listing of found/unclaimed or unidentified property. This property has been in the Sheriff's possession for over 30 days. All attempts to establish the rightful owners of the listed property have proven negative.

To comply with Multnomah County Code 7.70, I am requesting that this listing of property be placed on the Board of County Commissioners' agenda for approval of the transfer of these items to the Department of Environmental Services for the sale or disposal as provided for within the listed ordinance.

RG/ej1/386-AEQU

Attachment

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # C-2 DATE 4/28/94
DEB BOGSTAD
BOARD CLERK

MULTNOMAH COUNTY
SHERIFF'S OFFICE
FOUND/UNCLAIMED PROPERTY FOR DISPOSAL
LIST - 94-1

FILE NUMBER	PROPERTY DESCRIPTION	DISPOSITION
88-9334	Univega 10 spd bike/Ser. #J331401	Sale
90-11181	Huffy Mtn bike/Red & Black	Sale
90-9394	Pocket bike/Japanese Manufacture	Sale
91-10313	Huffy 10 spd bike/Ser. #81128HUFFY36568	Sale
92-7008	Shimano Mtn Bike/Ser. #YF007/Black & Pink	Sale
92-7103	Huffy 10 spd bike/Ser. #H095835260/Black	Sale
92-7258	Free Spirit bike/Ser. #C51104964	Sale
92-7558	Hedstrom bike/Ser. #RHD0040/White	Sale
92-7774	Huffy 10 spd bike/Ser. #HC9453662, 26"	Sale
	Cactus Flower bike/Ser. #73357-2019/White	Sale
	Pine 16" girls bike/Ser. #30916354	Sale
92-7811	Uwahara Turquoise Mtn bike/Ser. #S7022563	Sale
92-7828	Persian boys bike/Ser. #HA024715/Silver	Sale
92-8033	Pro-Thunder bike/Silver & Black	Sale
92-8243	Open Road 10 spd bike/Burgundy	Sale
92-8447	Raleigh 10 spd-bike/Yellow	Sale
92-8568	All Pro 3 spd bike/Ser. #HA847528/Green	Sale
92-8585	Murray 24" girls bike/Ser. #8020127980	Sale
	Trek 26 mans bike/N/A Ser. #/Gold	Sale
	Huffy 24" girls bike/Ser. #8266624874/Pink	Sale
	Brittany 26" mans bike/Ser. #714471050/Blue	Sale
92-8700	Huffy 18 spd bike/Ser. #91753655/White	Sale
92-8901	Scrambler BMX bike/Schwinn/Blue	Sale

MULTNOMAH COUNTY
SHERIFF'S OFFICE
FOUND/UNCLAIMED PROPERTY FOR DISPOSAL
LIST - 94-1

FILE NUMBER	PROPERTY DESCRIPTION	DISPOSITION
92-9046	20" bike/Silver Frame/Ser. #GN901043	Sale
	PK Riper 20" bike/Silver/Ser. #C8206333943	Sale
92-9843	Murray 20" girls bike/blue	Sale
	26" mans blue bike	Sale
92-10176	Schwinn Le Tour bike/silver	Sale
92-10458	Huffy girls bike/Pink	Sale
	Murray Apacio bike/green	Sale
92-10461	Kent blue bicycle	Sale
92-10495	Boys 20" bike/Silver	Sale
92-10599	Huffy bike/Ser. #90460X23349/Black & Red	Sale
92-10685	Iverson 10 spd bike/White	Sale
92-11138	Univega 12 spd bike/Ser. #I17564/Black	Sale
92-11268	Wards 10 spd bike/Open Road/Orange	Sale
92-11407	Huffy bike/Ser. #HC1548324/Green & White	Sale
93-833	Motorcross bike/Ser. #CL9-265424/Gray	Sale
93-887	Murray 10 spd bike/Ser. #2-6472Y12/Red	Sale
93-1124	Panosonic mans 10 spd bike/Pink	Sale
93-1718	Schwinn Varsity girls bike/Ser #MK522163/Purple	Sale
93-1923	Free Spirit chrome bike/Ser. #060213294	Sale
93-2045	Murray 20" white bicycle	Sale
93-2206	Kent 16" bike/Ser. #W4083513/Black	Sale
93-2660	Schwinn 10 spd bike/Red	Sale
93-2866	Centurion red bike	Sale
93-2868	Free Spirit 10 spd bike/Ser. #U7727877/Blue	Sale

MULTNOMAH COUNTY
SHERIFF'S OFFICE
FOUND/UNCLAIMED PROPERTY FOR DISPOSAL
LIST - 94-1

FILE NUMBER	PROPERTY DESCRIPTION	DISPOSITION
93-4912	Schwinn 3 spd bike/Green	Sale
93-5978	Huffy Mako bike/Ser. #9065240742/Black	Sale
93-6287	Peugeot 26" mans bike/Ser. #1406383/Blue	Sale
93-6866	Schwinn 10 spd bike/Ser. #1406383/Blue	Sale
93-6968	Murray 26" bike/Ser. #8010031921/Blue	Sale
93-7124	Savoy bike/Ser. #MC91C62865/Red & Black	Sale
93-9624	Flying Pigeon Mtn bike/Yellow & Black	Sale
93-9643	Huffy Stalker Mtn bike/Ser. #9052026529	Sale
94-227	Rallye Eagle girls bike/Purple	Sale
94-854	Girls Sweet Style 10 spd bike/Purple & Pink	Sale

92-7811	Bridgstone MBS Mtn bike/Ser. #M8A65940	MC Use
	Huffy Sassy Mtn bike/Ser. #92290HUFFYI1L4519	MC Use
93-5871	Pro ATB 18 spd bike/Ser. #SU91090263	MC Use
93-7124	Iron Horse 18" bike/Ser #P30N06190/Blue & Black	MC Use
94-441	Huffy Mtn bike/Ser. #466859162321H4515/Green	MC Use
94-815	Big Horn 18 spd Mtn bike/Green & Blue	MC Use

RG/ej1/385-AEQU

RECEIVED
PURCHASING SECTION

94 MAR 30 PM 12:43

MULTNOMAH COUNTY

Meeting Date: APR 28 1994

Agenda No.: R-1

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

AGENDA PLACEMENT FORM

SUBJECT: RESOLUTION

BOARD BRIEFING: Date Requested:
Amount of Time Needed:

REGULAR MEETING: Date Requested: 4-28-94
Amount of Time Needed: 5 MINUTES

DEPARTMENT: NONDEPARTMENTAL

DIVISION: COUNTY CHAIR'S OFFICE

CONTACT: BILL FARVER

TELEPHONE: x-3308
BLDG/ROOM: 106/1410

PERSON(S) MAKING PRESENTATION: CHAIR BEVERLY STEIN

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

RESOLUTION IN THE MATTER OF ESTABLISHING A YOUTH ARTS PROGRAM AND A PUBLIC ART STEERING COMMITTEE THROUGH THE PERCENT FOR ART FUND

4/28/94 copies to Chair Stein & Bill Farver,
Eloise MacNure & Hal O'Brien

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 APR 20 AM 9:13

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein
OR
DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

In the Matter of Establishing a Youth Arts)
Program and a Public Art Youth Steering) R E S O L U T I O N
Committee Through the Percent for Art Fund) 94-74

WHEREAS, Multnomah County has dedicated 1.33% of all new construction projects to public arts projects; and has an intergovernmental agreement with the Metropolitan Arts Commission to administer these projects; and

WHEREAS, Multnomah County is building a juvenile facility for which the Percent for Art Fund applies; and

WHEREAS, the Juvenile Justice Services Division and the Metropolitan Arts Commission have discussed the role of public art in meeting the unique needs of the youth who may need the services of the facility; and

WHEREAS, programs funded through the Metropolitan Arts Commission and other arts organizations are already working collaboratively with youth, including the following examples:

- * Arts in Education - for more than twenty years, this program has sponsored artist residencies at sites with at-risk and troubled youth
- * Project Transcend - an early prevention pilot program which uses video to teach young people of middle school age to understand, appreciate and celebrate diversity
- * Straight Shooting - a project of the Oregon Community Children and Youth Services Commission which puts cameras and the knowledge of their use in the hands of tri-county area gang affected youth; and

WHEREAS, through continuing support for the Metropolitan Arts Commission, the Board of County Commissioners has recognized the values of these and other collaborative projects and demonstrated its belief in the impact art can have on youth, their self esteem and their ability to function responsibly within the larger community; and

WHEREAS, it is the desire of both the Metropolitan Arts Commission and the Juvenile Justice Division to create an ongoing public art program that is consistent with the County's policy of supporting children and families, the Division's goal to "serve and be an important resource to the community in helping reduce the factors that drive the need for justice services", and the Commission's goal to bring high quality art projects in the public realm.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners approves the use by the Metropolitan Arts Commission of the percent for arts money for the new Juvenile Facility to establish a Public Art Youth Fund for youth arts programs; and

BE IT FURTHER RESOLVED, that a Public Art Youth Steering Committee be formed to develop a Youth Arts Plan including:

- * establishing guidelines and membership for an ongoing selection panel which will select the annual project(s) and determine how the art will be publicly shown or performed (including the possibility of permanent exhibition areas at the new facility or other locations)
- * exploring other ways to link youth to community based and arts programs;
- * developing a fund raising strategy to increase the fund to a level where at least one project annually can be funded; and
- * selecting the art to be displayed or performed at the new facility or on other locations (including reviewing items from the permanent collection and possible public donations).

BE IT FURTHER RESOLVED, that a Public Art Youth Steering Committee will be appointed by the County Chair with input from the Chair of the Metropolitan Arts Commission, the Public Art Advisory Committee, the Juvenile Justice Division, and the Board of County Commissioners. The Public Art Youth Steering Committee will include youth interested in the arts and a representative from the Multnomah Commission on Children and Families; and

BE IT FURTHER RESOLVED, that the Public Art Youth Steering Committee will review its plan with the Public Art Advisory Committee and the Multnomah Commission on Children and Families prior to presentation to the Board of County Commissioners; and

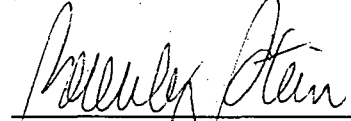
BE IT FURTHER RESOLVED, that the Public Art Youth Steering Committee will present their Youth Arts Plan to the Board of County Commissioners by September 1, 1994; and

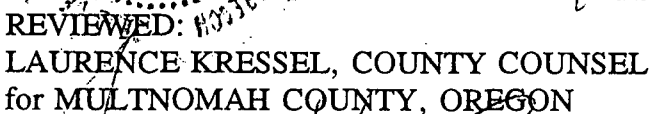
BE IT FURTHER RESOLVED, that the balance of the percent for arts money be released to the Metropolitan Arts Commission when the Public Art Youth Steering Committee has completed, and the Board of County Commissioners has accepted, its plan.

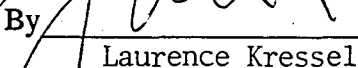
APPROVED this 28th day of April, 1994.



MULTNOMAH COUNTY, OREGON


Beverly Stein
Multnomah County Chair

REVIEWED: 
LAURENCE KRESSSEL, COUNTY COUNSEL
for MULTNOMAH COUNTY, OREGON

By 
Laurence Kressel

MEETING DATE: APR 28 1994

AGENDA NO: R-2

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: In the Matter of Approving the Job Training Plan of the Private Industry Council

BOARD BRIEFING Date Requested: _____
Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 28, 1994
Amount of Time Needed: 30 minutes

DEPARTMENT: Nondepartmental DIVISION: Commissioner Kelley

CONTACT Robert Trachtenberg TELEPHONE #: 248-5213
BLDG/ROOM #: 106/1500

PERSON(S) MAKING PRESENTATION: Dennis Cole of the Private Industry Council

ACTION REQUESTED

☒ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

n/a

4/28/94 copies to Commissioner Kelley
and Dennis Cole/PIC
EXECUTED AND
8/9/94 APPROVED PLAN RECEIVED/FILED
HEREIN

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Sharon Kelley

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any Questions: Call the Office of the Board Clerk 248-3277/5228

0516C/63

1517L - 73

1994 APR 21 AM 8:38
MULTNOMAH COUNTY
OREGON
CLERK OF
COUNTY COMMISSIONERS

TO: Board of County Commissioners

FROM: Commissioner Sharron Kelley

DATE: April 21, 1994

REQUESTED PLACEMENT DATE: April 28, 1994

RE: Resolution in the Matter of Approving the Job Training Plan
of the Private Industry Council

This memo is submitted in compliance with the requirement for
agenda item briefing/staff report supplement.

I. Recommendation/Action Requested

Adopt Resolution.

II. Background/Analysis

The text of the Resolution provides background and the Plan
contains the analysis.

III. Financial Impact: n/a.

IV. Legal Issues: unknown

V. Controversial Issues: None known at the date of this memo.

VI. Link to Current County Policies

The Plan links to State and County benchmarks.

VII. Citizen Participation

Citizens are represented on the PIC Board.

VIII. Other Government Participation

The PIC Board includes elected officials from the City of
Portland, Multnomah and Washington Counties as well as
representatives of Adult and Family Services, Portland Development
Commission, Oregon State Employment Department, Mt. Hood Community
College, Portland Public Schools, Portland Community College, and
Washington County Educational Service District.

PROGRAM YEAR 1994 JOB TRAINING PLAN

EXECUTIVE SUMMARY

INTRODUCTION

The entire JTPA system in the United States is based upon a series of agreements within each local area which determine how a private industry council is to be formed and how it is to function in any particular area. The Job Training Partnership Act allows for an incredible variety of arrangements within service delivery areas. In Multnomah and Washington Counties, including the city of Portland, an agreement among the three jurisdictions formed The Private Industry Council and assigned to it responsibilities for the planning of how the JTPA funds will be used in its area; for applying for and receiving the JTPA funds; and administering the programs authorized under the JTPA.

As part of its responsibilities, TPIC must prepare the Job Training Plan (JTP) which is the official plan and grant document submitted to the State and included in the State's plan submitted by the Governor to the Department of Labor. Normally, the JTP is submitted every two years with slight modifications submitted in the interim. This year is the first year of the two-year cycle. The Job Training Plan is officially submitted by the Mayor of Portland, the Chairs of the Boards of Commissioners of Multnomah and Washington Counties, the Chair of the TPIC Board, and the Governor of Oregon.

The JTP is a collection of answers to questions asked by the State Job Training Administration and is broken down into several sections.

SECTION I

This Section presents how the PIC board is constituted by agreement among the Local Elected Officials. For TPIC, that is the Mayor of Portland and the Chairs of the Boards of Commissioners of Multnomah and Washington Counties. It further lists the membership of the PIC as well as the changes that have occurred in that membership in the past year. Finally, this section includes the Program Goals for the Adult and the Youth Programs.

Changes:

Page 14 describes the changes to the membership in the past year.

Highlights:

Pages 15 and 16 are the Youth and Adult Program Goals which drive who will be served and what will be the overall emphasis of the programs.

SECTION II

This section describes how TPIC will provide services to applicants and how it will administer the various programs and systems required as the administrative entity for the service delivery area.

Changes:

Page 21 includes the new assurances required regarding an 85 percent accrued expenditure rate (Title III) and an 85 percent obligation rate (Title II-A and II-C)

Highlights:

Page 9 includes the allocation for each title and the average cost per participant served.

Page 31 is the planned demographic service levels which are essentially the same as last year.

Page 32-33 explain why TPIC serves minority populations at rates higher than their incidence in the population.

SECTION III

This section explains Title II-A and is a brief discussion of services to adults.

Changes:

Page 3 shows the financial resources available. The funds allocated are approximately 7% greater than in PY 93.

Page 4 is the actual performance plan which shows slightly fewer people to be served in 1994 because of the focus on the harder to serve, and on providing more long term training. The performance standards remain the same as the previous year.

SECTION IV

This section explains Title II-C and is a brief discussion of year-round services to youth.

Changes:

Page 9 shows the financial resources available. The funds allocated are approximately 21% greater than in PY 93.

Page 10 is the actual performance plan which shows slightly fewer people to be served in 1994 because of the emphasis on long term training and service, and on enrolling the harder to serve. The performance standards remain the same as the previous year.

SECTION V

This section discusses the JTPA Older Worker funds. This includes performance and expenditure pages (p 4-5)

Changes:

Page 4 shows the financial resources available: approximately 7% greater than in PY 93.

Page 5 is the actual performance plan which shows an increase of enrollments from 73 in PY'93 to 90 for PY'94.

SECTION VI

This section will be the summer youth plan for next summer which will be submitted in February of 1995.

SECTION VII

This section regards the use of the money we will receive for achieving the performance standards and is to be used only if an SDA plans to carry out a separate program rather than folding the funds into ongoing programs.

SECTION VIII

This section regards the use of funds for Technical Assistance and Capacity Building. Official allocations have not been developed; this section will be completed at a later date.

SECTION IX

This Section describes the JTPA Dislocated Worker Program. This section encompassed several changes from the previous year.

Changes:

Pages 1-2 include the new processes required regarding rapid response activities in regard to plant closures or layoffs, and the assessment of customer satisfaction.

Pages 10-11 provide a matrix describing the specific types of activities related to coordination between programs.

Pages 16-17 show the financial resources, with and without a waiver of the 50% retraining requirement. The funds allocated are approximately 270% greater than in PY 93.

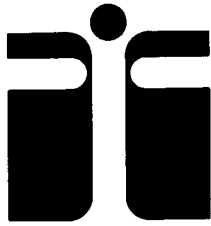
Pages 18-19 are the performance plan and demographic service plan which are similar to last year's, with an increase in the overall number to be served proportional to the increase in funds.

SECTION X

This section addresses selected Oregon Benchmarks in the Oregon Workforce Development Strategy and how TPIC will help achieve the benchmarks.

SECTION XI

This section includes required assurances and a certification that TPIC does not carry out lobbying activities.



The Private Industry Council

MEMORANDUM *Serving Multnomah and Washington Counties and the City of Portland*

DATE: April 20, 1994
TO: Multnomah County Clerk
FROM: Lucy Meisner *Lucy Meisner*
SUBJECT: Job Training Plan Approval by Multnomah County Board of Commissioners

Robert Trachtenberg, Commissioner Kelley's office, has requested us to provide your office with ten copies of The Private Industry Council's Job Training Plan for services in Program Year 1994. We will be presenting the plan to the commission for approval on Thursday, April 28, 1994.

Enclosed are ten copies of the plan.

BOARD OF
COUNTY COMMISSIONERS
1994 APR 20 AM 11:48
MULTNOMAH COUNTY
OREGON

DRAFT

JOB TRAINING PLAN

For the Service Delivery Area

Comprised of

Multnomah and Washington Counties

and the

City of Portland

For the Period of July 1, 1994 to June 30, 1996

For more information contact:

**Dennis Cole, President
The Private Industry Council, Inc.
720 S.W. Washington, Suite 250
Portland, Oregon 97205-3504**

(503) 241-4600

Signature Page

Job Training Plan
for the Service Delivery Area/Substate Area
known as The Private Industry Council, Inc. (TPIC)

Statement of Concurrence

We the undersigned do hereby approve and submit this Job Training Plan for Title(s) II and II.

TPIC will be the subrecipient under this Plan. TPIC will be the Administrative Entity under this Plan.
TPIC will be the Substate Grantee under this Plan.

The length of this Plan will be 7/1/94 through 6/30/96.

We assure that all activities entered into by the subrecipient, administrative entity and/or substate grantee with funds provided under this Plan will be subject to the attached assurances and confined to the described activities contained herein.

Submitted on behalf of the Private Industry Council and local elected officials for this Service Delivery Area/Substate Area.

(Signature)

(Date)

(Signature)

(Date)

Vera Katz

Mayor, City of Portland

Bev Stein

Chair, Board of County Commissioners, Mult County

(Signature)

(Date)

(Signature)

(Date)

Bonnie Hays

Chair, Board of Commissioners Wash Co

Elizabeth Warman

Board Chair, The Private Industry Council, Inc.

Accepted on behalf of the State of Oregon:

(Signature)

(Date)

Barbara Roberts

Governor, State of Oregon



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

It is the mission of The Private Industry Council, Inc. to promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

SECTION I

Private Industry Council

SECTION I Private Industry Council

A. PIC-LEO Agreement

1. Insert a copy of the current PIC - Local Elected Official (LEO) Agreement.

Please see "Agreement", attached.

2. Discuss any changes (if applicable) in this document since it was last submitted.

N/A

B. PIC Composition

1. Insert a current PIC roster showing:

- a. The name, mailing address, title and name of business or agency of the member.
- b. The area represented (e.g., business, labor, education, etc.)
- c. Indicate the chair.

Please see "Board Member Roster", attached.

- d. Identify new members since the last Job Training Plan.

2. Discuss any changes in membership since the last Job Training Plan.

For the answers to B.1.d., above, and B.2., please see "Changes in TPIC Board Membership", attached.

C. Discuss any PIC established program goals and/or objectives.

Please see "Youth Program/Purpose/Goals" and "Adult Program Purpose and Goals", attached.

AGREEMENT

between

THE PRIVATE INDUSTRY COUNCIL

and the Governments of

MULTNOMAH COUNTY, WASHINGTON COUNTY

and the

CITY OF PORTLAND

WHEREAS the Job Training Partnership Act (20 USC et seq. PL 97-300, 96 Stat. 1322) (hereinafter "JTPA"), authorizes the expenditure of Federal funds for job training programs in locally determined Service Delivery Areas (SDAs); and

WHEREAS the Governor of the State of Oregon has designated Multnomah County, Washington County and the City of Portland as a single Service Delivery Area; and

WHEREAS the parties to this Agreement are committed to maximum efficiency in a climate of limited and diminishing resources; and

WHEREAS The Private Industry Council has established administrative and financial control systems meeting the requirements of the JTPA, and other Federal and State laws and regulations; and

WHEREAS the intent of the JTPA is to involve the private sector to the greatest extent possible and yet provide local elected officials the opportunity to represent the citizens within their jurisdictions; and

WHEREAS the JTPA requires that The Private Industry Council and the local elected officials enter into an Agreement outlining the responsibilities of each in establishing plans to implement the JTPA;

NOW, THEREFORE, in consideration for the services to be performed by The Private Industry Council (hereinafter referred to as "PIC") and by Multnomah County, Washington County, and the City of Portland (hereinafter referred to as "Governments"), the parties agree as follows:

Article I

Authorities and Responsibilities of the PIC

A. The PIC and the Governments jointly designate The PIC as the JTPA grant recipient and administrative entity for the single service delivery area comprising all of the geographic area consisting of the City of Portland and all of Multnomah and Washington Counties.

B. The PIC will incorporate under Chapter 61 of the Oregon Revised Statutes and will operate in compliance with the applicable Federal, State and local statutes, ordinances, rules and regulations. The PIC shall also operate in compliance with this service delivery area's Job Training Plan, and The PIC's Articles of Incorporation and bylaws, which shall not be inconsistent with this Agreement.

C. The PIC shall oversee job training, placement, and other activities leading to unsubsidized employment and economic self-sufficiency for service delivery area residents who face employment barriers, and shall have all other powers necessary to perform its duties pursuant to this Agreement.

D. The PIC shall develop, approve and administer the Job Training Plan, subsequent Plan modifications, and other documents relating to JTPA activities within the service delivery area. The PIC shall submit the Job Training Plan and material modifications to the Governments for review and approval prior to submission to the Governor.

E. The PIC shall have the authority to solicit and accept public and private funds, and to enter into agreements with any public or private organization(s) to carry out its functions in the area of training and employment.

F. The PIC will cooperate with and will initiate economic development activities within the service delivery areas and will develop and maintain linkages with the Governments' economic development agencies.

G. The PIC shall be responsible for compliance with all applicable State and Federal laws and regulations governing activities over which it has direct responsibility pursuant to the terms of this Agreement. In particular, The PIC shall be responsible for the development and maintenance of an accounting system which will conform to the requirements of the JTPA, and applicable regulations promulgated thereunder.

H. The PIC shall: 1) approve training contracts, personal service contracts and purchases and leases; 2) provide program oversight; 3) track grant expenditures; 4) establish and maintain a system for tracking participant enrollment and placement data; 5) oversee the proper collection and disposition of program income generated by program activities; 6) maintain a system to hear and resolve grievances brought by participants, vendors, and other interested parties as required by the JTPA. The PIC shall provide for independent comprehensive financial and compliance audits of all funds and accounts as required by the JTPA and the Comptroller General of the United States. Audit cost shall be The PIC's responsibility. Copies of audit reports shall be furnished to the Governments and to the State of Oregon.

I. The PIC shall assume all rights, privileges, assets, responsibilities, obligations, and liabilities of the former Portland Private Industry Council, Inc. and the Multnomah-Washington Private Industry Council, Inc.

J. The PIC shall ensure that JTPA services are locally available to service delivery area residents and shall honor existing service delivery area contracts entered into by the two consolidated Private Industry Councils.

K. The new PIC corporation as grant recipient and administrative entity will ensure that an equitable share of JTPA grant funds is allocated for service delivery in each County and in the City of Portland in accordance with the Grant Fund Allocation Chart marked as Attachment "A" to this Agreement.

L. The new PIC corporation as grant recipient and administrative entity will ensure that equitable services are provided to all target groups, including racial minorities, in each County and in the City of Portland.

Article II

Government's Powers and Responsibilities

A. The Governments shall appoint the Board of Directors of The PIC in accordance with the requirements of the JTPA, PIC bylaws, and the Intergovernmental Agreement.

B. The Governments shall have the authority to review and approve the Job Training Plan. Any objections to the Plan shall be communicated to The PIC in writing and in a timely manner including suggestions for changes and the reasons supporting such suggestions. Any disagreements between the Governments concerning the Plan shall be resolved under their Intergovernmental Agreement.

Article III

General Provisions

A. Liability

1. The PIC and the Governments recognize that each party bears its own responsibility for compliance with the JTPA, together with applicable rules and regulations promulgated thereunder, in accordance with the division of duties and responsibilities established by this Agreement. Pursuant to this understanding, The PIC agrees to indemnify and hold the Governments harmless from any liability which the Governments may incur as a result of an order of an administrative agency or a court of competent jurisdiction that The PIC failed to comply with the provision of the JTPA, or applicable rules and regulations promulgated thereunder. Similarly, the Governments agree to indemnify and hold harmless The PIC from any liability which The PIC may incur as the result of an order of an administrative agency or a court of competent jurisdiction that the Governments failed to comply with the requirements of the JTPA, or applicable rules or regulations promulgated thereunder.

2. The PIC agrees to assume any financial obligations and liabilities of the Portland Private Industry Council, Inc. and the Multnomah-Washington Private Industry Council, Inc.

B. Amendment

This Agreement may be amended from time to time by written consent of The PIC and the Governments.

C. Duration

1. This Agreement shall become effective on July 1, 1987, and shall remain in effect until terminated in accordance with paragraph 2 below.

2. A party desiring to withdraw from this Agreement shall give to each of the other participating parties notice of intent to terminate the Agreement not less than 120 days prior to the beginning of The PIC program/fiscal year next following notice of termination. After timely notice has been given, the withdrawing party shall not be covered or bound by the terms and conditions of this Agreement.

3. Withdrawal from this Agreement by any of the parties shall not affect the participation of the remaining parties.

4. This Agreement shall be executed by The PIC and each of the Governments before taking effect.

E. Severability

If any portion of this Agreement is held invalid by order of an administrative agency or court of competent jurisdiction, the remainder of the Agreement shall remain in effect.

DATED this _____ day of _____, 198__.

For Multnomah County:

Gladys McElroy

For Washington County:

William L. Clark

For City of Portland:

J. Bud Clark

For The Private Industry Council:

Charles D. McClellan

[Signature]

picleo.agt

WITNESSED AS TO FORM

King L. Rogers

ATTORNEY

GRANT FUND ALLOCATION CHART

A. JTPA Title IIA (78%) and Title IIB.

Allocated by jurisdiction according to the basic formula.

B. JTPA Title III, TITLE IIA (8%, 6%, 3%)

* Allocations Service Delivery Area wide.

C. Definitions

1. Title IIA

- a. 78% allocated for year round training services for disadvantaged youth and adults.
- b. 8% allocated for vocational education services through cooperative agreements between the State Education Agency, local education agencies and the Service Delivery Area.
- c. 3% allocated for training programs for older workers (age 55+).
- d. 6% allocated as incentive funds for Service Delivery Areas exceeding performance standards; excess will be used to provide technical assistance to Service Delivery Areas that do not qualify for incentive funds.

2. Title IIB

* Funds for summer youth activities.

3. Title III

* Funds for dislocated workers.

attach.a

GRANT FUND ALLOCATION CHART

A. JTPA Title IIA (78%) and Title IIB.

Allocated by jurisdiction according to the basic formula.

B. JTPA Title III, 8%, 6%, 3%.

* Allocations Service Delivery Area wide.

C. Definitions

1. Title IIA

- a. 78% allocated for year round training services for disadvantaged youth and adults.
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- d. 6% allocated for incentive funds for Service Delivery Areas exceeding performance standards; excess will be used to provide technical assistance to Service Delivery Areas that do not qualify for incentive funds.

2. Title IIB

* Funds for summer youth activities.

3. Title III

* Funds for dislocated workers.

THE PRIVATE INDUSTRY COUNCIL PY 94-95 JOB TRAINING
Portland, Oregon PLAN
BOARD MEMBER ROSTER - 1994 THE PRIVATE INDUSTRY
COUNCIL, INC

PRIVATE SECTOR

SECTION I
PAGE 9 OF 16
REVISED: _____ EFFECTIV
MODIFICATION NO: _____

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Sharron Kelley, Commissioner, Multnomah County
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Washington County Administration Office, Room 300
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FAX 280-6387

THE PRIVATE INDUSTRY COUNCIL REVISED: _____ EFFECTIVE: _____
MODIFICATION NO: _____

BOARD OF DIRECTORS - OFFICERS

Calendar Year - 1994

Board of Directors - Chair

Elizabeth J. Warman

Board of Directors - Vice-Chair

Michael Sandoval

Board of Directors - Secretary/Treasurer

Sharon Wylie

Administrative Committee

Sharon Wylie, Chair

David Thayer, Vice-Chair

Adult Committee

Mary Zoe Peterson, Chair

Barbara Sweet, Vice-Chair

Community and Employer Relations Committee

Ed Cooper, Chair

Cheryl Nickerson, Vice-Chair

Youth Committee

Gina Wood, Chair

Frank McNamara, Vice-Chair

g:lm/bdoffice

THE PRIVATE INDUSTRY COUNCIL BOARD MEMBERSHIP		JURISDICTION	LOCAL ELECTED OFFICIAL	BUSINESS	SMALL BUSINESS	MINORITY BUSINESS	LABOR	EDUCATION	REHABILITATION AGENCIES	COMMUNITY BASED ORGANIZATIONS	EMPLOYMENT DIVISION	ECONOMIC DEVELOPMENT	OTHER (SPECIFY)
NAME	TERM EXPIRES												
1. Wylie, Sharon	June 30, 1994	M		X	X								
2. Young, John	June 30, 1994	A						X					
3. Cindy Summers	June 30, 1994	P		X									
4. Moriarty, Dan	June 30, 1994	A						X					
5. Gohl, Daryl	June 30, 1996	W		X									
6. Jim Francesconi	June 30, 1994	P		X	X								
7. Ryles, Vern	June 30, 1994	P		X	X								
8. Lansing, Kathleen	June 30, 1994	P		X	X								
9. Krieder, Paul	June 30, 1994	A						X					
10. Cooper, Edward	June 30, 1995	P		X	X	X							
11. Fugere, Jerry	June 30, 1995	A									X		
12. Sandoval, Michael	June 30, 1995	P		X	X	X							
13. Westwood, Bret	June 30, 1995	A							X				
14. Warman, Elizabeth	June 30, 1995	M		X									
15. Talcott, Patience	June 30, 1995	P		X	X								
16. Wood, Gina	June 30, 1995	A								X			
17. Casterline, Maureen	June 30, 1995	A											X
18. McNamara, Frank	June 30, 1995	A						X					
19. Shuck, Glen	June 30, 1996	A					X						
20. Nickerson, Cheryl	June 30, 1996	W		X									
21. Swett, Barbara	June 30, 1995	W		X									
22. Petersen, Mary Zoe	June 30, 1996	M		X	X								
23. Washington County Vacancy	June 30, 1996	W		X									
24. Sanchez, Larry	June 30, 1996	A								X			
25. Thayer, David	June 30, 1996	W		X	X	X							
26. Castillo, Gale	June 30, 1996	P		X	X	X							
27. Nisenfeld, Lisa	June 30, 1996	A										X	
28. Evert, Doug	June 30, 1996	A	X										
29. Black, Becky	June 30, 1996	A	X										
30. City of Portland Vacancy	June 30, 1996	P	X	X									
31. Katz, Vera	N/A	P	X										
32. Kelley, Sharron	N/A	M	X										
33. Peters, Linda	N/A	W	X										

M = Multnomah County
P = City of Portland

W = Washington County
A = All Jurisdictions - Public Sector

h:\share\members.brd

PY 93-94 JOB TRAINING PLAN MODIFICATION NO: _____

Changes in TPIC Board Membership

<u>Position</u>	<u>Member</u>	<u>Jurisdiction</u>
3	Cindy Summers replaced Lolita Burnette	City of Portland Private Sector
5	Daryl Gohl replaced Rex Bybee	Washington County Private Sector
6	Jim Francesconi replaced William C. Scott	City of Portland Private Sector
8	Kathleen Lansing replaced Phil Conti	City of Portland, Private Sector
19	Glenn Shuck replaced Harold Adams	All Jurisdictions Labor
23	Washington County Vacancy (Peggy Landini resignation)	Washington County, Private Sector
26	Gale Castillo replaced James T. McAllister	City of Portland Private Sector
27	Lisa Nisenfeld replaced Jan Burreson	All Jurisdictions Economic Development
28	Doug Evert (new position created to comply with JTPA regulations)	All Jurisdictions Labor
29	Becky Black (new position created to comply with JTPA regulations)	All Jurisdictions Community Based Organization
30	City of Portland Vacancy (new position created to comply with JTPA regulations)	City of Portland Private Sector

lmvg:bdmem.chg
3/94



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

YOUTH PROGRAM/PURPOSE/GOALS

PROGRAM YEAR 1994

- MISSION:** To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.
- PURPOSE:** The purpose of TPIC's Youth Programs is to assist low income youth in developing self-sufficiency skills that will lead to the attainment of individual education goals and productive employment.
- GOALS:** To accomplish our purpose the goals and objectives of the Youth Program will be:
1. To manage Youth Programs as a single, comprehensive program and funding pool.
 2. To sustain and create strategic partnerships, to pursue, leverage and/or maintain additional resources, and to establish joint funding efforts, in the climate of Measure 5 cutbacks, all of which will enhance the program's capacity to accomplish its goals and to meet TPIC's mission.
 3. To utilize diminishing resources for maximum impact on low income targeted populations:
 - * African Americans, Hispanics, Native Americans, Asians
 - * Pregnant or Parenting Teens
 - * Dropouts
 - * Potential Dropouts
 - * Welfare Recipients
 - * Gang Involved/Affected Youth
 - * Limited English Speaking
 4. To develop and implement strategies that ensure a coordinated approach to case management.
 5. To further the development and implementation of long-term preventative strategies for low income, at-risk youth.



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

ADULT PROGRAM/PURPOSE/GOALS

PROGRAM YEAR 1994

MISSION: To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

PURPOSE: The purpose of TPIC's Adult Program is to provide effective employment and training strategies and services for low-income and dislocated worker adults that lead to self-sufficiency through productive employment.

GOALS: To accomplish this purpose the goals of the Adult Program will be:

1. To utilize diminishing resources for maximum impact on targeted populations:
 - * African Americans, Hispanics, Native Americans, Asians
 - * Dropouts
 - * Welfare Recipients
 - * Older Workers
 - * Dislocated Workers
 - * Limited English Speaking
2. To provide appropriate comprehensive services which will remove barriers to long-term employment and self-sufficiency.
3. To develop and implement strategies that ensure a coordinated approach to case management.
4. To sustain and create strategic partnerships and to pursue and to leverage additional resources to enhance the program's capacity to accomplish its goals and to meet TPIC's mission.

SECTION II

General Description of Services and Management Systems

SECTION II

General Description of Services and Management Systems

Background: The purpose of this section is to present an overview of the service and management systems of all JTPA programs administered by the sub-recipient.

A. Description of Goals

1. **Description of the goals for the training and placement of hard-to-serve/most in need adults.**

Goal 1

To provide an adequate foundation to assist the hard to serve/most in need population who are able to benefit from TPIC services to identify and utilize available resources to position themselves for opportunities that will lead ultimately to economic self sufficiency, by:

- Stabilizing the situation of the hard to serve through treatment, housing, and basic living; on a referral, advocacy or intervention basis; and
- Focusing specifically on assessment, life and basic skills, job/career track plan development, provision of coordinated case management, support services, and substantive training.

Goal 2

To work actively with an identified employer base, agencies, partners and other institutions to match and place willing, competent and qualified clients into positions that will encourage and continue their development, on the way to economic self-sufficiency, by:

- Maintaining focus on issues and concerns relative to the hard to serve/most in need when working with current and prospective employers;
- balancing the workplace needs of the employer and the special needs of clients;
- encouraging employer participation through support groups and employer advisory groups; and
- Continuing to provide leadership, support, coordination and advocacy for both employer and

employee clients; emphasizing and building on the benefits that these groups hold for each other.

2. Description of the goals for the training and placement of hard-to-serve/most in need youth.

The purpose of TPIC's Youth Programs is to assist hard-to-serve, low income youth in developing self-sufficiency skill that will lead to the attainment of individual education goals and productive employment.

To accomplish our purpose the goals of the Youth Program will be:

Goal 1

To provide/support programming that encourages returning to school

Goal 2

To provide/support programming which will;

- promote school retention and completion;
- provide opportunities for improvement in academic performance, including mathematics and reading comprehension;
- foster development of employability skills.
- provide opportunities for improvement in academic performance.

3. Description of the goals for the training and employment of women in nontraditional occupations.

- a. Description of the goals for the number of women trained and placed in training-related employment or apprenticeships in nontraditional occupations as compared to the number of women trained and placed in all occupations.

Title II-A:

TPIC has established the goal of fifteen percent (15%), an increase of seven and one-half percent (7.5%) over the PY 1992 adult baseline of seven and one-half percent (7.5%).

Title II-C:

TPIC has established the goal of fifteen percent (15%), an increase of two percent (2%) over the PY 1992 youth baseline of thirteen percent (13%).

- b. Description of the goals for the number of women trained in nontraditional occupations as compared to the number of women trained in all occupations.**

Title II-A:

The Private Industry Council has established the goal for training of women in nontraditional occupations as compared to women trained in all occupations at twenty percent (20%), an increase of five and seven-tenths percent (5.7%) over the PY 1992 adult baseline of fourteen and three-tenths percent (14.3%).

Title II-C:

The Private Industry Council has established the goal for training of women in nontraditional occupations as compared to women trained in all occupations at fifteen percent (15%), an increase of five percent (5%) over the PY 1992 youth baseline of ten percent (10%).

- c. Description of the steps that will be taken to increase awareness of training and placement opportunities for all women entering all JTPA programs.**

During the intake, assessment, orientation and in our Life Skills and Pre-Employment Work Maturity Training we will disseminate information to female participants about the option of pursuing nontraditional training and employment as their career path. TPIC will utilize videotapes, course outlines, and employment outlook information in this education process.

- d. Description of the efforts that will be undertaken to achieve the above goals.**

TPIC will target potential employers and utilize its Business Advisory Committee in developing worksites for women trained in nontraditional occupations. TPIC will develop job sites that will provide either on-the-job training or work experience for women in nontraditional occupations.

4. **Brief description of how the programs will contribute to the economic self-sufficiency of the participants, and the productivity of the local area and the Nation. Areas that may be addressed include: the provision of services that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency.**

TPIC contributes to the economic self-sufficiency of participants through a quality services process. This process involves review and improvement of services provided to participants; for example, the target wage for participant jobs has been raised to \$7.00/hr. Additionally, TPIC targets specific groups which traditionally do not have equal access to educational and occupational opportunities or who are involved with the welfare system. By targeting these groups, TPIC increases skills and employment among underskilled or underemployed groups and decreases welfare dependency.

TPIC has undertaken a study to measure the program benefit of its programs. The purpose of the study was to draw conclusions about the financial benefits to individual participants and the community resulting from participation in adult Title II-A programs. Participant data was gathered by comparing intake information with information gleaned from 13-week follow-up interviews. Participants were enrolled in a variety of activities including basic skills training and occupational skill training, with the goal of being placed in jobs.

The study revealed several salient facts. For the randomly selected group of participants, employment increased by 61%, and total weekly earnings rose by over 600%. The use of welfare and food stamp benefits declined significantly; it was estimated that the annual savings resulting from the decreased public dependency was nearly \$ 4 million.

This annualized savings in benefits, coupled with the projected tax contribution of the new workers resulted in the workers repaying the costs of their training in about one and one-half months. These findings have obvious implications for the benefits of employment and training programs not just for the local community and the participants themselves, but for the nation as a whole.

B. Description of Services and Efforts to Achieve Program Goals

1. **Description of the program design to be implemented under this Job Training Plan. Flow chart(s) are helpful to illustrate program design, in addition to narrative descriptions.**

Please see Activities Flow Chart, Attachment II to this section.

- a. **Description of the outreach and recruitment procedures including descriptions of how these efforts will identify the hard-to-serve and expand their awareness of training and placement opportunities. Include, as appropriate, descriptions of procedures that may vary for youth and adults.**

In order to create/maintain a regular participant outreach system which includes contractor and centralized recruitment, information will be disseminated to potentially-eligible populations by:

- establishing strong linkages with potential applicant sources including but not limited to governmental agencies, service clubs, other service providers, public schools, community-based organizations and employers.
- informing the public about the availability of services via press releases, public service announcements, advertisements, posters, flyers, mailings, speaking engagements and other printed and audio/video material.

Youth and adult recruitment will differ only in their targeting, e.g., which media, clubs, organizations, agencies and other sources used.

- b. **Description of the assessment process that will identify participant skill levels, occupational abilities, educational, training, employment, and social service needs.**
 - 1) **Include a discussion of the assessment instruments and approaches used.**
 - 2) **Also discuss the point(s) at which objective assessment occurs.**

TPIC views assessment in three different stages;

1. Pre-assessment or Suitability Screening.
This is done prior to enrollment to determine if the applicant is suitable and eligible for further consideration. This will be done through an oral interview process asking pertinent and applicable questions as to the eligibility status, career goals training needs, etc.
2. Objective Assessment. This begins after eligibility determination and enrollment. The objective assessment will, by an examination of the capabilities, needs, and vocational potential of a participant, be used to develop a service strategy and employment goal.

Such assessment is to be a client-centered, diagnostic evaluation of a participant. This assessment will focus on the following; 1) Family Situation; 2) Work History; 3) Education; 4) Occupational Skills; 5) Interests; 6) Aptitudes; 7) Work Attitudes; 8) Motivation; 9) Behavior Patterns; 10) Financial Resources and Needs; 11) Supportive Services; 12) Personal Employment Goal. Tools for the objective assessment may include: 1) Structured Interviews; 2) Performance/Skill Tests; 3) Behavioral Observations; 4) Interest/Attitude Inventories; 5) Career Guidance Instruments; 6) Aptitude Tests; 7) Basic Skills Tests.

3. On-going Assessment. As a participant achieves original goals identified through the initial assessment, new goals may need to be established. As additional relevant information relating to a participant becomes available, it will be reviewed and considered as appropriate.

c. Description of how the results of the objective assessment are used to develop the Individual Service Strategy.

TPIC is developing an individual Self-Sufficiency Plan (SSP) which fulfills the functions of the ISS as described in the JTPA.

Through information gathered by the objective assessment an individual SSP will be developed.

The SSP will contain attainable goals within a defined timeline needed to be met in order to attain employment and/or high school completion. These goals may include; educational needs, vocational training needs, elimination of barriers, need for supportive services, etc.

- d. **Description of the process for providing information and referrals for applicants and participants relating to appropriate programs and service providers.**

TPIC will maintain an updated list of service providers throughout the SDA, who provide services not available through TPIC programs and which a client may need. Referral to an outside service provider may be made at any point through the three stages of assessment identified above.

- e. **Description of how the SDA will ensure that its service providers refer eligible applicants, who they cannot serve, back to the SDA for further assessment, as necessary, and suitable referral to other appropriate programs.**

In general, TPIC service providers operate comprehensive service programs, which include participant recruitment. For those applicants recruited by the service provider who are not suitable for the services provided by that service provider, TPIC will provide to our service providers and other partners a list of organizations providing services in the SDA.

Service provider contracts will contain provisions mandating the referral of applicants as required. Through our monitoring process we will be able to determine if TPIC service providers are making appropriate referrals to either TPIC or other agencies.

- f. **Description of the SDA's mechanism for assessing applicants referred by its service providers.**

For applicants referred to TPIC by partner providers the same process as described in B.1.b., regarding assessment will be used.

- g. **Description of the procedure(s) for determining how participants will be selected for participation in various activities.**

Based on the results of the objective assessment and the development of the SSP, trainees will participate in a single or combination of activities which will help them to obtain their individual goals.

1) A discussion of the selection of non-economically disadvantaged individuals and any barriers to employment used in the selection process.

It is the policy of TPIC to utilize the 10% window for Title II enrollees who may be determined eligible for other reasons than being economically disadvantaged, i.e., who have one or more serious barriers to employment. TPIC will utilize the ten percent (10%) window and provide services to non-economically disadvantaged individuals who meet one or more of the following:

Basic skills deficient,
School dropouts,
Offenders,
Individuals with Disabilities,
Homeless,
Limited English speaking individuals
[a category established under Section
203 (d)],
Gang affected or involved individuals
[a category established under Section
263 (d)],
Displaced homemakers
Teenage parents
Older workers (55+)
Battered and abused women
Lacking in work experience
Potential dropouts

The use of the 10% window is dependent upon a) identification of the barrier(s) to employment prior to enrollment, and b) individual approval of the 10% window by the President of TPIC or his/her designee.

2. Description of the activities into which participants will be enrolled under Titles II-A, II-B, II-C and III. A matrix may be used to facilitate this description.

Please see Participant Activities, Attachment II to

this section.

3. Identification of the estimated duration of service and estimated training cost per participant for adult and youth programs for Titles II-A, II-B, II-C and for Title III.

Title II-A: The estimated average enrollment length for adult training programs is 6 months. The cost per II-A participant is \$3,000. The estimated length of enrollment for the 5% Older Worker training program is 6 months. The cost per II-A 5% Older Worker participant is \$1,649.

Title II-B: The estimated average enrollment length for youth training programs is 9 weeks. The cost per II-B youth participant is \$2,105.

Title II-C: The estimated average enrollment for youth training programs is up to three years for in-school youth; and 9-12 months for out-of-school youth. The cost per II-C youth participant is \$2,115.

Title III: Title III estimated length of enrollment differs for each of its major activities: retraining and readjustment. The estimated average enrollment length for retraining services is 26 weeks. The estimated average enrollment length for readjustment services is 13 weeks. The cost per Title III participant is \$3,615.

4. Identification of the major occupational areas in which training will take place.

TPIC will use the Business and Employment Outlook, employer surveys, and employer needs including information presented by each program's Employer Advisory Group and the Annual Industry Review by the Portland Development Commission to identify those occupations in high demand and accessible to the population served. Individual trainee needs, as assessed, also are used. Targeted occupations are currently under review, and may include Import/Export, Plastics, Metals, Environmental Sciences, Clerical Occupations, Bookkeeping/Accounting, Electronics Technician, Transportation Industry Occupations, HVAC, and Warehouse (Shipping/Receiving).

In addition, TPIC is targeting participant target groups and employers with marketing studies which will identify specific participant needs related to

employment, employment opportunities in occupational areas, and job matches for target groups.

5. Description of any incentive and bonus payment system utilized for Title II-C youth participants; include a description of the formula and procedure for the provision of such a payment.

Title II-C youth enrolled in Pre-Employment Training, Basic Skills Training and Vocational Exploration who complete certain pre-specified program objectives (e.g., completion of GED or attainment of youth competencies) may be given an incentive. Incentives may be in several forms including cash, movie passes, certificates, etc.

Each program will have a written, TPIC approved, defined system for determining the payment of incentives. The formula for providing such incentives varies from program to program and is based upon the documentable achievement of program objectives by participants. Subcontractors develop systems based on these guidelines. Budgetary limits are established for incentive awards.

During the summer months, for SYEP Year 1994, achievement pay is provided to all youth enrolled in education components, awarded on their participation in classroom activities.

6. Description of any needs-based payment system utilized for Titles II-A, B and C participants; include a description of the formula and procedure for the provision of such a payment.

Eligibility for needs based payments will be determined after a person is certified for JTPA. Participants whose level of income is below that which would be provided if on welfare will be eligible for needs based payments. When determining eligibility for needs based payments, income for the last six months will be calculated to include all forms of income, even those forms of income excluded when determining program eligibility. The six month amount will then be annualized. Any individuals who are supported by their families, but are treated as a family of one for eligibility (such as youth with disabilities), will use the total family income to determine needs based payments.

Exceptions to this policy with respect to requests for

redetermination of eligibility or waiver of the six month income determination period may be made by the designated manager.

After eligibility for needs based payments is determined, receipt of such payments by participants is generally limited to \$10 per day and may depend upon the individual achievement of a percent of attendance or other performance measures.

7. Identification of the types of participant support services that will be made available to participants.

- * Needs based payments (Exception: Title III)
- * Child Care
- * Medical, dental, optical
- * Tools, clothing, uniforms, certifications, licenses
- * Emergency assistance
- * Transportation
- * Relocation assistance (Title III only)
- * Retention services

8. Description of the procedures for determining who will receive, and the amount of, supportive services.

POLICY: Supportive Services provide assistance to The Private Industry Council (TPIC) trainees to overcome specific barriers to enrolling in training activities which are preparing them for jobs and self sufficiency.

- * Support Services will be provided by TPIC only when no other resources are available.
- * Supportive Services costs must be reasonable.
- * Supportive Services must be equitable; trainees must have equal access to these services.

No applicant will be denied service from TPIC because of the need for support services as defined in this policy.

C. Follow-Up

1. Description of the procedure(s) for the collection of post program participant data. The description should include, at a minimum, the following:

- a. The terminee populations for which interviews will be attempted. (i.e., 100 percent of a II-A Adult

Terminees, 100 percent of II-A Adult Welfare Terminees, etc.)

Population. The Private Industry Council attempts to contact 100% of trainees in the following categories for post program follow-up:

- (1) Title II-A;
- (2) Title II-A Welfare;
- (3) Title II-S;
- (4) Title III All Trainees; and
- (5) Title II-C, ages 16 and older out of school (not required by State of Oregon or DOL)

b. Who will be responsible for the oversight and/or collection of follow-up data.

Supervision. Post Program Follow-up is supervised by the MIS supervisor who in turn is supervised by the Administrative Services Manager. A Follow-up Interviewer does the actual trainee contact.

c. The method(s) and/or procedure(s) that will be used to:

- 1) Notify participants of subsequent post program contact and requirements.**

Trainees are notified at the time of the intake interview, and are reminded of post program contact at the exit interview.

- 2) Identify/select appropriate terminees to be contacted.**

A Follow-up Master list is generated by TPIC's Management Information System for a specific termination week. A pre-notification letter is then sent notifying terminees of the pending follow-up contact.

- 3) Contact, record, and enter data for subsequent transmission to the State host system (how, when, where).**

Beginning the 14th week, telephone contact is attempted with all terminees. Attempts to

contact terminees continue through the 17th week and may include use of a second letter, either asking the terminee to call or complete a mail questionnaire.

At the end of the 17th week after termination, Survey Coding forms and Call Records are grouped by termination week and turned over to the Coordinator. A final tally sheet is completed for the group. Group and overall contact statistics are compiled and reviewed.

At 18 weeks after termination, follow-up data is turned over to data entry to be entered into the MIS system.

4) Record and maintain information regarding participant contacts and contact attempts.

All post program follow-up documents are maintained in a filing system that is indexed by the program year and by the week of termination. This information includes pre-notification letters, code sheets, and call records.

D. Management Systems

1. Attached are copies of the following:

- a. Organizational charts for the administrative entity, sub-recipient, and PIC structure (including committees).**

See attachment III to this section.

- b. Organizational chart which illustrates the relationship between the administrative entity, sub-recipient, PIC and LEOs.**

See attachment IV to this section.

E. Service Deliverer Procurement and Selection

- 1. Identification of whether the SDA, SSG, and/or Administrative Entity will provide services with its own staff; the extent of the services to be provided; and whether any part of the services to be provided will be through contracted service providers.**

TPIC will provide services with its own staff including comprehensive services to adults and youth in Multnomah County, to older workers SDA-wide, and may include other services developed during the Program Year. TPIC will utilize contracted service providers for many of the above service categories, for comprehensive services to adults and youth in Washington County, for a Dislocated Worker Program, and for other services which may be developed during the Program Year.

2. Brief description of the process(es) used by the subrecipient to identify and contract with service deliverers and subcontractors, including:

a. Methods for assuring non-duplication of facilities or services;

Through coordination with service providers on the federal, state and local level TPIC is able to stay abreast of the services available throughout the SDA, and is able to identify service providers that provide similar services. TPIC carries out continuous assessment of services offered in the SDA. The knowledge gained through this assessment will be utilized in program planning to avoid duplication of services. Using these two processes (coordination and services assessment) TPIC can ensure that services already being delivered are not duplicated.

In order to avoid internal duplication of facilities or services within contracted programs, cost allocation plans will be required and analyzed during negotiations with service providers.

b. Methods for assuring full and open competition;

All TPIC service deliverer selection transactions will provide for open and free competition. Services will be selected whenever possible through competitive solicitation, i.e., a Request For Proposals (RFP) process to obtain the best possible price and/or service. Noncompetitive proposals (sole source) will only be utilized in conformance with the JTPA Interim Final Rule, 627.420, (d) (4).

TPIC's competitive bid process will ensure that 1) programs will meet standards for demonstrated performance and reasonableness of cost, and 2) are

not duplicating programs already in existence. Appropriate businesses, training agencies, labor organizations, community-based organizations and education institutions will be included in the process.

- 1) A Request for Qualifications (RFQ) process has been established in order to assess the administrative qualifications of potential service providers, to pre-qualify responding organizations to offer specific program services to TPIC, and to gauge the interest of potential providers to offer services. The RFQ will be widely advertised and publicly made available. The RFQ process will result in the development of a List of Qualified Providers. Only those organizations on the List of Qualified Providers will be eligible to compete to be service providers. Potential providers may be added to this list throughout the Program Year in order to maintain an open and up-to-date procurement system.
- 2) If an RFP is utilized for service deliverer selection, all potential providers pre-qualified to provide the specific desired program(s) or those organizations on the List of Qualified Providers will be notified of the availability of the RFP.
- 3) A non-competitive negotiation process has been established for instances where non-competitive service deliverer selection is the appropriate alternative.

c. Procedures for avoiding conflict of interest;

A proposal evaluation panel composed of TPIC staff will make recommendations to TPIC's President and/or Board of Directors for final approval of procurement and for approval to begin contract negotiations. Each staff person on the evaluation committee will be asked to declare any conflict of interest that they may have with a potential contractor.

The TPIC Board of Directors has procedures in place to avoid conflict of interest in decisions discussed or approved before the Board.

d. Procedures for determining appropriate use of methods of procurement;

TPIC will establish a procurement policy which will detail allowable, appropriate and desirable procurement methods in different circumstances. This policy will comply with the JTPA, its implementing regulations, and applicable State of Oregon policy.

e. Methods of cost or price analysis;

TPIC will carry out a detailed cost analysis of each program or service element procured, whether competitive or non-competitive. A pre-bid estimate of the cost of each procured service will be prepared prior to the receipt of proposals (competitive procurement), or the beginning of negotiations (non-competitive procurement) using known cost factors such as catalog price, market value, and TPIC experience. Similar cost analysis is done during the evaluation of proposals and during negotiations with potential service providers. Documentation of such cost analysis is maintained in the procurement file.

f. Procedures for handling and resolving disputes relating to procurements;

A hierarchical grievance procedure will be established utilizing increasingly higher levels of involvement. This procedure will be for the purpose of determining if a procedural error was made in the selection process or that a violation of the JTPA or its implementing regulations has occurred. Grievances must be submitted in writing within one year of the alleged occurrence. A written response will be made within ten days of receipt of the grievance. If the dispute is not resolved at this point, a hearing will be held within thirty days of receipt of the grievance. The levels of involvement will begin with the staff review committee and, if disputes are not resolved at lower levels, will conclude with a decision by the TPIC Board of Directors.

g. Procedures for maintaining records sufficient to detail the significant history of a procurement.

A file is maintained for each procurement which contains the complete record of that procurement

process. A similar procurement file is maintained for each service contract developed.

3. **Description of the process for giving primary consideration to agencies or organizations with demonstrated performance including the points to be considered when assessing the demonstrated performance of service providers including the subrecipient when it will provide services itself.**

The primary consideration in selecting agencies or organizations to deliver services, including TPIC when it will provide services itself, will be the effectiveness in delivering comparable services based on demonstrated performance. In the evaluation criteria of a competitive procurement process, points are awarded to those organizations able to demonstrate prior successful performance. For competitive procurement and for instances in which TPIC will provide services itself, points to be considered include, but are not limited to: types of services provided, length of time providing services, numbers of participants served, service activities, degree of meeting or exceeding service objectives, and efficient and productive use of funds.

4. **Description of how community based organizations will be given proper consideration in the selection process.**

The open RFQ process gives access to all organizations, including community based organizations. In the evaluation criteria of a competitive procurement process, points are awarded to community based organizations.

5. **Description of the means for involving labor organizations and community-based organizations in the provision of services.**

TPIC program delivery sites maintain consistent contact with labor organizations to take advantage of cross-referral arrangements such as facilitating the entrance of trainees into apprenticeships. Coordination is especially strong with the Northwest Oregon Labor Council and the Columbia Pacific Building Trades Council. In the Title III program, linkages are very important, including the co-locating of a labor liaison at the DWP site.

The involvement of community based organizations takes many forms, including contracting with such

organizations for service provision, coordination for the purpose of client access, and/or cross-referral for services.

F. Fiscal Control

- 1. Description of the process used to initiate, manage, and approve disbursement of JTPA funds.**

The objective of the fiscal management system is to maintain adequate controls. The Administrative Services Manager has oversight responsibilities over this system.

All obligations/disbursements of funds must have at least supervisory/manager level approval. Expenditures of \$300 or more require the approval of the President. Management is furnished monthly fiscal reports (or at other intervals on request) to enable them to maintain budgetary control, detect coding errors, and to manage cost limitations and program income.

- 2. Identification of the unit that receives funds from the State.**

The Accounting Department of TPIC prepares the drawdown and accounts for the receipt of JTPA funds.

- 3. Identification of the unit that is responsible for the disbursement of funds.**

The Accounting Department of TPIC disburses all funds through the payroll and accounts payable functions. Adequate separation of duties exists to ensure good internal control over the receipt and disbursement of cash.

- 4. Identification of whether the subrecipient is required to follow local budget and accounting laws.**

The Private Industry Council, Inc. is a private not-for-profit corporation and therefore is not subject to statutory budgetary and accounting requirements. However, TPIC is subject to an annual independent audit and to governmental accounting regulations. In order to be in compliance with these external reviews, TPIC's accounting records are maintained in accordance with generally accepted accounting standards (promulgated by the AICPA) and receive an unqualified opinion from external auditors conducting reviews in accordance with generally accepted auditing standards and governmental

auditing standards issued by the Comptroller General of the United States.

5. Description of the audit, audit resolution, and debt collection procedures.

Audit and audit resolution procedures:

TPIC contracts annually for the provision of the annual independent audit. Subrecipient contracts over \$25,000 require an audit. The subcontracts contain audit resolution provisions.

Findings in audits generally revolve around the following issues: unallowable costs, undocumented costs, unapproved costs and unreasonable costs. Determining if questioned costs have been incurred involves a great deal of judgment on the part of the auditor. This judgment is clearly shaped by the documentation being reviewed in order to reach a determination of the nature of the cost. If the auditor suspects a questioned cost, TPIC will research the issue and furnish all relevant documentation available to support the cost and resolve the issue.

It is unlikely that any undocumented costs would be incurred due to the highly integrated processes in place. From eligibility determination through final payment, there are checks and balances throughout our systems to ensure proper documentation is in place.

If TPIC is unable to satisfy an auditor as to the reasonableness and appropriateness of a cost and/or our systems through proper documentation, we would have a questioned cost, which would be resolved between TPIC and the funding source.

Debt collection:

Through prudent selection of funding sources and partners in service delivery TPIC has never had a debt collection problem. TPIC does not extend credit, although it has made some minor advances to contractors who would otherwise not be able to provide services. The contract language has specifically provided for these advanced sums to be charged ratably over the life of the contract and this has worked well.

Regarding disallowed contractor costs, TPIC policy is to recover any amounts paid from subsequent billings due. Regarding ineligible participants discovered

subsequent to the incurrence of expenses. TPIC pursues debt collection directly from the individual when appropriate.

If a situation did warrant it, TPIC would take whatever action was necessary to recover sums owed to it, including progressive collection letters and possible legal action.

6. Description of the procedures for managing cost limitations, including those related to Economic Dislocation and Worker Adjustment Assistance (EDWAA) Act needs-related payments/support services and retraining services.

TPIC has developed a cost center account numbering system to track the required cost categories related to EDWAA, other JTPA titles, and other special requirements. This produces reports compared with a budget developed in conformity to the specific cost category limitations which enables us to monitor compliance to the rules and regulations surrounding the cost limitations. These reports are produced monthly and/or on request.

7. Description of the procedures for managing program income.

TPIC has generated a small level of program income from activities at our level, as well as from subcontractors. TPIC's monthly reporting system identifies program income and it is managed as prescribed in State Policy 123-6-5-3.15. The financial system has the capability to track the program income to ensure it would be spent within the time and purpose constraints, or returned.

Subcontractors are required to utilize generally accepted fund accounting procedures to track actual project expenditures necessary to achieve contract goals, and must report such expenditures to TPIC at or before the contract close-out date. If contract revenues exceed actual expenditures, the difference cannot be spent without advance TPIC approval, and must be spent for purposes allowable under the JTPA.

8. Summary of the cost allocation plan.

To the greatest extent possible, non-administrative costs are classified as direct, such as those operational costs that are performed directly and

exclusively for a single program or grant, or (in proportion to the benefits received) when a distribution is reasonably determinable.

For those costs for which a direct component is not reasonably determinable, TPIC has a multi-tiered cost allocation system with differing allocation bases for four cost pools. Pools are established to permit the collection of costs that are of a like character and to allocate costs incurred for more than one program or grant.

Each pool uses one allocation base that measures the relative benefits provided to each function sharing those costs. These pools are 1) organization-wide joint costs, 2) YEI, SEET, NEET, and ECED operational site joint costs, 3) eligibility costs, and 4) administrative costs. Costs are allocated monthly or quarterly, depending on the cost pool, and are adjusted on a cumulative basis to even cyclical patterns of spending and staffing and to charge proportional amounts to those funds that do not operate for an entire fiscal year.

9. **Identify whether the subrecipient will utilize an administrative cost pool and what fund Titles will be included.**

TPIC will use an administrative cost pool which includes all titles except Title III.

10. **Describe the system for assuring an 85 percent accrued expenditure rate for Title III and an 85% obligation rate for Title II-A and C. Include procedures used to assure timely submission of billings from subcontractors. NOTE: The Title II-A Older Worker Program is not subject to the 85% obligation requirement.**

Title III accrued expenditures are analyzed at least quarterly to assure the required rate of expenditure. Subcontractor billings are analyzed before payment. Subcontractual arrangements assure the required rate of expenditure.

For the obligation rate of Titles IIA and IIC, TPIC's approved annual budget tracks the rate of obligation. Expenditures are monitored monthly at the cost center and fund levels to assure expenditure and obligation rates.

G. Participant Records

1. **Description of the eligibility determination process.
Include:**

a. **The agency responsible for eligibility
determination and completion of Eligibility
Determination Forms;**

TPIC is responsible for all JTPA eligibility determination and 100% completion of all JTPA eligibility forms for the entire SDA.

b. **How information on eligibility is verified and the
agency responsible for verifying it, including the
type of eligibility determination system used
(quarterly, upfront);**

TPIC will verify eligibility items at the time of application if at all possible. However, self certification of eligibility requirements will be allowable at the time of eligibility determination if an applicant is unable to verify all eligibility items at this time. The required random sample percentage of all new JTPA enrollees will be verified each month in accordance with State JTPA policy.

For this monthly verification sample, self-certification will only be acceptable after attempts to secure hard documentation and collateral contacts have been attempted and documented as having failed. A written form signed and dated which addresses the specific item(s) being verified will be used in this process.

c. **A description of how the serious barriers to
employment will be documented, if non-economically
disadvantaged individuals will be served; and**

TPIC identifies the existence of barriers to employment of non-economically disadvantaged individuals by obtaining (when possible) documentation from the best source available to establish the specific barrier, e.g., students in danger of dropping out of school will have their specific condition verified by a school district; or disabilities verified by an agency that serves populations with disabilities, etc. Only under extreme conditions might a non-economically

disadvantaged individual be self-certified for services.

- d. **The process utilized to assure the timely and accurate receipt of data when eligibility determination or service delivery is subcontracted.**

Eligibility determination will not be subcontracted.

TPIC will determine the eligibility of those persons referred by the subcontractor of service delivery, on a pre-arranged schedule. At the completion of the eligibility interview, the applicant and the subcontractor will receive a copy of the TPIC Certification Status Form, indicating the applicant's current eligibility status. If all applicant eligibility documentation is available at the time of the eligibility interview, the applicant file will be completed and forwarded for review and entry into TPIC's MIS system. If applicant eligibility documentation is incomplete, the TPIC Certification Status Form will indicate what documentation is needed to complete the eligibility determination.

The service delivery subcontractor will receive official eligibility determination notification from TPIC within ten (10) calendar days of the completed eligibility determination interview. At no time will trainees receive JTPA service before eligibility has been determined.

To assure timely receipt of service delivery data, and to meet JTPA Administration data transmission schedules, TPIC requires of subcontractors that all MIS data be received by TPIC by the Thursday of the week following the event recorded.

H. Monitoring

1. **Description of the subrecipient's monitoring and oversight plan. Include:**

- a. **Frequency and methods of fiscal and compliance monitoring for subcontractors and for internal activities.**

TPIC will contract for services only with

responsible organizations capable of executing the terms of the contract, accounting for funds, and complying with applicable laws, regulations and policies. Limited review of Contractor's fiscal systems will occur with each invoice/billing received from the Contractor. In addition, a thorough program monitoring system will be in place as well. Site visits of all programs, both in-house and contracted will be made by TPIC's staff a minimum of once during the program year and more often if possible, with frequent telephone contact.

Areas addressed in the visits include, but are not necessarily limited to:

- * Are administrative, record-keeping and fiscal systems in place and functioning effectively?
- * Does actual program performance meet planned performance?
- * Is contractor in compliance with TPIC policies and JTPA rules and regulations?
- * Is the training program operated in compliance with the contract or internal plan and quality standards?

Monitoring results are shared with program operators and TPIC management and positive steps are taken to address issues that may have surfaced during the monitoring visit.

b. Corrective action procedures including the timely resolution of identified problems.

Programs requiring corrective action are notified in writing within specific timelines identified for the completion of corrective action. TPIC staff work with the program to follow through and complete corrective action plans with a timely manner by providing any necessary technical assistance throughout the corrective action plan implementation.

2. Description of how PIC members and LEOs are involved in monitoring the program. What is the role of the PIC and LEOs in the oversight process including:

- a. program and service provider performance;
- b. reviewing reports (MIS, fiscal, audit and monitoring);
- c. equitable service to those with employment barriers and target groups;
- d. participant activities and outcomes;
- e. coordination and collaboration.

For all of the above: PIC members review reports on the results of provider performance; MIS, fiscal, audit and monitoring reports, including State monitoring reports; demographic information; participant activities and outcomes; and coordination and collaboration on a monthly, quarterly or annual (audit) basis through regular reports. The normal committee process allows time for careful consideration of reports through a formal process.

LEOs are informed of TPIC's programs through informal and formal contact. LEOs also are given quarterly reports and may provide comments where appropriate.

I. Procedures for Preparation and Submission of an Annual Report

- 1. Description of how the following information will be provided to the State as required by Section 104(b)(13) of the Act:
 - a. A description of activities conducted during the program year;
 - b. Characteristics of participants;
 - c. The extent to which the activities exceeded or failed to meet the respective performance standards.;
 - d. Information on the extent to which the service delivery area has met the goals of the area for the training and training-related placement of women in nontraditional employment and apprenticeships; and
 - e. A statistical breakdown of women trained and placed in nontraditional occupations, including information regarding:

- (1) the type of training received, by occupation;
- (2) whether the participant was placed in a job or apprenticeship, and, if so, the occupation and wage at placement;
- (3) the age of the participant;
- (4) the race of the participant; and
- (5) retention of the participant in nontraditional employment.

All of the above information will be provided to the State as required by:

- a. a description of activities conducted during the program year
- b. pertinent data collected throughout the year reflecting specific participant information
- c. The extent to which the activities exceeded or failed to meet the respective performance standards.

The report will include all State/DOL required data elements and will conform to the required State data/reporting format.

J. Coordination

1. **Description of the linkages with each of the below listed agencies/programs: (indicate if a financial agreement is in place)**

The following agencies are represented on The Private Industry Council, Inc. Board of Directors which shares in the planning and development of this plan prior to approval:

- * Plumbers and Steamfitters Local 290 (Labor)
- * Labor's Community Services
- * Portland Community College (Education)
- * Mount Hood Community College (Education)
- * Portland Public Schools (Education)
- * Washington County Educational Service District
- * Employment Division
- * Vocational Rehabilitation Division
- * Adult and Family Services

- * Oregon Human Development Corporation
- * Oregon Outreach
- * Oregon Commission on Children and Families
- * Portland Development Commission (Economic Development)

For detailed answers to coordination efforts by agency, please see matrix, Attachment V to this section.

2. TPIC shares a single labor market with other SDAs. Description of the steps to ensure coordination of the following activities:

Early in JTPA, the service delivery areas in the Portland metropolitan area entered into a Memorandum of Agreement for coordinating services. Since that time, two of the service delivery areas consolidated into a single Private Industry Council. The Job Net Agreement has been signed by Employment Training and Business Services and The Private Industry Council, current efforts are being made to expand this agreement throughout the PSMA. At present, regional planning has been vested in the Regional Workforce Quality Committee. TPIC will participate on the RWQC to address all issues.

In addition, TPIC coordinates with the Southwest Washington Private Industry Council to carry out specific initiatives when necessary. An example of this is the recent application for Title III Discretionary funds to serve workers dislocated from the Trojan Nuclear Plant, in which TPIC agrees to serve participants from the Vancouver, Washington area.

a. assessing needs and problems in the labor market that form the basis for program planning,

SDAs use common planning data. SDAs are contacted for problem solving. The process has been developed to accept referrals from other SDAs if resources and needs are appropriate.

b. ensuring that program participants in each SDA will have access to skill training and employment opportunities throughout the entire labor market,

RWQC planning will be utilized. The basis for the development of an agreement which includes all SDAs located within the PMSA is to:

1. Provide and assure equal access for all PMSA

residents to training and employment opportunities.

2. To fulfill and respond to employer needs in an appropriate and timely fashion.

The residence requirement is waived when appropriate.

- c. **coordinating or jointly implementing job development, placement and employer outreach activities;**

TPIC's objective in pursuing regional planning will be to establish a procedure which will outline job development, placement and employer outreach in a manner that will insure a smooth single point of contact for employers in need of JTPA services.

- d. **any agreement(s) or contract(s) with other SDAs to pay or share the cost of educating, training, or placing individuals participating in JTPA programs, including the provision of supportive services. State whether such agreement(s) or contract(s) have been approved by the participating PICS.**

An agreement, approved by the two SDA directors, has been in effect since January of 1987 with Clackamas County ETBS under which TPIC provides Title V services to older workers enrolled in the ETBS 3% (now 5%) program. It has been the practice of TPIC to waive the residence requirement for those older workers who wish to participate in vocational training provided through TPIC JTPA 3% funds, as well. The existing written agreement will be modified to include this training.

3. **Description of how your agency will coordinate JTPA training activities with Oregon Economic Development Department (OEDD) efforts including:**

- a. **Workforce 2000 III (pilot site supporting education reform)**

TPIC works with all area high schools. In some high schools, including Roosevelt (Pilot Site) TPIC carries out in-school programs such as Bridge or STEP which are mutually supportive of Workforce

2000 III. If more funding is added to the program, TPIC is already working with non-funded applicants whose sites may be added.

The Regional Workforce Quality Committee (RWQC) has developed implementation plans for the process of transforming schools in conjunction with Workforce 2000, education reform. TPIC's is the fiscal agent for the RWQC and takes part in RWQC projects. As well, TPIC is an active agent in the RWQC collaborative process.

b. Targeted Training

TPIC has taken the lead in these projects in the past, but at present TPIC participates as a partner in Targeted Training Projects. Working with other agencies, specifically the Portland Development Commission and Job Net, TPIC assists with the recruitment of participants and provides training as appropriate.

c. Regional Strategies

TPIC participates in economic development strategies with the potential to serve JTPA populations. Current strategies include the Blazer Arena Project and Westside Light Rail. TPIC is a member of the Advisory Committee on the Development of Economic Opportunities which reports periodically to the Exposition-Recreation Committee. TPIC also participates in discussions with the Association of General Contractors and local labor organizations regarding these projects, with the goal of continuing to advocate for the training and hiring of JTPA-eligible people.

The Private Industry Council utilizes the data made available by the State Employment Service (BEO) and has regular contact with the OEDD's contact to coordinate economic development activities.

- 4. Describe how the subrecipient coordinates with initiatives under the Regional Workforce Quality Investments. Include a discussion of the interface of JTPA programs with specific programs under the Regional Workforce Committee's strategic plan.**

K. Waivers and Special Conditions (Title II Programs)

Exceptions will be made to the residency requirement, other than in situations described in Item J.2. above; indication of the approximate percent of enrollees who may be non-residents and the circumstances under which exceptions will be made.

A limited number of enrollees (fewer than 5%) will be granted residency waivers when the applicant would benefit from training opportunities that are not available in the applicant's SDA of residence.

L. Public Notice

Attached is a copy of the public notice announcement for the Job Training Plan review process. Identification of when and where it was posted and/or published.

Please see attached public notice announcement, Attachment I to this section. This announcement was published in the *Oregonian* on Monday, March 1, 1993 and in the following weekly newspapers that week: *Tigard Times*, *Beaverton Times*, *Gresham Outlook*, *Portland Skanner*, and *El Hispanic*. The notice was also sent to Metro as the regional clearinghouse, to the Northwest Oregon Labor Council, and to both community colleges and each school district in the SDA.

M. Assurances

A copy of the Assurances is located in Section XI of these instructions.

N. Statement of Concurrence

Attached is a signed copy of the signature page to the beginning of this Plan.

O. Demographic Service Plan

Attached is a copy of the demographic service plan for Title II, (Form #93-03).

P. Certification Regarding Lobbying

Inserted into Section XI is a copy of Form #93-05 combining Title II and III.

Q. Disclosure of Lobbying Activities

Inserted into Section XI is a copy of Form #93-06 combining Title II and III.

TITLE: II

PY' 94

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
SEX	Male		44%		44%
	Female		56%		56%
AGE	14-21		16.3%		47%
	22-54		61.7%		44%
	55 & Over		22%		9%
RACE	White (Not Hispanic)		80%		53%
	Black		9%		26%
	Hispanic		4%		15%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		4%
	AFDC		21%		25%
	High School Dropouts		23%		33%
OTHER					

PY' 95

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
SEX	Male		44%		44%
	Female		56%		56%
AGE	14-21		16.3%		47%
	22-54		61.7%		44%
	55 & Over		22%		9%
RACE	White (Not Hispanic)		80%		53%
	Black		9%		26%
	Hispanic		4%		15%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		4%
	AFDC		21%		25%
	High School Dropouts		23%		33%
OTHER					

- B. Indicate the data source(s) used for the establishment of planned services levels.
 C. Describe how the alternative data meets the criteria established for determining statistical reliability.
 D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

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EXPLANATION OF
DEVIATION OF PLANNED SERVICE LEVELS
FROM INCIDENCE IN THE POPULATION

White (not Hispanic) is lower than the incidence in the population because the incidence of unemployment and the discouraged unemployed (those who have never worked or have given up hope of working) is disproportionately higher among racial minorities than Whites. Source: *USDOL News Bureau of Statistics and Demographic Profiles*.

Robert Masao Jiobu, In *Ethnicity and Inequality*, State University of New York Press, 1990, states:

"... if ethnicity made no difference to socioeconomic status, then we would expect the number of each group in each socioeconomic category to be proportionate to the group's size. This number, called the "expected" number, can be compared to the actual number of the group in the category.

"... Blacks are especially underrepresented in the professional, managerial, technical, and craft categories, but overrepresented in service, labor, and the underclass. In the underclass in particular, the figure is 134%, or more than twice that of any other group.

"If these percentages divide along any criterion, it is white-nonwhite. Most white groups are underrepresented or at parity in the lower strata while most nonwhite groups are overrepresented. In the underclass alone, five of the six overrepresented groups are nonwhite while eleven of the thirteen underrepresented groups are white. Except for Asians, the lowest socioeconomic categories contain the greatest disproportion of nonwhites." (see Table 2.9, page 14)

Socioeconomic Inequality

TABLE 2.9

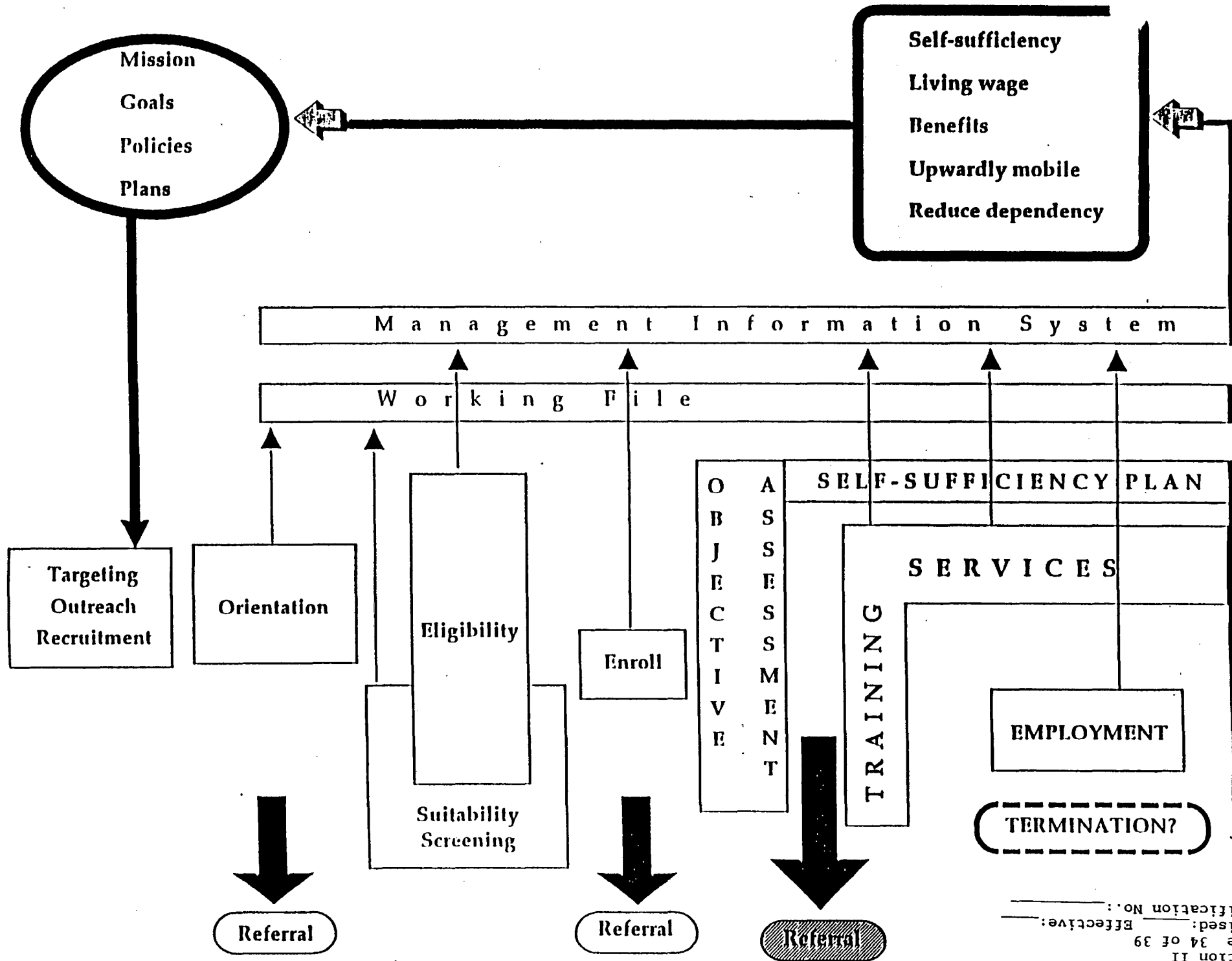
Estimated Inequality: Percent Above or Below Parity^a

<i>Ethnic Group</i>	<i>P</i>	<i>M</i>	<i>T</i>	<i>C</i>	<i>S</i>	<i>L</i>	<i>U</i>
British	24	27	5	6	-21	-19	-20
Dutch	0	20	7	9	-6	-3	-51
French	5	5	8	-4	-12	-6	-28
German	8	13	5	14	-11	-6	-43
Irish	4	16	14	-10	-4	-13	-16
Norwegian	37	20	18	-15	-8	-20	-46
Swede	17	74	10	13	-9	-37	-72
<i>Total Western European</i>	14	20	7	5	-13	-12	-29
Czech	14	31	12	-13	-10	-9	-37
Pole	13	16	20	-10	-20	-5	-44
Russian	125	57	26	-27	-33	-64	-72
<i>Total Western European</i>	43	29	20	-15	-22	-21	-51
Italian	-4	12	15	-4	-1	-9	-29
Spanish	-48	-17	4	-41	38	28	37
Asian	69	-24	2	-44	33	-3	-24
Afro American	-39	-62	-34	-41	74	37	134
Mexican	-54	-57	-46	64	31	31	59
Native American	-66	-43	-9	47	-3	35	3
<i>Total Nonwhite</i>	-33	-55	-31	-12	54	31	90
Anglo American	-49	-27	-6	16	-5	29	28
Other Hispanic	-47	-42	-23	-24	15	49	100
Other Nonwhite	-31	-58	-28	0	41	27	86
Other White	50	36	1	-14	-21	-13	-29
Missing	-23	-25	1	6	1	10	23
<i>Total Other and Missing</i>	-18	-19	-5	3	0	14	25

^aParity: the number expected based on group size. A negative number indicates below parity, a positive number indicates above parity.

Legend: P: professional; M: managerial; T: technical; C: craft; S: service; L: labor; U: underclass

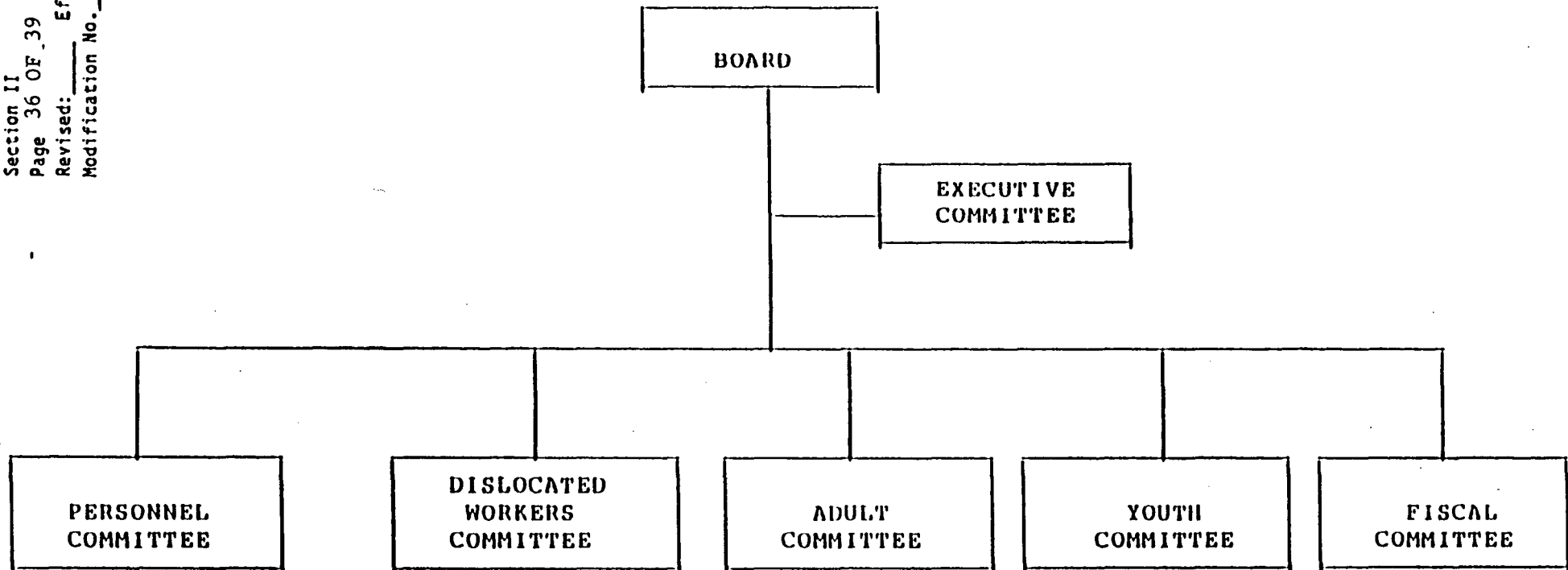
Jobu "operationalizes" the underclass by defining it as those persons in poverty and long-term unemployed (1979), 16 years of age and older, excluding those in full-time school and in institutions.



PARTICIPANT ACTIVITIES

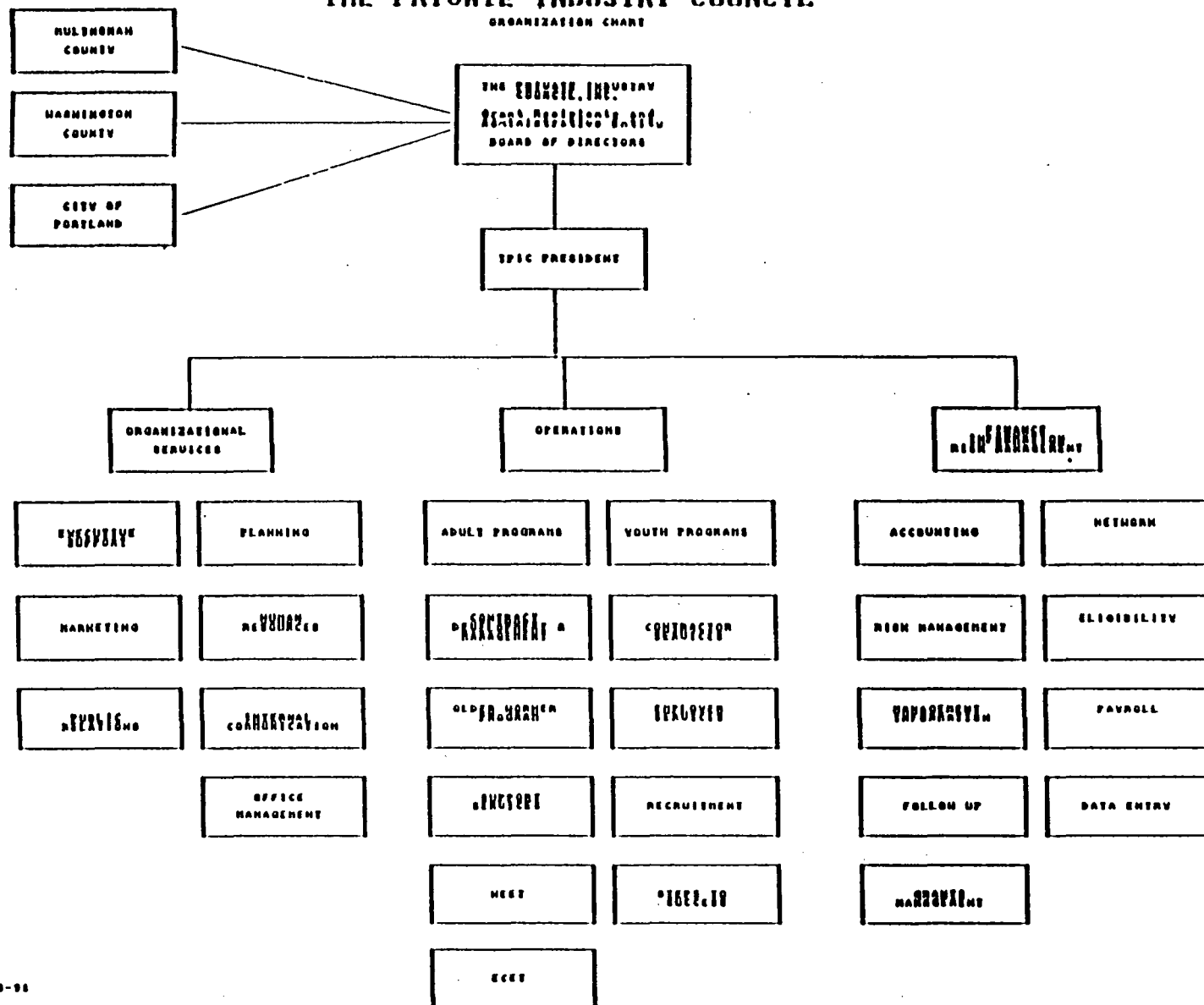
	TITLE II-A	TITLE II-C	TITLE III
Holding	✓	✓	✓
Vocational Skill Training	✓	✓	✓
Basic Education Skill Training	✓	✓	✓
On the Job Training (OJT)	✓		
Work Experience	✓	✓	
Limited Work Experience			
Assesment/Employability Development	✓	✓	✓
Individualized Job Search	✓	✓	✓
Life Skills/Work Maturity	✓	✓	
Vocational Exploration		✓	
Occupational Specific Training	✓	✓	✓
On-Site Training	✓	✓	
Entry Employment Experience		✓	
Summer Youth Enrollee Pool			
Basic Workplace Skills Training	✓	✓	✓
English as a Second Language	✓	✓	✓
Non-JTPA Work Assignment	✓	✓	✓
Case Coordination Training	✓	✓	✓
Case Coordination Services	✓	✓	✓
Mentorship	✓	✓	
Job Entry		✓	✓
Counseling/Support Services	✓	✓	✓
Limited Internship		✓	

THE PRIVATE INDUSTRY COUNCIL, INC.



THE PRIVATE INDUSTRY COUNCIL

ORGANIZATION CHART



FUMED-98

GOVERNOR'S COORDINATION CRITERIA												
COORDINATION LINKAGES	TPIC Provides Information	Referral of Eligible Clients to TPIC	Documentation of Eligibility	Specialized Assessment	Specialized Services	Development of JIP	Utilization of Existing Programs	Access to Support Services	Minimizing Duplication in Providing Services	Employment Opportunities	Jobs Created Through Use of Public Incentives	Financial Agreement
Vocational Rehabilitation Div.	✓	✓	✓	✓	✓		✓	✓	✓	✓		
Employment Division	✓	✓	✓			✓	✓		✓	✓		✓
State Department of Education	✓	✓	✓		✓	✓	✓		✓			✓
Adult and Family Services	✓	✓	✓			✓	✓	✓	✓	✓		
JOBS Program	✓	✓	✓		✓		✓	✓	✓	✓		✓
Veteran Programs	✓	✓	✓		✓		✓	✓	✓	✓		✓
Post Secondary Education	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Workers' Compensation Division	✓	✓					✓					
Corrections Department	✓	✓	✓		✓		✓	✓	✓	✓		✓
Programs providing drug treatment and counseling	✓	✓		✓	✓		✓	✓		✓		
Agencies providing services to the homeless	✓	✓	✓		✓		✓	✓		✓		✓
Agencies providing services under the US Housing Act of 1937	✓	✓			✓		✓	✓	✓	✓	✓	✓
Local Economic Development Agencies	✓				✓	✓	✓		✓	✓	✓	
Senior Services Programs	✓	✓			✓		✓	✓	✓	✓		✓
Oregon State Dislocated Worker Program	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓
Children's Services Division	✓	✓			✓		✓	✓	✓	✓		
Apprenticeship & Training Programs	✓				✓		✓	✓	✓	✓		
Title V (Older Americans Act)	✓	✓	✓		✓		✓	✓	✓	✓		✓
Head Start Programs	✓	✓					✓	✓	✓	✓		
Job Corps Programs	✓	✓					✓	✓	✓	✓		
Other locally selected agencies												
Secondary Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Labor Organizations	✓	✓			✓	✓	✓	✓	✓	✓		✓

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The Private Industry Council, Inc.
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The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

PUBLIC NOTICE

The Private Industry Council, serving Multnomah and Washington Counties and the City of Portland, will submit a draft of its two-year job training plan to the State of Oregon Job Training Partnership Administration on March 25, 1994. The Private Industry Council will seek approval of its job training plan at its April 13, 1994 board meeting. The April 13, 1994, 7:30 AM meeting of The Private Industry Council Board of Directors is open to the public and oral comments concerning the job training plan are welcome. The Private Industry Council is authorized to administer the Job Training Partnership Act (JTPA), allowable under Title IIC and EDWAA (Dislocated Workers) as defined in the Act.

A mix of activities, including basic skills training, classroom training, customized training and on-the-job training, will provide at least 2,000 low-income youth and adults who are residents of Multnomah and Washington Counties and the City of Portland who face significant barriers to employment with the skills needed as defined by employers, to obtain long-term employment and economic self-sufficiency.

Funding for Title IIA and IIC for the Program Year beginning July 1, 1994, and ending June 30, 1995 will be \$6,399,631, and \$2,169,228 for EDWAA.

A copy of the draft plan may be obtained after March 25, 1994, by calling or writing The Private Industry Council, 720 SW Washington, Suite 250, Portland, Oregon, 97205, (503) 241-4600, FAX (503) 241-4622, TDD (503) 241-4632. Written comments concerning the job training plan will be accepted until April 9, 1994.

The Private Industry Council, Inc. is an equal opportunity employer/program, and auxiliary aids are available upon request to persons with disabilities.

SECTION III

Title II-A Adult Training Program

SECTION III

Title II-A Adult Training Program

The general description of services and management systems for this program is located in Section II of this Job Training Plan. Additional information specific to this title is included in this Section.

- A. Identification of any PIC established Goals and Objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems - Description of Goals).**

TPIC has not established any goals or objectives outside those established in Section II of this plan. TPIC will utilize performance standards established by the United States Department of Labor.

- B. Description of any variances from the General Description of Services and Management Systems in Section II.**

Services provided under this section will not vary from services described in Section II of this plan.

- C. Hard-to-Serve Categories**

- 1. Identification of which hard-to-serve category(ies) [from section 203(b) Hard-To-Serve Individuals] your program will target.**

TPIC will target all of the hard-to-serve categories, i.e., individuals who are:

Basic skills deficient,
School dropouts,
Recipients of cash welfare payments,
including recipients under the JOBS
program,
Offenders,
Individuals with Disabilities, and
Homeless.

- 2. Identification and justification of the additional hard-to-serve category (203(d)) the SDA will serve, if there will be one.**

TPIC will serve the additional hard-to-serve category of Limited English Speaking Individuals. Limited English is an extraordinary barrier for those

attempting to negotiate our educational and employment systems.

D. Non-Economically Disadvantaged (10% Window)

1. **The percentage of non-economically disadvantaged persons to be served.**

The percentage of non-economically disadvantaged persons to be served will not exceed five (5) percent.

2. **The serious barriers to employment that will apply to those non-economically disadvantaged to be served.**

The serious barriers to employment will not vary from those identified in Section II of this plan.

E. Indication of whether basic skills training will be provided under Title IIA, and description of how it links with the workplace and is integrated with occupational skills training.

Basic skills training will be provided under Title IIA as a part of preparing clients for participation in any future training, both during and after program participation. The connection with occupational skills training and the workplace comes as a result of our knowledge of workplace needs and skills training providers to insure that clients enter the workplace ready to contribute to their employers as a result of having participated in our programs.

F. Indication of any employment competencies which will be used in adult programs (Basic Skills, Job Specific Skills). Description of the competency levels to be achieved as a result of program participation. Description also of the procedures for evaluating the progress of participants in achieving competencies.

Through TPIC's service model process adult employment competencies are being developed.

G. Copies of the following forms for this program are attached:

1. Expenditure Plan, Form 93-01
2. Performance Plan, Form 93-02

94-01 Title II-A Adult - Expenditure Plan

PY' 94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN.*	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-A Adult	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
2. Title II-A Incentive						
3. Transfer from II-C	0	0	0	0	0	0
4. Transfer to II-C	< 0>	< 0>	< 0>	< 0>	< 0>	< 0>
5. Carryin	0	0	0	0	0	0
6. Total Available	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
7. Planned Costs	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
a. Direct Training			1,143,325			1,143,325
b. Train Related/ Sup. Serv.			685,994			685,994
8. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: IIA

I. Participation and Termination Summary

PY' 94	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants		190	762	
B. Total Terminations		142	571	
C. Total Entered Employments		76	305	
D. Total Youth Enhancement Terminations				
E. Participant Carryover		65	262	

PY' 95	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants		190	762	
B. Total Terminations		142	571	
C. Total Entered Employments		76	305	
D. Total Youth Enhancement Terminations				
E. Participant Carryover		65	262	

II. Performance Standards

PY' 94	STANDARD	PLAN
A. Adults (Title III-E)		
Entered Employment Rate	64%	
B. Youth (Title II-C)		
Entered Employment Rate	41%	
Employability Enhancement Rate	36%	
C. Follow-up (Title II-A)		
Adult Employment Rate	60%	60%
Adult Welfare Employment Rate	46%	46%
Adult Average Weekly Earnings	\$228	\$228
Average Welfare Weekly Earnings	\$207	\$207

PY' 95	STANDARD	PLAN

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

Program	GOAL	PLAN
Title III - Retention at 13-Weeks	68%	
Older Worker - Entered Employment	55%	
Older Worker - Follow-up Employment Rate	51%	
Older Worker - Average Weekly Earnings at Follow-up	\$207	

GOAL	PLAN

SECTION IV

Title II-C Youth Training Program

SECTION IV

Title II-C Youth Training Program

The general description of services and management systems for this program is located in Section II of this Job Training Plan. Additional information specific to this title is included in this Section.

- A. Identification of any PIC established Goals and Objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems - Description of Goals).**

TPIC has not established any goals or objectives outside those established in Section II of this plan. TPIC will utilize performance standards established by the United States Department of Labor.

- B. Description of any variances from the General Description of Services and Management Systems in Section II.**

Services provided under this section will not vary from services described in Section II of this plan.

- C. Identification of training activities to be provided to 14 - 15 year olds, if any.**

14-15 year olds may be offered all activities as described in Section 264 (c) of the Act.

- D. Hard-to-Serve Categories**

- 1. Which hard-to-serve category(ies) [from in-school youth section 263(b) and out-of-school youth 263(d) Hard-To-Serve Individuals] your program will target.**

TPIC will target all of the hard-to-serve categories, i.e., individuals who are:

- a. Individuals who are basic skills deficient.
- b. Individuals with educational attainment that is 1 or more grade levels below the grade level appropriate to the age of the individuals (in-school youth); or
- c. Individuals who are school dropouts (out-of-school youth).
- d. Individuals who are pregnant or parenting.

- e. Individuals with disabilities, including a learning disability.
 - f. Individuals who are homeless or run-away youth.
 - g. Individuals who are offenders.
2. Identification and justification of the additional hard-to-serve category (263(h)) the SDA will serve, if there will be one.

TPIC will serve the additional hard-to-serve category of Gang Involved/Affected/At-risk Youth [definition provided by Northeast Rescue Plan Committee (NERPAC)]. Gang youth are a primary concern to all three jurisdictions within the SDA. These youth come from all racial groups, span a wide age range, and are both male and female. TPIC is an active participant in community strategies and dialogue aimed at rescuing youth and the communities from the destructive impacts of youth gangs. Identifying gang affected or involved youth will strengthen our partnerships in this important endeavor. Therefore, it is appropriate to identify gang affected or involved as TPIC's additional II-C barrier.

E. Non-Economically Disadvantaged (10% Window)

1. The percentage of non-economically disadvantaged persons to be served.

The percentage of non-economically disadvantaged persons to be served will not exceed five (5) percent.

2. The serious barriers to employment that will apply to those non-economically disadvantaged to be served.

The serious barriers to employment will not vary from those identified in Section II of this plan.

F. Description of any plan to conduct schoolwide projects.

TPIC is not planning to conduct schoolwide projects at this time.

G. Youth Employment Competencies

- a. Indication of the youth employment competencies (i.e., Pre-Employment Training/Work Maturity, Basic Skills, Job Specific Skills) that will be utilized.

- b. **List of the specific competencies (measurable competency statements only) which will be taught in each competency area (Pre-Employment Training/Work Maturity, Basic Skills, Job Specific Skills) that will be utilized. Included are the levels of achievement required by the PIC to attain a competency completion in each competency area.**

a) and b):

Youth competencies established by The Private Industry Council as positive terminations may include the following areas:

- (1) Pre-Employment and Work Maturity Skills which demonstrate successful completion and certification of identified specific competencies including:

(a) Self-Assessment

- * Identify areas of employment interest.
- * Identify individual aptitudes and abilities as they related to employment interest.
- * Identify personal values and attitudes and how they relate to the world of work.
- * Identify and set employment/ occupational goals and establish an individual employment plan to achieve these goals.

(b) Job Search Skills

- * Demonstrate an ability to complete a job application.
- * Demonstrate an ability to identify and use resources as a part of the individualized employment plan.
- * Demonstrate an ability to complete a job interview appropriately.
- * Demonstrate an ability to make telephone contacts with employers.

- * Develop written job search tools appropriate to the individual employment plan.

(c) Work Maturity Skills

- * Demonstrate an understanding of employer expectations.
- * Demonstrate knowledge of safety practices in the work and/or training environment.
- * Demonstrate a positive attitude in a work and/or training environment.
- * Demonstrate appropriate communication skills with peers and supervisors.
- * Demonstrate appropriate punctuality and attendance.
- * Demonstrate appropriate problem solving skills and an understanding of choices and consequences.
- * Demonstrate appropriate appearance.
- * Demonstrate an ability to complete tasks effectively.

- (2) Basic Skills/Workskills achieve a minimum of five (5) point upgrade, in the basic skill areas (reading and/or math) assessed as deficient as determined by the workskills pre- and post-assessments.
- (3) Job Specific Skills achieve a minimum of one point overall gain as determined by the pre and post assessments. The skills attained will be applicable to a specific job or occupation.

Please see attachment II-A to this section for further youth competency information.

c. Description of the assessment process used to determine and document:

- 1) participant deficiencies at program entry

TPIC utilizes a combination of personal interviews and academic pre-testing for in-school youth, academic achievement is documented with testing and through school records. Out-of-school youth are tested using BASIS and/or Workskills.

A Self Sufficiency Plan which documents barriers in relationship to the trainee's occupational goal is developed within two weeks of program entry.

2) progress during the program, and

- (a) Self-sufficiency Plan with updates as necessary.
- (b) Checklist for specific competency areas, such as interview application, cold call, etc.
- (c) Work Maturity evaluation by trainer/employer.
- (d) Basic Skills are measured through bench mark testing.

3) the level of competence (achievement) attained at program completion.

- (a) Standardized pre- and post-tests for pre-employment training, basic skills, and GED attainment.
- (b) Employer evaluation for work maturity and job specific skills.
- (c) competency checklist.

d. Description of the competency levels to be achieved as a result of program participation.

Pre-Employment/Work Maturity. Achieve competency in all eleven competency areas.

Basic Skills/Workskills achieve a minimum of five (5) point upgrade, in the basic skill areas (reading and/or math) assessed as deficient as determined by the workskills pre- and post- assessments.

Job Specific Skills. Achieve a minimum of one point overall gain as determined by the pre- and post-assessments. The skills attained will be applicable to a specific job or occupation.

e. Description of how the Youth Employment Competencies are managed and the location of the responsibility within the program.

Primary responsibility for the management of the YEC system resides with the Youth Program Manager. A competency development team is responsible for research and writing of the competency system. They provide training to subcontractors and The Private Industry Council staff in pre-employment training, basic skills, and job specific competencies.

The Private Industry Council's Program Liaisons and Program Supervisors are responsible for providing curriculum advice and monitoring of files. Program Liaisons and Supervisors also provide technical assistance in helping subcontractors meet plan goals and reporting requirements.

Each subcontractor/program is responsible for reporting competency completions to MIS. MIS records positive terminations and program objectives met.

f. Description of the ongoing process to evaluate and refine the YECs systems and identify the location of the responsibility within the program.

The Competency Development Team and Program Supervisors meet periodically to evaluate, re-evaluate, and update competency materials. The complete competency system is approved by the TPIC Board of Directors, when the plan JTPA plan is approved or updated. One Program Supervisor is designated as the primary contact with the State Job Training Partnership Administration.

H. Copies of the following forms for this program are attached:

1. Expenditure Plan, Form 93-01
2. Performance Plan, Form 93-02

Basic Skills Competency Index

Reading Comprehension for Employment

1.0 Skill Domain: Looking Up Information

1.1	Alphabetizing	R-1
1.2	Finding Pages	R-2
1.3	Using the Dictionary	R-3
1.4	Reading the Telephone Book	R-4
1.5	Reading the Yellow Pages	R-5
1.6	Reading Procedures Manuals	R-6
1.7	Reading Classified Ads	R-7
1.8	Reading Job Ads	R-8
1.9	Reading Schedules	R-9
1.10	Reading and Interpreting Tables and Charts	R-10

2.0 Skill Domain: Reading Signs, Symbols, and Labels

2.1	Reading Abbreviations	R-11
2.2	Reading Safety Warnings	R-12
2.3	Reading Transportation Signs and Symbols	R-13
2.4	Reading International Signs and Symbols	R-14
2.5	Reading Labels on Food Packages	R-15
2.6	Reading Clothing Labels	R-16
2.7	Reading Product Labels	R-17
2.8	Reading Pharmaceutical Product Labels	R-18
2.9	Reading Labels on Equipment and Machinery	R-19

3.0 Skill Domain: Filling Out Forms and Applications

3.1	Completing a Job Application	R-20
3.2	Completing Education/Training Applications	R-21
3.3	Completing a Telephone Message Form	R-22
3.4	Completing Employment Forms	R-23
3.5	Completing Order Forms	R-24

4.0 Skill Domain: Understanding Financial and Legal Documents

4.1	Understanding Contracts/Agreements	R-25
4.2	Understanding Utility Bills	R-26
4.3	Understanding Personal Bills	R-27
4.4	Understanding Warranties and Service Agreements	R-28
4.5	Understanding Financial Forms	R-29

5.0 Skill Domain: Following Directions

5.1	Reading Written Work Instructions	R-30
5.2	Reading Directions on a Test	R-31
5.3	Reading Directions in Job Ads	R-32
5.4	Determining Sequential Events/Items	R-33

6.0 Skill Domain: Problem Solving

6.1	Identifying Work-related Problems, Potential Solutions, Barriers to Solutions, and People to be Involved in Creating Solutions	R-34
6.2	Prioritizing Work/Life Tasks	R-35
6.3	Grouping and Categorizing	R-36
6.4	Scheduling/Ordering Events	R-37

SECTION IV

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REVISED: M-2

EFFECTIVE: M-3

MODIFICATION NO: M-4

1.0 Skill Domain: Computations

1.1 Adding Whole Numbers	M-1
1.2 Subtracting Whole Numbers	M-2
1.3 Multiplying Whole Numbers	M-3
1.4 Dividing Whole Numbers	M-4
1.5 Adding Common Fractions	M-5
1.6 Subtracting Common Fractions	M-6
1.7 Multiplying Common Fractions	M-7
1.8 Dividing Common Fractions	M-8
1.9 Adding Decimals	M-9
1.10 Subtracting Decimals	M-10
1.11 Multiplying Decimals	M-11
1.12 Dividing Decimals	M-12

2.0 Skill Domain: Estimates

2.1 Making Approximations by Rounding Numbers	M-13
2.2 Finding Averages of Whole Numbers and Decimal Numbers	M-14
2.3 Finding Ratios	M-15
2.4 Making Approximations	M-16

3.0 Skill Domain: Concepts

3.1 Converting Fractions to Decimals and Decimals to Fractions	M-17
3.2 Changing Percents to Decimals and Percents to Decimals	M-18
3.3 Determining Percentages	M-19
3.4 Plotting and Interpreting Graphs	M-20

4.0 Skill Domain: Measurements

4.1 Demonstrating Knowledge of the Metric System	M-21
4.2 Changing Units of Measure	M-22
4.3 Using Measuring Instruments	M-23
4.4 Recognizing Simple Plane Geometric Figures	M-24
4.5 Finding Perimeters	M-25
4.6 Finding Rectangular Areas	M-26
4.7 Recognizing Common Solid Geometric Figures	M-27

5.0 Skill Domain: Problem Solving

5.1 Solving Rate, Time and Distance Problems	M-28
5.2 Analyzing Tasks	M-29
5.3 Allocating Time	M-30
5.4 Making Change	M-31
5.5 Balancing a Cash Drawer	M-32
5.6 Inventorying Goods or Stock	M-33
5.7 Allocating Money	M-34
5.8 Calculating Wages and Deductions	M-35
5.9 Making a Bank Deposit	M-36
5.10 Balancing Bank Statements	M-37
5.11 Using Comparative Shopping Skills	M-38
5.12 Determining Weight and Measure	M-39
5.13 Telling Time	M-40
5.14 Comparing the Cost of Cash and Credit Purchases	M-41

94-01-1 Title II-C Youth - Expenditure Plan

PY ' 94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN. *	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-C Youth	1,586,790	317,358	1,269,432	1,586,790	317,358	1,269,432
2. Title II-C Incentive						
3. Transfr from II-A	0	0	0	0	0	0
4. Transfr from II-B	252,619	50,524	202,095	252,619	50,524	202,095
5. Transfer to II-A	< 0>	< 0>	< 0>	< 0>	< 0>	< 0>
6. Carryin	0	0	0	0	0	0
7. Total Available	1,839,409	367,882	1,471,527	1,839,409	367,882	1,471,527
8. Planned Costs	1,839,409	367,882	1,471,527	1,839,409	367,882	1,471,527
a. Direct Train			919,705			919,705
b. Train Related/ Sup. Serv.			551,822			551,822
9. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: IIC

I. Participation and Termination Summary

PY' 94		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	750			750
B.	Total Terminations	525			525
C.	Total Entered Employments	173			173
D.	Total Youth Enhancement Terminations	330			330
E.	Participant Carryover	225			225

PY' 95		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	750			750
B.	Total Terminations	525			525
C.	Total Entered Employments	173			173
D.	Total Youth Enhancement Terminations	330			330
E.	Participant Carryover	225			225

II. Performance Standards

PY' 94		
A.	Adults (Title III-E)	STANDARD PLAN
	Entered Employment Rate	64%
B.	Youth (Title II-C)	
	Entered Employment Rate	41% 45%
	Employability Enhancement Rate	36% 55%
C.	Follow-up (Title II-A)	
	Adult Employment Rate	60%
	Adult Welfare Employment Rate	46%
	Adult Average Weekly Earnings	\$228
	Average Welfare Weekly Earnings	\$207

PY' 95	
STANDARD	PLAN
41%	45%
36%	55%

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

PY' PY'		GOAL	PLAN
Program			
Title III - Retention at 13-Weeks		68%	
Older Worker - Entered Employment		55%	
Older Worker - Follow-up Employment Rate		51%	
Older Worker - Average Weekly Earnings at Follow-up		\$207	

GOAL	PLAN

SECTION V

Title II-A Older Worker Employment and Training Program

SECTION V Title II-A Older Worker Employment and Training Program

The general description of service and management systems is found in Section II of this Job Training Plan. Information specific to this program is contained in this Section.

A. Identification of any PIC established goals and objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems).

TPIC has not established any goals or objectives outside those established in Sections I and II of this plan. TPIC has consistently met or exceeded all performance standards and goals for services to older workers. We are planning to increase the percentage of minorities served in TPIC's Older Worker Employment and Training Program.

B. Description of the local strategies for your SDA for increasing services to minorities and women in PY' 93-94.

Strategies for increasing services to minorities. TPIC will increase services to minorities by; 1) placing newspaper ads for recruitment in targeted neighborhood newspapers and in newspapers having circulation in minority communities, e.g., *Portland Skanner*, *El Hispanic*; 2) soliciting referrals from agencies that serve minority populations, such as IRCO, the Urban League, and OCHA; and 3) Establish formal working relationships with the agencies identified above to act as ongoing referral sources as well as work experience sites.

Strategies for increasing services to women. TPIC does not plan to increase services to women; the TPIC Older Worker Program currently serves 64 percent women.

C. Description of the system for providing training and placement of older individuals in employment opportunities with private businesses.

The following forms of job development assistance will be available to participants in the Older Worker Employment and Training Program:

1. Pre employment training seminars which include training on self-marketing techniques, information interviewing, applications, resumes, interview preparation, and taped mock interviews. Seminars will be targeted to the needs and issues of older workers.
2. Participation in The Private Industry Council's Job

Club activities which includes:

- * Follow-up and practical application of the material covered in pre employment training.
- * Resume preparation.
- * Referral to appropriate job orders coming to the marketing unit directly from local employers or from Job Net.
- * Access to job club resources which include: career guidance materials, phone bank, typewriters, word processing stations, labor market information, job openings, newspaper want ads.
- * Trainees will be screened for possible placement in private sector employment.

3. Skill training.

The Private Industry Council will provide a variety of skill training options to older workers to prepare for jobs which meet their needs in accordance with the industries identified by OEDD and the State Employment Service.

4. Private Sector Linkages.

Ongoing linkages with private sector employers are developed by The Private Industry Council through active relationships with Portland Development Commission, Chambers of Commerce throughout the SDA and the Employment Service job listings. Staff will actively work to educate employers about the benefits of hiring older workers.

D. Description of efforts to integrate JTPA Older Worker Employment and Training with Title V of the Older Americans Act programs (Green Thumb, American Association of Retired Persons, U.S. Forest Service, National Council on Aging).

TPIC is a current grantee for State of Oregon Senior and Disabled Services Division Title V funding and is also a National Council on the Aging grantee. These programs are well integrated into TPIC service delivery.

All of the Title V programs and TPIC actively participate in the local coalition for Older Worker Employment. A process has been established for AARP, Green Thumb and the Forest

Service to refer trainees to TPIC for skill training, support services and co-case- management. Co-enrollment in JTPA and in the services of these Title V contractors has resulted. The contractors have agreed to develop a referral form. The TPIC representative to the Coalition has presented information and printed material on JTPA services available at TPIC.

Coalition members from all the above named Title V programs and TPIC are exploring a means to develop a common referral point for older works to access employment and training services and a common access point for employers to place job orders and receive referrals of qualified employment candidates.

TPIC will have signed inter-agency agreements for operating joint programs with all local Title V contractors. These agreements will include plans for coordinating co-enrollments between JTPA and all the local Title V programs.

E. Description of any variances from the General Description of Services and Management Systems in Section II.

Coordination (II, J.) with the Children's Services Division does not apply to Title II-A 5%.

F. Identify any measurable success measures in addition to the Title II performance standards to be used.

No additional measures of success will be identified at this time.

G. Non-Economically Disadvantaged (10% Window)

1. Identify the percentage of non-economically disadvantaged persons to be served.

The percentage of non-economically disadvantaged persons to be served will be up to 10 percent.

2. Identify the serious barriers to employment that will apply to those non-economically disadvantaged to be served.

The serious barriers to employment will not vary from those identified in Section II of this plan, with the exception of the addition of Title V Eligible.

H. The following forms are attached for this program:

1. Expenditure Plan, form 93-01
2. Performance Plan, form 93-02

94-01-2 Title II-A 5% Older Worker - Expenditure Plan

PY'94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN. *	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-A 5%	148,484	29,696	118,788	148,484	29,696	118,788
2. Carryin						
3. Total Available	148,484	29,696	118,788	148,484	29,696	118,788
4. Planned Costs	148,484	29,696	118,788	148,484	29,696	118,788
a. Direct Training			74,243			74,243
b. Training Related/ Sup. Serv.			44,545			44,545
5. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: IIA - 5%; Older Workers

I. Participation and Termination Summary

PY' 94		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	90		90	
B.	Total Terminations	45		45	
C.	Total Entered Employments	32		32	
D.	Total Youth Enhancement Terminations	n/a		n/a	
E.	Participant Carryover	45		45	

PY' 95		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	90		90	
B.	Total Terminations	45		45	
C.	Total Entered Employments	32		32	
D.	Total Youth Enhancement Terminations	n/a		n/a	
E.	Participant Carryover	45		45	

II. Performance Standards

PY' 95		
A. Adults (Title III-E)	STANDARD	PLAN
Entered Employment Rate	64%	
B. Youth (Title II-C)		
Entered Employment Rate	41%	
Employability Enhancement Rate	36%	
C. Follow-up (Title II-A)		
Adult Employment Rate	60%	
Adult Welfare Employment Rate	46%	
Adult Average Weekly Earnings	\$228	
Average Welfare Weekly Earnings	\$207	

PY'	
STANDARD	PLAN

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

PY' PY'		
Program	GOAL	PLAN
Title III - Retention at 13-Weeks	68%	
Older Worker - Entered Employment	55%	55%
Older Worker - Follow-up Employment Rate	51%	51%
Older Worker - Average Weekly Earnings at Follow-up	\$207	\$207
Older Worker - Employment Retention Rate		67%

GOAL	PLAN
	55%
	51%
	\$207
	67%

SECTION VI

Summer Youth Employment Training Program

SECTION VII

Incentive Funds

SECTION VIII

Technical Assistance/Capacity Building Plan

SECTION VIII Technical Assistance/Capacity Building Plan

1. Description of the SDA's capacity building and technical assistance strategy, including plans for:

a. designating capacity building as a staff function;

The responsibility for agency training plans is vested in the Human Resources Manager. The TPIC Management Team works with the Human Resources Manager and with other staff to plan capacity building.

b. assessing local capacity building needs;

The TPIC Management Team works with other staff to assess capacity building needs and to plan and implement capacity building.

c. developing and participating in computerized communication mechanisms which are directly related to capacity building and technical assistance activities of the national Capacity Building and Information and Dissemination Network.

When the network is developed, TPIC will decide if it is appropriate to participate.

2. Describe all projects and activities which will be funded with the Technical Assistance/Capacity Building funds. Include a description for each project/activity with the following elements addressed:

a. a summary of the project/activity;

TPIC will implement a series of staff and contractor training sessions based on implementation of the amendments to the JTPA. Training will cover operational and administrative changes that impact compliance and the achievement of performance standards. Some of the training will be provided by TPIC staff with specialized knowledge; outside presentors may be necessary for portions of the training.

b. a timeline for accomplishing the project/activity;

This training will take place during PY 1993.

- c. a statement of how the project/activity will result in enhancing the effectiveness of the JTPA program, strengthening the caliber of client services provided under the Act and other Federal, state, and local employment and training programs, and in improving the coordination among them;

The amendments have a very great impact on the operation of JTPA programs. Knowledge of the amendments and best practices will enhance effectiveness of both contracted and in-house programs. Providing the training to partner agencies will enhance coordination and local capacity.

- d. a description of any technical assistance materials that will be developed with these funds and the plan for sharing these materials with other SDAs;

If useful materials are developed, they will be shared with other SDAs..

- e. a summary of the expected results of the project/activity;

Results will include: enhanced program effectiveness, knowledge of best practices, enhanced achievement of performance standards, improved quality of services to participants, and more strict adherence to amended administrative requirements.

- f. the staff and/or other people to be involved in the project/activity;

TPIC and contractor operations and administrative staff will participate.

- g. cost of the project/activity.

The cost of the project will be \$ (waiting for info from State) .

94-01-4 Technical Assistance/Capacity Building Expenditure Plan

PY '94		PY' 95
FUND SOURCE	ALLOCATION	ALLOCATION
1. TA/Capacity Bldg.	info not --	available
2. Carryin	yet from	State
3. Total Available		
4. Planned Costs		
5. Planned Carryout		

SECTION IX

Title III Employment and Training Assistance for Dislocated Workers (EDWAA)

SECTION IX

Title III Employment and Training Assistance
for Dislocated Workers (EDWAA)

- A. Description of the process used to coordinate with and inform the State JTPA Administration Dislocated Worker Unit regarding any actual or potential WARN or non-WARN layoffs and closures. Included is how information about the impending layoff shall be shared, who will make initial contact to the employer and rapid response team representatives, and when or if an on-site visit to the employer will be made.**

The State Dislocated Worker Unit (DWU) Coordinator notifies TPIC and the Dislocated Worker Project (DWP), TPIC's contracted Title III service provider, of all WARN notices received and TPIC does the same. When TPIC, DWP or the DWU receives a notice of any non-WARN layoffs or closures that might warrant DWU involvement, TPIC or DWP notifies the State DWU or the State DWU notifies TPIC and the DWP. The process involves either mail, fax or telephone messages.

- 1. Description of how the response to a plant closure or mass layoff will be coordinated in the absence of any involvement by the State Dislocated Worker Unit (DWU).**

The TPIC Dislocated Worker Project (DWP) provides an immediate response to a plant closure or mass layoff. The TPIC DWP will contact the appropriate members of the local Workforce Redevelopment Committee (WRC) which is made up of members representing the Employment Division offices, TRA/TAA, labor, economic development, education, TPIC and both County governments. The WRC also meets regularly to review substate closure and layoff activities, resolve delivery concerns and plan appropriate responses. The State TRA/TAA coordinator and the State DWU Coordinator sit on this committee.

- 2. Description of the process for ascertaining the availability of resources for providing services recommended by rapid response teams for eligible dislocated workers within your area.**

The TPIC DWP will provide early intervention services in a manner appropriate with procedures established by the State JTPA Administration. Current funding will be allocated to address plant closures. If funding is insufficient, TPIC will work with the State JTPA to apply for funds or to assist in making funds available to the service provider.

- 3. Describe efforts to promote the formation of labor**

management committees at plant closure or mass layoff sites.

Early in the Rapid Response process, the DWU and/or TPIC DWP staff initiate discussions with the employers and employees regarding the formation of Labor Management Committees, the benefits gained, and possible committee models.

4. Identify activities carried out to facilitate early identification of potential plant closings or layoffs.

In the process of gathering labor market information and future employers' training needs, searching for job openings and marketing DWP services, TPIC DWP staff are attuned to clues about potential closings or layoffs. Daily attention to regional media information provides leads on potential closings or layoffs as does the network of agency, business and industry relationships TPIC DWP has developed over the years. When labor unions are involved, the labor liaison provides early identification information.

5. Describe what feedback procedures, surveys, or follow-up with dislocated workers is done to assess customer satisfaction with the rapid response process.

Participants in each workshop are asked to fill out an evaluation. Further, TPIC's participant followup assesses customer satisfaction with all program services, including the rapid response process.

B. Description of the system for responding expeditiously to worker dislocation where the rapid response assistance required by Section 314(b) of the JTPA is inappropriate, including worker dislocation in sparsely populated areas. The system may include (but is not limited to):

1. Development and delivery of widespread outreach mechanisms;

TPIC DWP maintains a continual capacity to outreach via partnerships with organized labor, community colleges and the State Employment Division. TPIC DWP maintains an extensive network of business and industry contacts. TPIC DWP and the State Dislocated Worker Unit maintain active outreach networks. TPIC DWP maintains high visibility in the community-at-large via the media and among employment and training providers through strong ongoing coordination efforts. The capacity to provide early intervention services enables direct services to

companies and workers in transition.

2. **Provision of financial evaluation and counseling (where appropriate) to dislocated workers to assist in determining eligibility for services and the types of services needed;**

Brief one-on-one screening at the time of the orientation session will identify financial and counseling needs as well as other types of service needs. If eligible and interested in services, the worker will be placed on a waiting list for the next available assessment workshop.

3. **Initial assessment and referral for further basic adjustment and training services; and**

Brief one-on-one screening at orientations enable project staff to meet with interested individuals. If eligible, dislocated workers will be put on a list for services as available. Individuals are informed of any special Trade Adjustment Act (TAA) services, and/or referred to other appropriate services.

4. **Establishment of regional centers for the purpose of providing such outreach, assessment, and early readjustment assistance.**

TPIC serves the Multnomah and Washington Counties Substate Area. Due to the population density and economic activity, TPIC has maintained the dislocated workers services as a discrete service for the Title III population; however, the advent of one-stop career centers may make it more beneficial to include employment and training and/or social services for other populations through the same center. TPIC is currently involved in developing such regional centers that provide one-stop access to services and information. The Multnomah County location at Mt. Hood Community College's Maywood Center provides access to JTPA, Employment Department, community college, Urban League and organized labor services for dislocated workers. The Washington County location will provide similar one-stop access to dislocated worker services. When opportunities are available for grants or other funding, and there is a demonstrated need and benefit to the participant, TPIC will consider additional locations.

- C. **Description of the services and activities to be provided by your program for dislocated workers in your substate area.**

Include in the description the following areas:

- 1. The provision of early intervention services prior to enrollment.**

The provision of early intervention services correspond to rapid response services and the orientation sessions.

- 2. The provision of basic readjustment services in accordance with Section 314(c) of the JTPA;**

- (a) the procedures to assess participants' current education skill levels and occupational abilities;**

The participants are tested with a variety of tests which include BASIS and may include COPS/CAPS, Meyers-Briggs, depending on their individual needs. There also are a variety of self-assessment instruments and exercises presented in the assessment/job search workshops.

- (b) procedures to assess participants' needs, including educational, training, employment, and social services;**

The assessment/job search workshops are conducted in order to assess and assure that participants' needs, including educational, training, employment and social services, are met. One-on-one and group Individual Reemployment Plan development sessions with trainer/counselors provide additional information necessary to assure quality in the services selected and to move towards successful performance.

- (c) number of planned enrollments to receive basic readjustment services;**

The number of planned new enrollments to receive basic readjustment services is 100%.

- 3. The provision of retraining services in accordance with Section 314(d) of the JTPA;**

Retraining services are provided in accordance with Section 314(d) of the JTPA and include but are not limited to classroom training, occupational skill training, relocation, basic and remedial education, literacy and English for non-English speakers, entrepreneurial training and customized training

directly related to appropriate employment opportunities.

(a) number of planned enrollments for retraining services;

The number of planned enrollments for retraining services is 90%.

4. The provision of needs related payments in accordance with Section 314(d) of the JTPA, including a description of the system for determining who will receive needs-related payments.

N/A

D. Description of the processes used to identify, select, and verify the eligibility of program participants. Included is the Substate Area's "most in need" policy including, but not limited to, definitions, target groups, and skill levels of workers who are eligible for dislocated worker services.

Participant Identification. Priority recruitment and outreach activities are aimed at individuals who have been laid off through closures and substantial layoffs. Recruitment methods include, but are not limited to, media advertising, public service announcements, direct contact with businesses and labor organizations which have individuals in layoff status, specifically including companies undergoing Worker Adjustment and Retraining Notification Act (WARN) reductions, and Employment Division Unemployment Compensation records. Recruitment and orientation activities also will take place in-plant prior to a plant closure or substantial layoff and may be coordinated as appropriate with the State Job Training Partnership Administration DWU.

Participant Selection. The orientation to DWP and available services occurs before eligibility and allows for self-selection into JTPA. The orientation also includes an initial screening for staff to use in determining appropriateness. Appropriateness is based on information relating to the individual's need for and ability to benefit from two or more of the following services: job search training; career education/training; industry specific training; entrepreneurial training, and basic skills/ABE/GED training.

"Most in Need" Policy.

Due to personal, work history and/or educational factors, a

dislocated worker is "most-in-need" who does not have the skills required to become re-employed at a job with long term potential, with a reasonable career ladder and leading to at least a wage at 90% of wage at dislocation.

Eligibility Verification. TPIC maintains an eligibility unit which functions in the same way for Title III as it does for all other titles.

E. Identification of and description of any PIC established goals and objectives for the dislocated worker program.

TPIC meets or exceeds performance standards established by the State of Oregon, and has adopted those standards.

F. Description of the procedures, consistent with section 107, for selecting service providers which take into account past performance in job training or related activities, fiscal accountability, and ability to meet performance standards.

There is no deviation from the procedures described in Section II.E. of the JTP.

G. Description of the coordination with the following programs, services, and systems that facilitate services to participants. Indication if a financial agreement is in place:

1. Description of any local coordination of dislocated worker programs with the Employment Service/Unemployment Insurance, including the following:

a. Description of the process and procedures which have been set up in the substate area to assure effective communication. The description includes the exchange of information regarding demand occupations for retraining and access to vocational educational programs by JTPA participants as well as representation on each other's decision or policy boards.

The Workforce Redevelopment Committee, comprised of members representing the Employment Division and its TRA/TAA staff, as well as other substate agencies and interests, will meet quarterly to share information regarding layoffs, closures and potential business openings and job creation. Frequent informal communication related to closures, layoffs or individual companies or clients occurs among all the players when needed

and within existing confidentiality policies. Information regarding demand occupations for retraining is obtained from the State Employment Division.

The Employment Department does not have vocational education programs available for JTPA participants. One of the five local Employment Office managers is designated to serve on TPIC's Board. The TPIC Board has review responsibility for the Wagner-Peyser Plan of Service and provides input on local decisions and policies in this way. In addition, the TPIC Dislocated Workers Project Contractor (MHCC) subcontracts with the Employment Division for staff who will be located at the project site(s).

- b. Description of how the substate area will disseminate information to potential dislocated workers regarding the local availability of program services and training activities.**

The TPIC DWP will contact employers upon learning of potential layoffs and request a meeting to inform potential dislocated workers of the services. If a meeting is denied, distribution of written information provided by the TPIC DWP is encouraged. The TPIC DWP and TRA/TAA representatives from the local Employment Offices respond as a "rapid response" team to WARN notices, along with the State DWU Coordinator, to offer services and to encourage management to allow information to be given to potential dislocated workers prior to layoffs and closures. Local Employment Department staff, including Unemployment Claims and TRA/TAA staff, have information to provide to laid off workers about services. The TPIC DWP mails service information to workers who have been collecting UI for eight weeks or more through an arrangement with the Employment Division.

- c. Description of how dislocated workers will be identified and referred to the appropriate organization from any point of entry into the Employment Service, Unemployment Insurance, or the JTPA systems.**

TPIC will identify and refer dislocated workers to Title III services through its eligibility determination process. The Employment Service and

Unemployment Insurance will identify dislocated workers for the Oregon Dislocated Workers Program (ODWP). Upon completion of the Career Transitions Workshop (Choice & Options) through ODWP, individuals demonstrating a need for and ability to benefit from training will be referred to Title III services. Further, due to the subcontractual relationship and ongoing partnership with the Employment Division (MHCC subcontract), as well as significant involvement on the WRC, E.D employees are kept aware of TPIC's Dislocated Worker Program and are able to make referrals to orientations for dislocated worker services.

- d. **Description of how dislocated workers will be identified and referred to the State funded Choices & Options program.**

The Employment Division identifies and refers potential Choices and Options participants to ODWP and, when appropriate, directly to Title III services. TPIC DWP staff also refer individuals potentially eligible for Choices and Options to Employment Division staff for eligibility determination.

- e. **Description of the local process for notification of plant closure or layoffs to the Oregon Employment Division central office and the JTPA Administration. Identify staff and their responsibilities in this process.**

The TPIC staff member assigned to the Dislocated Worker Program will be responsible for notifying the State DWU Coordinator of plant closures or layoffs via phone calls or facsimile transmission. The service delivery subcontractor also will notify the State DWU Coordinator and TPIC staff of closures or mass layoffs that they know about. Local Office Managers from the Employment Division will be responsible for notifying their central office.

2. **Description of the process for involving labor organizations in the development and implementation of services for dislocated workers;**

Labor liaison(s), under subcontract (MHCC subcontract) with Labor's Community Service Agency, Inc. will be located at the DWP site(s) and participate in all activities and planning for dislocated workers. The

Northwest Oregon Labor Council, AFL-CIO, also participates in planning, reviews program activities and direction. The Private Industry Council coordinates with specific local unions when applicable due to specific closures. and plays a key role in Labor Management Committees.

3. Description of coordination with LEOs and PICs in the dislocated worker programs;

Local Elected Officials approve all appointments to TPIC's Board of Directors, sit on the Board as voting members, review and approve the Job Training Plan, set policy and provide oversight of all programs, including the Dislocated Worker Program.

4. Description of coordination with local government in the delivery of WARN notifications to your agency;

Local units of government are requested to forward WARN notices to both the TPIC office and the Dislocated Workers Unit (DWU) at the State Job Training Partnership Administration. The Private Industry Council has agreed to keep these organizations informed as to the services provided to the dislocated workers.

5. Description of coordination with JTPA Title II programs; e.g., basic skills/literacy training, job club activities, etc.;

During orientations and outreach, JTPA Title II services are presented as options to low income individuals not eligible for EDWAA services or who might be better served in a Title II program. All partners/contractors of TPIC maintain a variety of communications through various methods that have developed over the last ten (10) years, which keep the partners, contractors and TPIC staff in contact.

6. Description of any other coordination efforts/agreements utilized in the delivery of services to dislocated workers (if not addressed in Section II), including veteran's programs.

N/A

7. Matrix of Coordination - attached

PROVIDED TO	PROVIDED BY EDWAA		
	TYPE & FREQUENCY OF INFORMATION	STAFF COLLABORATION & SUPPORT	SERVICES TO PARTICIPANTS
UI System - Employment Dept.	1D, 3D	2D	1D, 2D
Programs Under Trade Adjustment Assistance Act - Employment Dept.	1D, 2D, 3D, 9D	2D	1D, 2D, 4D, 5D, 6D, 7D, 8D, 9D, 10D
State's Vocational Education System - Office of Professional Technical Ed./Oregon Dept. of Ed.			
Employment Service - Employment Dept.	1D, 3D, 4D, 5D, 9D	2D, 3D, 4D, 5D, 6D, 7D	1D, 2D, 6D, 7D, 8D, 9D
Programs Providing Services to Veterans	1D	2D, 6D, 7D	2D, 4D, 8D
Economic Development			
Labor Market Information Agencies - Employment Dept.			
State Education Agency - Oregon Dept. of Ed.			
Social Service Agency - Dept. of Human Resources			
Other Training Programs (PCC, MHCC, STEPS TO SUCCESS, URBAN LEAGUE, VOC REHAB	1D, 2D, 3D, 4D, 5D, 7D, 9D, 10D	2D, 3D, 4D, 5D, 6D, 7D, 8D	1D, 2D, 4D

PROVIDED BY	PROVIDED TO EDWAA		
	TYPE & FREQUENCY OF INFORMATION	STAFF COLLABORATION & SUPPORT	SERVICES TO PARTICIPANTS
UI System - Employment Dept.	1D, 2D	2D	2D
Programs Under Trade Adjustment Assistance Act - Employment Dept.	1D, 3D, 5D, 9D	2D	9D
State's Vocational Education System - Office of Professional Technical Ed./ Oregon Dept. of Ed.			
Employment Service - Employment Dept.	1D, 2D, 3D, 4D, 5D, 7D, 9D, 10D	2D, 3D, 4D, 5D, 6D, 7D	1D, 2D, 7D, 9D, 11D
Programs Providing Services to Veterans	1D	6D, 7D	2D, 4D, 8D
Economic Development			
Labor Market Information Agencies - Employment Dept.	2D, 5D, 7D	4D, 6D, 7D, 9B	N/A
State Education Agency - Oregon Dept. of Ed.			
Social Service Agency - Dept. of Human Resources			
Other Training Programs (PCC, MHCC, STS, URBAN LEAGUE, VOC REHAB)	1D, 2D, 3D, 5D, 11D	2D, 3D, 6D, 7D, 8D	2D, 4D

H. Description of the EDWAA/TAA coordination and indicate if your substate area has an EDWAA/TAA local coordination agreement. Your local EDWAA/TAA Coordination Agreement may be attached and referenced. The following should be addressed:

An EDWAA/TAA local coordination agreement is in place.
Please see attachment.

1. Description of how Title III services and TAA services will be coordinated so as to avoid duplication and fragmented delivery of services to eligible dislocated workers;

Title III services and TAA services are coordinated through the WRC and through close cooperation with the TRA/TAA staff, both locally and at the state level. Staff have become comfortable working with each other. Fragmented delivery of services to participants is avoided.

2. Description of coordination of the intake, referral, and assessment processes;

Individuals who are TAA eligible may have already received JTPA intake. This information, with their permission, is passed on to the TAA case manager to assure planning continuity when they begin to receive TAA services. If the person has been enrolled in JTPA, staff will decide mutually if the individual should return to JTPA at the end of training or receive Employment Division placement services. Once the participant is employed, the TAA staff will inform DWP. If the person became eligible for TAA prior to JTPA participation, the person will not be enrolled in JTPA and will become a TAA trainee until employed inasmuch as the training benefits are greater than JTPA's. However, if there should be clear benefit to the individual through dual enrollment for some purpose, s/he may be enrolled in JTPA Title III services. Because of the close working relationships developed between TRA/TAA and the TPIC DWP staff, individuals can be referred easily to the services deemed most beneficial to them.

3. Description of how decisions will be made to maximize the financial and programmatic resources of both programs regarding services to the dislocated worker based on the assessment;

If an individual is TAA eligible and wants to access

training services, TAA services will be provided. If the assessment indicates that JTPA has a service or a special training that is needed by an individual and it cannot be provided through TAA, contact will be made with the TPIC DWP and resources negotiated within the limits of the budget and staff resources.

4. Discussion of how the progress of a mutual or shared client will be monitored through the training process;

For mutual clients, the case managers will communicate with each other in the most beneficial way - telephone, personal visits - throughout the training process. The case management responsibility rests with the TAA staff person through placement unless it is decided that JTPA would have greater success at placement for the individual. Because of the contractual obligations of the DWP subcontractor to TPIC for placement, the subcontractor may prefer to provide the placement services for a mutual client. However, because of the close relationship of TRA/TAA to the TPIC DWP, there is little likelihood of a client getting lost between the two systems.

5. Needs related payments will not be available to participants.

6. Description of efforts at coordination of placement services after training;

ED computers are located on site at the DWP office. TPIC DWP or ED will provide placement services as appropriate.

7. Discussion of how and when evaluation of the effectiveness of EDWAA/TAA coordination activities in the substate area will be done. Included are how the evaluation results are used and any changes made to your EDWAA/TAA agreement as a result of this evaluation.

Effectiveness will be assessed at periodic meetings of the agencies and the WRC and problems will be resolved by and among the involved staff.

I. Description of the system utilized for issuing certificates of continuing eligibility. Indication of whether certificates of continuing eligibility issued by other Substate Grantees (both within Oregon and by other states) will be redeemed in your substate area.

In accordance with State Policy 123.6.5.4.11 Certificates of Continuing Eligibility may be issued to eligible dislocated workers.

TPIC does not redeem CCEs from other Substate Grantees.

J. Description of services to be provided to displaced homemakers, including:

1. How such service will be integrated into ongoing programs and activities under Title III;

No services for Displaced Homemakers under Title III are planned. Mount Hood and Portland Community Colleges maintain Carl Perkins funded displaced homemaker programs throughout the SDA.

2. The mechanism for managing the number of displaced homemakers served to ensure that the delivery of services to displaced workers will not be adversely affected.

Displaced Homemakers will not be served through The Private Industry Council's Title III programs (Please see part D, #1).

K. Description of any variances from the general services and management systems in Section II.

There will be no variances from the general services and management systems in Section II.

L. Information showing the amount of EDWAA funds supporting substate staff and EDWAA staffing levels of your organization.

Approximately \$150,000 will support 3 program FTE.

M. Waiver:

1. The Private Industry Council will reapply for a waiver of the 50% requirement for retraining services.
2. Two EDWAA expenditure plans are attached: (1) one plan reflecting the waiver request; and (2) a non-waiver expenditure plan.

NOTE: Submit waiver separately from Plan document in accordance with the JTPA Policy 123-6-5-3.17 instructions and timelines regarding waiver application/reapplication.

N. Attached are copies of the following forms for this program:

1. EDWAA Expenditure Plan (Form #93-01) - one plan for each program year. (use 40% retraining)
2. Performance Plan (Form #93-02), including the 64% entered employment rate, and the 68% retention at the 13 week follow up. (use 600 enrollments)
3. Demographic Service Plan (Form #93-03).

BUDGET PLAN
EDWAA TITLE III-E
PY 1994 Substate Plan
WITHOUT WAIVER

PY '94-95 JOB TRAINING PLAN
THE PRIVATE INDUSTRY COUNCIL, IN
SECTION IX
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	PROGRAM -----	ADMIN -----	TOTAL PLAN EXPENDED -----
I. A. Carry-in	73,476	12,966	86,442
B. PY'94 Allocation	1,843,843	325,384	2,169,227
C. Total Available	1,917,319	338,350	2,255,669
II. Quarter Ending September 30, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	81,768		81,768 0
B. Retraining Services	163,536		163,536
C. Needs-Related Payment and Supportive Services	32,707		32,707 0
D. Administration		49,061	49,061
E. Total	278,011	49,061	327,072
III. Quarter Ending December 31, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	228,386		228,386 0
B. Retraining Services	456,773		456,773
C. Needs-Related Payment and Supportive Services	91,355		91,355 0
D. Administration		137,032	137,032
E. Total	776,514	137,032	913,546
IV. Quarter Ending March 31, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	375,005		375,005 0
B. Retraining Services	750,010		750,010
C. Needs-Related Payment and Supportive Services	150,002		150,002 0
D. Administration		225,003	225,003
E. Total	1,275,017	225,003	1,500,020
V. Quarter Ending June 30, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	479,330		479,330 0
B. Retraining Services	958,659		958,659
C. Needs-Related Payment and Supportive Services	191,732		191,732 0
D. Administration		287,598	287,598
E. Total	1,629,721	287,598	1,917,319
VI. Planned Carry-out	287,598	50,753	338,350
GRAND TOTAL	1,917,319	338,351	2,255,669

BUDGET PLAN
EDWAA TITLE III-E
PY 1994 Substate Plan
WITH WAIVER

PY '94-95 JOB TRAINING PLAN
THE PRIVATE INDUSTRY COUNCIL, INC.
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	PROGRAM -----	ADMIN -----	TOTAL PLAN EXPENDED -----
I. A. Carry-in	73,476	12,966	86,442
B. PY'94 Allocation	1,843,843	325,384	2,169,227
C. Total Available	1,917,319	338,350	2,255,669
II. Quarter Ending September 30, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	98,122		98,122 0
B. Retraining Services	130,829		130,829
C. Needs-Related Payment and Supportive Services	49,061		49,061 0
D. Administration		49,061	49,061
E. Total	278,011	49,061	327,072
III. Quarter Ending December 31, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	274,064		274,064 0
B. Retraining Services	365,418		365,418
C. Needs-Related Payment and Supportive Services	137,032		137,032 0
D. Administration		137,032	137,032
E. Total	776,514	137,032	913,546
IV. Quarter Ending March 31, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	450,006		450,006
B. Retraining Services	600,008		600,008
C. Needs-Related Payment and Supportive Services	225,003		225,003
D. Administration		225,003	225,003
E. Total	1,275,017	225,003	1,500,020
V. Quarter Ending June 30, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	575,196		575,196
B. Retraining Services	766,927		766,927
C. Needs-Related Payment and Supportive Services	287,598		287,598
D. Administration		287,598	287,598
E. Total	1,629,721	287,598	1,917,319
VI. Planned Carry-out	287,598	50,753	338,350
GRAND TOTAL	1,917,319	338,351	2,255,669

TITLE: III

REVISED: _____ EFFECTIVE: _____

MODIFICATION NO: _____

I. Participation and Termination Summary

PY '94		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	600		600	
B.	Total Terminations	528		528	
C.	Total Entered Employments	330		330	
D.	Total Youth Enhancement Terminations				
E.	Participant Carryover	150		150	

PY '95		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	600		600	
B.	Total Terminations	528		528	
C.	Total Entered Employments	330		330	
D.	Total Youth Enhancement Terminations				
E.	Participant Carryover	150		150	

II. Performance Standards

PY '94		STANDARD	PLAN
A.	Adults (Title III-E)		
	Entered Employment Rate	64%	64%
B.	Youth (Title II-C)		
	Entered Employment Rate	41%	
	Employability Enhancement Rate	36%	
C.	Follow-up (Title II-A)		
	Adult Employment Rate	60%	
	Adult Welfare Employment Rate	46%	
	Adult Average Weekly Earnings	\$228	
	Average Welfare Weekly Earnings	\$207	

PY '95		STANDARD	PLAN
			64%

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

PY '94 PY '95		GOAL	PLAN
Program			
Title III - Retention at 13-Weeks		68%	68%
Older Worker - Entered Employment		55%	
Older Worker - Follow-up Employment Rate		51%	
Older Worker - Average Weekly Earnings at Follow-up		\$207	

GOAL	PLAN
	68%

94-03 Demographic Service Plan

TITLE: III

PY' 94

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		34%		34%
AGE	14-21		1%		1%
	22-54		89%		89%
	55 & Over		10%		10%
RACE	White (Not Hispanic)		83%		83%
	Black		6%		6%
	Hispanic		5%		5%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
OTHER					

PY' 95

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
SEX	Male		66%		66%
	Female		34%		34%
AGE	14-21		1%		1%
	22-54		89%		89%
	55 & Over		10%		10%
RACE	White (Not Hispanic)		83%		83%
	Black		6%		6%
	Hispanic		5%		5%
	Amer. Ind/ Alaskan Native		1%		1%
	Asian/Pacific Islander		4%		4%
OTHER					

- B. Indicate the data source(s) used for the establishment of planned services levels.
 C. Describe how the alternative data meets the criteria established for determining statistical reliability.
 D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

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SECTION X

Oregon Workforce Development Strategy

SECTION X

Oregon Workforce Development Strategy

Description of how the SDA's programs contribute to Oregon's workforce development strategy, related to the applicable benchmarks (listed below) and should focus on:

- (1) how your program design contributes to the achievement of the benchmark or moving participants farther along the mobility continuum, and;
- (2) what performance outcomes relate to the benchmark, e.g. the percentage of youth who will enter employment or percentage of youth who will attain the youth employability enhancement outcomes (please specify the actual outcomes such as "achieved a high school degree or its equivalent" or "remained in school," etc.)
- (3) discuss any other benchmarks which may apply to your programs.

TPIC participated in the various task forces and planning efforts for each of the JTPA titles. These task forces kept the benchmarks of the Workforce Development Strategy as paramount goals.

As in the previous years' plans, TPIC continues to organize its efforts around the Workforce Development Strategy of the State of Oregon. The measurable incremental success of TPIC participants documents their movement along the mobility continuum or their achievement of one or more of the benchmarks.

A. Adult Program Benchmarks

Percentage of 25 year-olds with a certificate granted in non-baccalaureate education and training programs (A.A degree or journey-person card) (#40) - WQC priority #6

In order to help meet this goal, TPIC will enroll 762 adults in IIA education and training activities. Youth are encouraged to complete school and enroll in training. TPIC carries out short-term vocational training and develops linkages with educational institutions and financial aid programs as well as with labor organizations for apprenticeship training. These training and education programs are an important means to help realize the goal of long-term employment.

Adult formal education - percentage of adults who have

completed:

- **high school or an equivalent program (#43).**

TPIC's adult programs provide basic skills training for participants who are assessed as needing the training, with the measurable goal of attaining a GED. This attainment helps participants realize their goals of entering and remaining in employment.

- **at least one year of post-secondary education or training (#44) WQC priority #5.**

TPIC plans to enroll at least 15% of adults in IIA basic skills education. GED programs and basic skills upgrade programs operated by TPIC are a significant step in preparation for employment.

- **an associate degree in professional-technical education (#45).**

TPIC carries out short-term vocational training and develops linkages with educational institutions and financial aid programs. Program completers are encouraged to continue their educational efforts which may lead to the attainment of an associate degree. However, TPIC's overriding adult goals remain entering and retaining employment.

- **a certified apprenticeship program (journeyperson card) (#48) - WQC priority #10.**

TPIC has developed and is expanding linkages with apprenticeship programs. Participants are referred according to assessed needs. Linkages have been developed with organized labor at the NEET center to facilitate entrance by participants into apprenticeships. Entrance of participants into apprenticeships greatly enhances their opportunities to gain and maintain employment.

Percentage of adults proficient at prose, document and quantitative literacy skills (#52-#54) - WQC priorities #7, 8 and 9.

TPIC provides basic skills and GED training; this is at the "basic" level or below. All enrollees are assessed as to basic skills level. TPIC either directly provides or refers to training. The acquisition of basic skills helps participants realize their goals of entering and remaining

in employment.

**Employment in historically under-represented occupations
(e.g., management, professional, and technical occupations)
- African-Americans, American Indians, Asians, Hispanics,
Whites, Women (#84)**

TPIC targets a high percentage of minorities in its employment training and placement programs, and this SDA has the highest minority population in Oregon. TPIC is also implementing goals for the training and placement of women into non-traditional employment. TPIC carries out employer education and consistently advocates for the employment of minorities and women in historically underrepresented occupations and has had considerable success in this area. As a consequence, TPIC is making a substantial contribution to the achievement of this benchmark and the movement of participants along the mobility continuum.

**Percentage of Oregon seniors who are employed and/or
volunteer at least 15 hours per week (#90).**

Through a combination of JTPA and other funds TPIC is able to place a substantial number of Older workers into paid work experience and unsubsidized employment.

**Percentage of Oregonians with mental illness who are
employed (#94)**

While TPIC does not have specific goals in this area, many participants who are experiencing mental illness are served through referral to specialized providers and subsequent enrollment into JTPA with the goal of long-term employment.

**Percentage of Oregonians with development disabilities who
are employed (#97).**

TPIC does not have specific goals in this area. However, participants with development disabilities are served in TPIC adult programs with the goal of long-term employment. This benchmark is better addressed by TPIC youth programs; a specific summer program for in-school youth with disabilities has been developed.

**Percentage of Oregonians with physical disabilities who are
employed (#100).**

TPIC addresses this benchmark for adults through its Older worker Program. TPIC has received additional resources to serve participants over the age of 45 with disabilities. This program is well integrated into TPIC programs, and has

resulted in the purchase of a TDD and in an effort to educate employers about the benefits of hiring persons with disabilities and the implications of the Americans with Disabilities Act. As with other adult programs, the goal is to place participants in employment and assist them in maintaining that employment. Again, this benchmark is also addressed by TPIC's youth programs.

B. Youth Program Benchmarks

The following benchmarks relate to youth programs. Urgent benchmarks:

Percentage of students who achieve established skill levels in eleventh grade composite reading and math skills and composite writing skills (#20 and #21)

TPIC In-school programs, such as STEP, have a positive effect on at risk youth, enabling them to stay in school and to graduate. The measurable JTPA outcomes for the success of these programs are Remained in School, Returned to School, and High School Completion.

Percentage of high school students with significant involvement in professional-technical, and entrepreneurial education programs (#35) - WQC priority #1.

TPIC has no program with the specific goal of enrolling high school students in vocational programs. However, it is the goal of TPIC in-school programs to keep at risk youth in school so that they can take advantage of the education and training programs offered by the schools.

Percentage of disabled high school students moving directly from high school to competitive or supported employment (#37).

TPIC serves high school students with disabilities in its summer programs, and to a lesser extent in its ongoing in-school programs. A specific summer program for in-school youth with disabilities has been developed. All TPIC programs have employment or employment-related youth competencies as a goal.

Other youth benchmarks:

Percentage of high school students enrolled in structured work experience programs (#36).

Work Experience is a major component of TPIC in-school youth programs. One of the most serious barriers to employment

for young people is the lack of work experience. TPIC addresses this barrier through its summer and year-round in-school youth programs.

High school graduation rate (#38).

TPIC in-school programs have the measurable JTPA outcome of High School Completion.

C. Dislocated Worker Program Benchmarks:

The following benchmarks are related to dislocated worker programs.

Urgent dislocated worker program benchmarks:

Percentage of displaced workers re-employed with 24 months and earning at least 90% of previous income (#51.a) - WQC priority #4.

- All workers
- Lumber and wood products workers

The TPIC Dislocated Worker Program, operated through a subcontract with Mt. Hood Community College, has the expressed goal of assuring the re-employment of dislocated workers (from any industry) within 12 months.

TPIC also has the goal of reemployment at at least the wage of the last job, through the counseling and training the program provides. The actual achievement of this goal is difficult, considering that dislocated workers are changing careers, and depends upon many factors, such as the labor market at the time of placement. TPIC's current average wage at placement in the Dislocated Worker Program is \$8.66, which is an estimated 65% of the average last wage received. For those participants not placed at or above the last wage received, the presence of a career ladder and opportunity for advancement are a part of the job placement decision.

Other dislocated worker program benchmarks:

Percentage of displaced workers actively engaged in job retraining programs or educational programs (#51.b)

- All workers
- Lumber and wood products workers

The TPIC Dislocated Worker Program provides job retraining and/or educational programs to all enrollees who are assessed as being in need of those services.

Additional Benchmarks:

There are a number of additional benchmarks, not selected for emphasis in the Job Training Plan instructions; some are perhaps more relevant to components of TPIC's services to the hard-to-serve. These are:

Benchmarks 7, 8, 9, 10, 11, and 12, dealing with Healthy Babies and Toddlers

TPIC's teen parent and alternative education have a direct relationship on this area. In addition, the Youth Employment Institute has child care and parenting skills training available.

Benchmarks 18 and 19, Health and Fitness, Percentage of students free from drugs; part b., Eleventh grade

TPIC in-school programs contain effective life skills instruction and other strategies to assist students in remaining drug-free.

Benchmark 58, Economic Participation of minority populations; Income per capita as a percentage of Oregon Median

TPIC targets a high percentage of minorities in its employment training and placement programs, and this SDA has the highest minority population in Oregon. As a consequence, TPIC is making a substantial contribution to the achievement of this benchmark.

Benchmark 62, Civic and Occupational Participation of Minority Populations; Employment of minorities in historically underrepresented occupations

In addition to the points made for Benchmark 58, above, TPIC carries out employer education and consistently advocates for the employment of minorities in historically underrepresented occupations and has had considerable success in this area.

SECTION XI

Assurances and Lobbying Certification and Disclosure

SECTION XI

Assurances and Lobbying Certification and Disclosure

ASSURANCES

- I. This Job Training Plan and Economic Dislocation and Worker Adjustment Assistance (EDWAA) Act Substate Plan (Plan) is entered into between the Governor of the State of Oregon hereinafter referred to as "State" and The Private Industry Council, Inc. hereinafter referred to as the Subrecipient for the purpose of carrying out the provisions of Public Law Number 97-300, the Job Training Partnership Act (JTPA), as amended.
- II. The Subrecipient and the State hereby assure that they will fully comply with the requirements of the JTPA and any amendments thereto; rules and regulations issued under the JTPA; U.S. Department of Labor policies promulgated under the JTPA; applicable sections of the Wagner-Peyser Act, all applicable federal, State and local statutes; all Oregon Administrative Rules promulgated by the Economic Development Department of the State of Oregon; and the Oregon Job Training Partnership Administration Policy and Procedures Manual. Furthermore, the Subrecipient hereby assumes any and all financial responsibility for all JTPA funds received pursuant to this agreement to the extent allowed by the Oregon Constitution and/or local government charter. All JTPA funds received under this agreement shall be administered and managed in accordance with the rules, regulations, policies and statutes listed above. This agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

It is further understood that all funding is contingent on the availability of federal funds and continued federal and State authorization for program activities, and that this Plan is subject to amendment or termination due to lack of funds or authorization. The State shall promptly provide the Subrecipient with notice of any funding or regulatory changes.
- III. This Plan establishes the conditions the Subrecipient will adhere to in the performance of its responsibilities.

This assurance section is composed of this first page and those articles which follow.

Article I Program Description

- A. The Subrecipient is authorized to undertake the work and services detailed in this Plan, and any amendments or modifications thereto.
- B. The Subrecipient shall operate the program described in this Plan in accordance with the policies and rules of the State.
- C. The Subrecipient has full authority to implement and manage the delivery of all services within the terms of this Plan.

Article II. Program Requirements

- A. The Subrecipient will ensure that no member of any council under JTPA:
 - (1) Shall cast a vote on the provision of services by that member (or any organization which that member directly represents); or vote on any matter which would provide direct financial benefit to that member. [JTPA Section 141(f); 20 CFR 627.420 (c)].
 - (2) Shall cast a vote on any matter which would provide indirect financial benefit to that member without declaring a conflict of interest prior to the vote.
- B. The Subrecipient shall be considered a governing body of a public body as defined in ORS 192.610 and shall conduct meetings pursuant to Oregon's Public Meeting Law (ORS 192.610 through 192.690) and the regulations promulgated pursuant to that law.
- C. The Subrecipient shall be considered a public body as defined in ORS 192.410 (1) and shall comply with Oregon's Public Records Law and the rules and regulations promulgated thereto.
- D. Training provided with funds made available under this Plan shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. [JTPA Section 141(d)(1)]

- E. No currently employed worker shall be displaced by any participant, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits. No program under this Act shall impair existing contracts for services or existing collective bargaining agreements, unless the employer and the labor organization concur in writing with respect to any elements of the proposed activities which affect such agreement, or either such party fails to respond to written notification requesting its concurrence within 30 days of receipt thereof. No participant shall be employed or job opening filled when any other individual is on layoff from the same or any substantially equivalent job, or when the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals. [JTPA Section 143(b)(1)(2)(3)(4); 20 CFR 627.230]
- F. The Subrecipient assures that no funds will be used to assist, promote, or deter union organizing. Where a labor organization represents a substantial number of employees who are engaged in similar work or training in the same area as that proposed to be funded under this Act, an opportunity shall be provided for such organization to submit comments with respect to such proposal. [JTPA Section 143(c)]
- G. All laborers and mechanics employed by contractors or subcontractors in any construction, alteration, or repair, including painting and decorating, of projects, buildings, and works which are federally assisted under this Act, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary in accordance with the Act of March 3, 1931 (40 U.S.C. 276a-276a-5), popularly known as the Davis-Bacon Act. The provisions of this subsection shall not apply to a bona fide trainee in a training program under this JTPA. The provisions of Section 167(a)(4) of the Act apply to such trainees. [JTPA Section 143(d)]
- H. Services will be provided to eligible dislocated workers. [JTPA Section 311(b)(1)(A) and (B)]

- I. Services will not be denied on the basis of State of residence to eligible dislocated workers displaced by a permanent closure or substantial layoff within the State; and may be provided to other eligible dislocated workers regardless of the State of residence of such worker. [JTPA Section 311(b)(1)(C); 311(b)(1)(B)]
- J. Services to displaced homemakers will not adversely affect the delivery of services to eligible dislocated workers, and services to displaced homemakers are to be provided in conjunction with ongoing programs for all dislocated workers. [JTPA Section 311(b)(4); 20 CFR 631.52(c)]
- K. Any program, under this Title, serving a substantial number of members of a labor organization will be established only after full consultation with such labor organization. [JTPA Section 311(b)(7)]

Article III. Records Maintenance

- A. The Subrecipient shall keep records that are sufficient to document the preparation of reports required by this Act and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have been spent in compliance with JTPA and all applicable State policies. [JTPA Section 165(a)(1)]
- B. The State, the Department of Labor, and their agents shall have access to all records and reports pertaining to the administration of this Plan. [JTPA Section 163(b); 20 CFR 627.460]
- C. The Subrecipient will include a clause in all subagreements giving the State, the Department of Labor and their agents access to all records and reports pertaining to the administration of all subagreements under this agreement.

Article IV. Monitoring and Evaluation

The Subrecipient shall monitor and document monitoring of its authorized subagreements to ensure that all assurances and standards set by the State, Department of Labor, and Subrecipient are followed. [JTPA Section 164(e)(2)]

Article V. Management Information Systems

The Subrecipient shall maintain a management information system, in accordance with guidelines prescribed by the State, designed to facilitate the uniform compilation, cross-tabulation, and analysis of programmatic, participant, and financial data, necessary for reporting, monitoring, and evaluating purposes including data necessary to comply with Section 167 of the JTPA. [JTPA Section 165(c)]

Article VI. Bonding and Insurance

- A. The Subrecipient shall have insurance or evidence of self-insurance for professional liability resulting from errors, omissions, or negligent acts of its officers, employees or agents.
- B. The Subrecipient represents and warrants that it will carry insurance appropriate for business under Oregon law, including motor vehicle insurance, property, tort, etc. The Subrecipient will require its subcontractors to also carry such insurance.
- C. The Subrecipient represents and warrants that every officer, director, agent or employee authorized to receive or deposit JTPA funds or to issue financial documents, checks or other instruments of payment of program costs, is bonded to provide protection against loss. The Subrecipient will require its subcontractors to procure bonds to cover the same losses by its officers, directors, employees or agents.
- D. The Subrecipient shall insure all JTPA property in accordance with the State policy on property. [State policy 123-6-5-3.10]
- E. All insurance policies shall list the State as an additional insured.

Article VII. Nondiscrimination, Equal Opportunity, Affirmative Action

- A. For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of disability under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and activities funded or otherwise financially assisted in whole or in part under this Act are considered to

be programs and activities receiving federal financial assistance. [JTPA Section 167(a)(1&2) [ORS 243.305]

- B. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program administered by the subrecipient or its subcontractor because of race, color, religion, sex, national origin, age, mental or physical disability, application for Worker's Compensation benefits, political affiliation or belief, marital status, expunged juvenile record or association with any person of a particular race, color, sex, national origin, marital status, age or religion. [JTPA Section 167(a)(1&2)] [ORS 243.305]
- C. As a condition to the award of financial assistance under the JTPA from the Department of Labor, the Subrecipient assures, with respect to operation of the JTPA-funded program or activity and all agreements or arrangements to carry out the JTPA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Job Training Partnership Act of 1982, as amended, including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance. [29 CFR 34.20]

Article VIII. Worksite Standards and Safety

Health and safety standards established under State and federal law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants. [JTPA Section 143(a)(2)]

Article IX Workers' Compensation

To the extent that a State workers' compensation law is applicable, workers' compensation benefits in accordance with such law shall be available with respect to injuries

suffered by participants. To the extent that such law is not applicable, each Subrecipient of funds under this Plan shall secure insurance coverage for injuries suffered by such participants during program activities. [JTPA Section 143(a)(3); 20 CFR 627.310]

Article X. Grievance Procedures

The Subrecipient agrees to comply with the rules, policies and procedures adopted by the State concerning grievances and complaints, detailed in the State's Policy Manual and Oregon Administrative Rules. [20 CFR 627.501, 627.502, 627.504]

Article XI. Accounting System

- A. The Subrecipient will maintain all fiscal control, fund accounting procedures and internal controls necessary to meet applicable standards established by the American Institute of Certified Public Accountants and the State. [JTPA Section 164(a)(1); 20 CFR 627.425]
- B. The Subrecipient assures that all subcontractors meet the pertinent fiscal management standards of these assurances based on type of subcontract.
- C. The Subrecipient will have audits performed as described in State Policy 123-6-5-5.10. [20 CFR 627.480]
- D. The Subrecipient will be responsible for an annual settlement of all funds received under this Plan. Each source of funds will be reconciled separately. The State may allow the Subrecipient to amend this settlement based on audits accepted by the State.
- E. The Subrecipient shall institute procurement procedures which are in accordance with the minimum requirements prescribed by the Governor. (JTPA Section 164(a)(3); 20 CFR 627.420)
- F. The Subrecipient shall assure that cash advances from the State are maintained in accordance with the cash management procedures specified in Department of Treasury regulations at 31 CFR part 205. [20 CFR 627.430]

Article XII. Total Obligations

- A. Funds shall be distributed and expended as indicated on the Budget contained in this Plan or approved modification.
- B. The execution of this agreement does not constitute an obligation of funds to the Subrecipient. Such obligations shall be assumed in Notices of Fund Availability.

Article XIII Payment

The Subrecipient acknowledges that the amount of allowable expenditures provided by this agreement is limited to that amount authorized by the Notice of Fund Availability.

Article XIV Disallowed Costs

Disallowed costs incurred under this Plan resulting from violations of or failure to comply with federal, State or local laws and regulations and this Plan are not allowable Job Training Partnership Act expenses and must be either repaid to the State by the Subrecipient or waived pursuant to State and federal policies. [Section 164(d) and (e)] [State Policy 123-6-5-5.11]

Article XV Recovery

The Subrecipient will take aggressive steps to recover any disallowed costs. The Subrecipient will document its efforts to recover any misspent funds. [JTPA Section 164(e)(2)(d)]

Article XVI Allowable Costs

- A. The Subrecipient agrees to incur expenses for only those costs which are in compliance with JTPA and the terms of this Plan. [20 CFR 627.435]
- B. Cost allocation plans of multi-federally funded Subrecipients must be approved by the cognizant federal agency.

Article XVII Use of Funds

Funds provided under this Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, State, or local sources, unless this Plan establishes that the alternative services or facilities would be more effective or more likely to achieve performance goals. [JTPA Section 141(h)]

Article XVIII Liability for Own Actions

- A. The Subrecipient assumes liability for its actions and omissions under this Plan. The Subrecipient and its subcontractors will hold harmless the Governor, State of Oregon and Economic Development Department employees from any actions undertaken by a Subrecipient under this Plan to the extent permitted by the Oregon Constitution and the Subrecipient's Charter.
- B. If the Federal Government or the State establishes a debt owed by the Subrecipient as a result of the Subrecipient's violation of the JTPA, JTPA Rules and Regulations or the provisions of this Plan which occur during the term of this Plan, the Subrecipient agrees to repay such funds to the State subject to the federal and State formal resolution and appeal processes and in accordance with other related State policies. The Subrecipient shall require its agents, subgrantees, or subcontractors to agree to repay to the State, Subrecipient, or Federal Government any costs resulting from violations of the JTPA, JTPA rules and Regulations or the provisions of this Plan subject to the Subrecipient, State, and Federal resolution and appeal processes. [Section 164 (d) and (e)]

Article XIX Termination and Modification

- A. The other sections and subsections of this Plan and any modifications thereto are subordinate to these assurances. If there is a conflict between other sections or subsections of the Plan and these assurances, these assurances will prevail.
- B. This Plan will terminate at the end of the Plan period without notice of any type to the Subrecipient.
- C. If any provision of this Plan shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.
- D. The Subrecipient may propose modifications to this Plan pursuant to the State's instructions for modifications.
- E. Changes or modifications to the terms and conditions of this Plan will be effective only if they are in writing and signed by both parties.

- F. The Recipient acknowledges and agrees that changes requiring unilateral modifications to this Plan may be necessary, both in program design and funding, due to new or revised federal and/or State legislation, and that any such changes which are necessary shall be incorporated into this Plan.

BEFORE THE BOARD OF COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Approving the)
Job Training Plan of the Private)
Industry Council for the Period of)
July 1, 1994 through June 30, 1996)

RESOLUTION
94-75

WHEREAS, an agreement among the City of Portland, Multnomah and Washington counties formed The Private Industry Council ("TPIC") and assigned to it responsibilities for planning the use of local JTPA funds; and

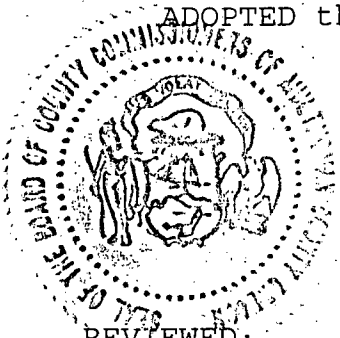
WHEREAS, TPIC is required to prepare the Job Training Plan as the official plan and grant document submitted to the State and included in the State's plan submitted by the Governor to the Department of Labor; and

WHEREAS, the Job Training Plan is officially submitted by the Mayor of Portland, the Chairs of the Boards of Commissioners of Multnomah and Washington Counties, the Chair of the TPIC Board, and the Governor of Oregon.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Multnomah County hereby approves the Job Training Plan for the Service Delivery Area Comprised of Multnomah and Washington Counties and the City of Portland for the Period of July 1, 1994 to June 30, 1996 and authorizes its official submission by the County Chair.

ADOPTED this 28th day of April, 1994.

MULTNOMAH COUNTY, OREGON



By Beverly Stein
Beverly Stein, County Chair

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

By Laurence Kressel
Laurence Kressel



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

July 25, 1994

Clerk of the Board.
Multnomah County Board of Commissioners
Room 1410, Portland Building
1120 SW Fifth Avenue
Portland, Oregon 97204

Dear Sir or Madam

Enclosed please find a copy of the Job Training Plan for The Private Industry Council, Inc, for the Program Year of July 1, 1994 to June 30, 1995. The plan of service has been approved by both the State Job Training Partnership Administration and the State Job Training Coordinating Committee of the Workforce Quality Council.

The plan was then accepted by Governor Barbara Roberts on behalf of the State of Oregon.

Sincerely,

Dennis Cole
President

Enclosure: Job Training Plan

BOARD OF
COMMISSIONERS
1994 AUG -9 PM 4:17
MULTNOMAH COUNTY
OREGON

RECEIVED

JUL 20 1994

Signature Page

Job Training Plan
for the Service Delivery Area/Substate Area
known as The Private Industry Council, Inc. (TPIC)

TPIC

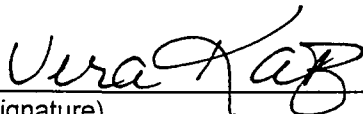
Statement of Concurrence

We the undersigned do hereby approve and submit this Job Training Plan for Title(s) II and II:

TPIC will be the subrecipient under this Plan. TPIC will be the Administrative Entity under this Plan.
TPIC will be the Substate Grantee under this Plan. The length of this Plan will be 7/1/94 through 6/30/96.

We assure that all activities entered into by the subrecipient, administrative entity and/or substate grantee with funds provided under this Plan will be subject to the attached assurances and confined to the described activities contained herein.

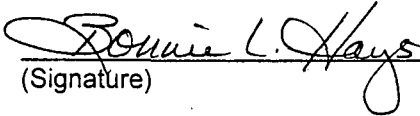
Submitted on behalf of the Private Industry Council and local elected officials for this Service Delivery Area/Substate Area.


(Signature) (Date)

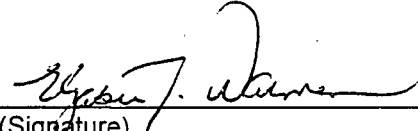
Vera Katz
Mayor, City of Portland


(Signature) April 28, 1994 (Date)

Beverly Stem
Chair, Board of County Commissioners
Multnomah County


(Signature) 5/10/94 (Date)

Bonnie L. Hays
Chair, Board of Commissioners
Washington County


(Signature) (Date)

Elizabeth J. Warman
Board Chair, The Private Industry Council, Inc.

Accepted on behalf of the State of Oregon:


(Signature) 6-27-94 (Date)

Barbara Roberts
Governor, State of Oregon

JOB TRAINING PLAN

For the Service Delivery Area

Comprised of

Multnomah and Washington Counties

and the

City of Portland

For the Period of July 1, 1994 to June 30, 1996

For more information contact:

**Dennis Cole, President
The Private Industry Council, Inc.
720 S.W. Washington, Suite 250
Portland, Oregon 97205-3504**

(503) 241-4600

JUL 01 1994



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

It is the mission of The Private Industry Council, Inc. to promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

SECTION I

Private Industry Council

SECTION I Private Industry Council

A. PIC-LEO Agreement

1. Insert a copy of the current PIC - Local Elected Official (LEO) Agreement.

Please see Attachment 1, "Agreement."

2. Discuss any changes (if applicable) in this document since it was last submitted.

The previous agreement was several years old; it has since been updated and signed by the current city and county Local Elected Officials. The intent and purpose of the agreement remain consistent with the former agreement.

B. PIC Composition

1. Insert a current PIC roster showing:
 - a. The name, mailing address, title and name of business or agency of the member.
 - b. The area represented (e.g., business, labor, education, etc.)
 - c. Indicate the chair.

Please see Attachment 2, "Board Member Roster."

- d. Identify new members since the last Job Training Plan.
2. Discuss any changes in membership since the last Job Training Plan.

For the answers to B.1.d., above, and B.2., please see Attachment 3, "Changes in TPIC Board Membership."

C. Discuss any PIC established program goals and/or objectives.

Please see Attachment 4, "Youth Program/Purpose/Goals" and Attachment 5, "Adult Program Purpose and Goals."

INTERGOVERNMENTAL AGREEMENT
between the
GOVERNMENTS OF MULTNOMAH AND WASHINGTON COUNTIES
and the
CITY OF PORTLAND

The governments of Multnomah and Washington Counties and the City of Portland recognize the serious and complex problems resulting from unemployment among their citizens. They also recognize that a healthy, vigorous and growing economy built upon prosperous and expanding local private businesses and industries is necessary to provide a lasting solution to these problems. Further recognizing that the problems and the solutions transcend traditional governmental boundaries, the City and the Counties have determined that the solution can be best obtained by joining together in common, concerted effort in partnership with the private sector.

ARTICLE I

PURPOSE AND AUTHORITY

1. The Agreement establishes a cooperative, voluntary arrangement among the elected officials of the member governments in order to develop and carry out programs designed to enhance employment opportunities for citizens of the Multnomah and Washington County geographic area including the City of Portland. This Agreement further authorizes a partnership between the governments and the private sector in the planning and implementation of employment and training programs.
2. The Multnomah and Washington County geographic area including the City of Portland shall be a single service delivery area (SDA) pursuant to the Job Training Partnership Act of 1982 (29 USC 1501, et seq., Public Law 97-300, 96 Stat. 1322), hereinafter referred to as the ACT, subject to such designation by the Governor of the State of Oregon.
3. There is hereby authorized the formation of The Private Industry Council (hereinafter referred to as "PIC") pursuant to the Job Training Partnership Act of 1982, PL 97-300.

ARTICLE II

GOVERNANCE

1. The PIC shall be governed by its Board of Directors consisting of thirty-three (33) members appointed in the following manner:
 - a. Seventeen (17) private sector representatives shall be appointed by the appropriate governments in accordance with the Appointment Chart marked as Attachment "A" to this Agreement.
 - b. Thirteen (13) non-private sector representatives shall be appointed in accordance with the Appointment Chart marked as Attachment "A" to this Agreement.
 - c. Three (3) local elected officials (as defined by the JTPA) shall be appointed in accordance with the Appointment Chart marked as Attachment "A" to this Agreement, one each from Multnomah County, Washington County, and the City of Portland.
2. Appointments to the PIC Board of Directors shall be pursuant to the process specified in the JTPA. Appointments shall be for three-year terms, except for initial appointments which shall be for staggered terms of one, two, and three years determined by lottery.
3. The JTPA Job Training Plan shall be signed by the chief local elected official of each of the three governments.
4. The powers of the PIC Board and the governments are defined in the Private Industry Council/Local Elected Official (PIC/LEO) Agreement. That Agreement shall be signed after appointment of the initial Board and shall be incorporated by reference as a part of this Agreement after approval by each jurisdiction. If disagreements among the governments arise concerning the PIC/LEO Agreement or concerning development, signature or modification of the JTPA Job Training Plan, differences shall be decided by majority vote of the governments, each member government having one vote.

ARTICLE III

DURATION AND TERMINATION

1. This Agreement shall take effect upon the date of its execution and shall remain in full force and effect until termination as provided for herein.
2. Any member government may withdraw as a participating member under this Agreement by notifying the other governments, the Private Industry Council Board of Directors, and the State of Oregon Job Training Partnership Administration in writing of its intent to do so at least one-hundred and eighty (180) days prior to the end of the PIC program/fiscal year. Withdrawal shall become effective as of the end of the PIC program/fiscal year in which the notice is given, and shall not effect the participation of the remaining governments.

ARTICLE IV

AMENDMENT

1. Any amendment to this Agreement must be agreed to by each member government.

IN WITNESS THEREOF, this Agreement is executed by the parties
hereto:

CONTRACT AMENDMENT

Intergovernmental Agreement between the governments of Multnomah and Washington Counties and the City of Portland is amended as follows:

Section I.

Article II of the Agreement dated October 16, 1986 between Multnomah and Washington Counties and the City of Portland, Oregon (the "Agreement"), is amended to read as follows:

ARTICLE II: GOVERNANCE

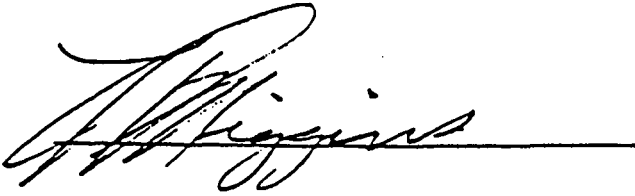
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 - c. Three (3) local elected officials (as defined by the JTPA) shall be appointed in accordance with the Appointment Chart marked as Attachment "A" to this Agreement, one each from Multnomah County, Washington County, and the City of Portland.

Section II.

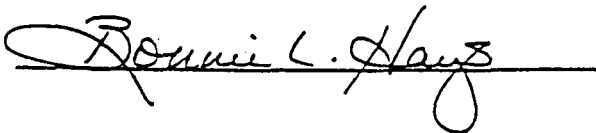
Attachment A to the Agreement is amended as set forth on Attachment A to this Agreement.

All other terms and conditions of the agreement remain the same.

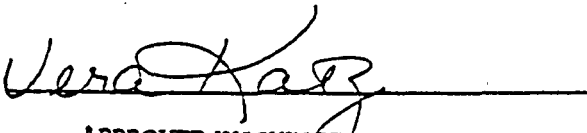
MULTNOMAH COUNTY, OREGON



WASHINGTON COUNTY, OREGON



CITY OF PORTLAND, OREGON



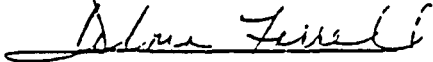
APPROVED WASHINGTON COUNTY
BOARD OF COMMISSIONERS

MINUTE ORDER #.....93-160.....

DATE.....5-25-93.....

BY: Barbara Hejmanek
CLERK OF THE BOARD

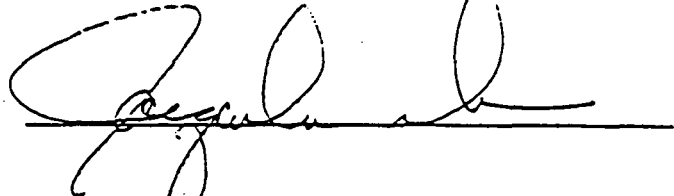
TRUE COPY



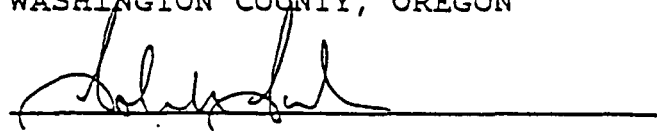
APPROVED AS TO FORM

Frank Hudson
DEPUTY CITY ATTORNEY

LEGAL COUNSEL
MULTNOMAH COUNTY, OREGON



LEGAL COUNSEL
WASHINGTON COUNTY, OREGON



LEGAL COUNSEL
CITY OF PORTLAND, OREGON



AMENDMENT

MULTNOMAH COUNTY CONTRACT NUMBER: 4503487

ATTACHMENT A

The Private Industry Council Board of Directors shall be made up of thirty-three (33) members, at least seventeen (17) of whom shall represent the private sector; at most thirteen (13) of whom shall represent the public sector; and, three (3) of whom shall represent the local elected officials of each jurisdiction.

I. PRIVATE SECTOR APPOINTMENTS

The private sector appointments shall be made by the local elected officials of the appropriate jurisdiction in the manner established in the Job Training Partnership Act. In establishing the private sector representation for each jurisdiction, the percent share of the total population and of the economically disadvantaged population are being used as reference points.

The current figures are:

	PORTLAND	BALANCE OF MULTNOMAH	WASHINGTON	SDA
Total Population	458,750	153,750	351,000	963,500
Total Economically Disadvantaged Population	77,254	14,106	29,300	120,660
% of SDA	48	16	36	100
# of Private Sector Appts.	9	3	5	17

II. PUBLIC SECTOR APPOINTMENTS

The public sector appointments shall be made jointly by the three local elected officials representing the three jurisdictions of the Service Delivery Area. Initial recommendations shall be made to the Service Delivery Area according to the Job Training Partnership Act.

ORDINANCE No. 166536

*Amend intergovernmental agreement between the City of Portland, Multnomah County, and Washington County in the matter of The Private Industry Council. (Ordinance; amend Agreement No. 23460)

The City of Portland ordains:

Section 1. The Council finds:

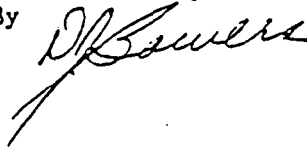
1. Ordinance No. 159061, passed by Council on October 2, 1986, authorized Intergovernmental Agreement No. 23460, which established a single service district pursuant to the Job Training Partnership Act of 1982 and authorized the formation of The Private Industry Council (PIC).
2. The Board of the PIC now requests that the composition of the PIC Governing Board be increased to comply with new federal regulations.

NOW, THEREFORE, the Council directs:

- a. That the intergovernmental agreement previously authorized by Ordinance No. 159061 be amended as indicated in the attached document to increase the PIC Board size from 30 to 33, to include updated population figures.

Section 2. The Council declares that an emergency exists so that the new board members may begin their duties without delay in compliance with new federal regulations; therefore, this Ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council, **MAY 19 1993**
R. Williams
May 14, 1993

BARBARA CLARK
Auditor of the City of Portland
By  Deputy

THE PRIVATE INDUSTRY COUNCIL
Portland, Oregon
BOARD MEMBER ROSTER - 1994

PY '94-95 Job Training Plan
The Private Industry Council, Inc.
Section I, Attachment 2
Page 9 of 16
Revised: _____ Effect JUL 01 1994
Modification No.: _____

PRIVATE SECTOR

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FAX 246-3841

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Francesconi & Associates
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Lansing Linoleum
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Cheryl Nickerson, Employee Relations Manager
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Beaverton, OR 97005
(503/671-2666)
FAX 671-6329

Vern Ryles, President
Poppers Supply Company
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PUBLIC SECTOR

Adult and Family Services

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Community Based Organizations

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FAX 245-9602

Gina Wood, Regional Coordinator
Oregon Commission On Children and Families
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Economic Development

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JobNet Program Manager
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Employment Division

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Rehabilitation Services

Bret Westwood, Branch Manager
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Education

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John Young, Superintendent
Washington County Education Service District
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Labor

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The Private Industry Council
Board of Directors

PY '94-95 Job Training Plan
The Private Industry Council, Inc
Section I, Attachment 2
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Local Elected Officials

Vera Katz, Mayor, City of Portland
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(503/823-4120)
FAX 823-3588

Sharron Kelley, Commissioner, Multnomah County
Room 1500, Portland Building
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Portland, OR 97204
(503/248-5213)
FAX 248-5440

Linda Peters, Commissioner, Washington County
Washington County Administration Office, Room 300
155 North First Street
Hillsboro, OR 97124
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Mailing Address:

Linda Peters
Talented and Gifted Education Department
Portland Public Schools
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Portland, OR 97232
(503/280-6412)
FAX 280-6387

THE PRIVATE INDUSTRY COUNCIL BOARD MEMBERSHIP		JURISDICTION	LOCAL ELECTED OFFICIAL	BUSINESS	SMALL BUSINESS	MINORITY BUSINESS	LABOR	EDUCATION	REHABILITATION AGENCIES	COMMUNITY BASED ORGANIZATIONS	EMPLOYMENT DIVISION	ECONOMIC DEVELOPMENT	OTHER (Specify)
NAME	TERM EXPIRES												
1. Wylie, Sharon	June 30, 1994	M		X	X								
2. Young, John	June 30, 1994	A						X					
3. Cindy Summers	June 30, 1994	P		X									
4. Moriarty, Dan	June 30, 1994	A						X					
5. Gohl, Daryl	June 30, 1996	W		X									
6. Jim Francesconi	June 30, 1994	P		X	X								
7. Ryles, Vern	June 30, 1994	P		X	X								
8. Lansing, Kathleen	June 30, 1994	P		X	X								
9. Krieder, Paul	June 30, 1994	A						X					
10. Cooper, Edward	June 30, 1995	P		X	X	X							
11. Fugere, Jerry	June 30, 1995	A									X		
12. Sandoval, Michael	June 30, 1995	P		X	X	X							
13. Westwood, Bret	June 30, 1995	A							X				
14. Warman, Elizabeth	June 30, 1995	M		X									
15. Talcott, Patience	June 30, 1995	P		X	X								
16. Wood, Gina	June 30, 1995	A								X			
17. Casterline, Maureen	June 30, 1995	A											X
18. McNamara, Frank	June 30, 1995	A						X					
19. Shuck, Glen	June 30, 1996	A					X						
20. Nickerson, Cheryl	June 30, 1996	W		X									
21. Swett, Barbara	June 30, 1995	W		X									
22. Petersen, Mary Zoe	June 30, 1996	M		X	X								
23. Washington County Vacancy	June 30, 1996	W		X									
24. Sanchez, Larry	June 30, 1996	A								X			
25. Thayer, David	June 30, 1996	W		X	X	X							
26. Castillo, Gale	June 30, 1996	P		X	X	X							
27. Nisenfeld, Lisa	June 30, 1996	A									X		
28. Evert, Doug	June 30, 1996	A					X						
29. Black, Becky	June 30, 1996	A								X			
30. City of Portland Vacancy	June 30, 1996	P		X									
31. Katz, Vera	N/A	P	X										
32. Kelley, Sharron	N/A	M	X										
33. Peters, Linda	N/A	W	X										

M = Multnomah County

W = Washington County

highlandmembers.brd

THE PRIVATE INDUSTRY COUNCIL
BOARD OF DIRECTORS - OFFICERS

Calendar Year - 1994

Board of Directors - Chair
Elizabeth J. Warman

Board of Directors - Vice-Chair
Michael Sandoval

Board of Directors - Secretary/Treasurer
Sharon Wylie

Administrative Committee
Sharon Wylie, Chair
David Thayer, Vice-Chair

Adult Committee
Mary Zoe Peterson, Chair
Barbara Sweet, Vice-Chair

Community and Employer Relations Committee
Ed Cooper, Chair
Cheryl Nickerson, Vice-Chair

Youth Committee
Gina Wood, Chair
Frank McNamara, Vice-Chair

g:lm/bdoffice

PY 93-94 JOB TRAINING PLAN

Changes in TPIC Board Membership

<u>Position</u>	<u>Member</u>	<u>Jurisdiction</u>
3	Cindy Summers replaced Lolita Burnette	City of Portland Private Sector
5	Daryl Gohl replaced Rex Bybee	Washington County Private Sector
6	Jim Francesconi replaced William C. Scott	City of Portland Private Sector
8	Kathleen Lansing replaced Phil Conti	City of Portland, Private Sector
19	Glenn Shuck replaced Harold Adams	All Jurisdictions Labor
23	Washington County Vacancy (Peggy Landini resignation)	Washington County, Private Sector
26	Gale Castillo replaced James T. McAllister	City of Portland Private Sector
27	Lisa Nisenfeld replaced Jan Bureson	All Jurisdictions Economic Development
28	Doug Evert (new position created to comply with JTPA regulations)	All Jurisdictions Labor
29	Becky Black (new position created to comply with JTPA regulations)	All Jurisdictions Community Based Organization
30	City of Portland Vacancy (new position created to comply with JTPA regulations)	City of Portland Private Sector



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The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

YOUTH PROGRAM/PURPOSE/GOALS

PROGRAM YEAR 1994

- MISSION:** To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.
- PURPOSE:** The purpose of TPIC's Youth Programs is to assist low income youth in developing self-sufficiency skills that will lead to the attainment of individual education goals and productive employment.
- GOALS:** To accomplish our purpose the goals and objectives of the Youth Program will be:
1. To manage Youth Programs as a single, comprehensive program and funding pool.
 2. To sustain and create strategic partnerships, to pursue, leverage and/or maintain additional resources, and to establish joint funding efforts, in the climate of Measure 5 cutbacks, all of which will enhance the program's capacity to accomplish its goals and to meet TPIC's mission.
 3. To utilize diminishing resources for maximum impact on low income targeted populations:
 - * African Americans, Hispanics, Native Americans, Asians
 - * Pregnant or Parenting Teens
 - * Dropouts
 - * Potential Dropouts
 - * Welfare Recipients
 - * Gang Involved/Affected Youth
 - * Limited English Speaking
 4. To develop and implement strategies that ensure a coordinated approach to case management.
 5. To further the development and implementation of long-term preventative strategies for low income, at-risk youth.



PY '94-95 Job Training Plan
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The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

THE PRIVATE INDUSTRY COUNCIL

ADULT PROGRAM/PURPOSE/GOALS

PROGRAM YEAR 1994

MISSION: To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

PURPOSE: The purpose of TPIC's Adult Program is to provide effective employment and training strategies and services for low-income and dislocated worker adults that lead to self-sufficiency through productive employment.

GOALS: To accomplish this purpose the goals of the Adult Program will be:

1. To utilize diminishing resources for maximum impact on targeted populations:
 - * African Americans, Hispanics, Native Americans, Asians
 - * Dropouts
 - * Welfare Recipients
 - * Older Workers
 - * Dislocated Workers
 - * Limited English Speaking
2. To provide appropriate comprehensive services which will remove barriers to long-term employment and self-sufficiency.
3. To develop and implement strategies that ensure a coordinated approach to case management.
4. To sustain and create strategic partnerships and to pursue and to leverage additional resources to enhance the program's capacity to accomplish its goals and to meet TPIC's mission.

SECTION II

General Description of Services and Management Systems

SECTION II General Description of Services and Management Systems

Background: The purpose of this section is to present an overview of the service and management systems of all JTPA programs administered by the sub-recipient.

A. Description of Goals

1. Description of the goals for the training and placement of hard-to-serve/most in need adults.

Goal 1

To provide an adequate foundation to assist the hard to serve/most in need population who are able to benefit from TPIC services to identify and utilize available resources to position themselves for opportunities that will lead ultimately to economic self sufficiency, by:

- Stabilizing the situation of the hard to serve through treatment, housing, and basic living; on a referral, advocacy or intervention basis; and
- Focusing specifically on assessment, life and basic skills, job/career track plan development, provision of coordinated case management, support services, and substantive training.

Goal 2

To work actively with an identified employer base, agencies, partners and other institutions to match and place willing, competent and qualified clients into positions that will encourage and continue their development, on the way to economic self-sufficiency, by:

- Maintaining focus on issues and concerns relative to the hard to serve/most in need when working with current and prospective employers;
- balancing the workplace needs of the employer and the special needs of clients;
- encouraging employer participation through support groups and employer advisory groups; and
- Continuing to provide leadership, support, coordination and advocacy for both employer and employee clients; emphasizing and building on the benefits that these groups hold for each other.

2. Description of the goals for the training and placement of hard-to-serve/most in need youth.

The purpose of TPIC's Youth Programs is to assist hard-to-serve, low income youth in developing self-sufficiency skills that will lead to the attainment of individual education goals and productive employment.

To accomplish our purpose the goals of the Youth Program will be:

Goal 1

To provide/support programming that encourages returning to school

Goal 2

To provide/support programming which will;

- promote school retention and completion;
- provide opportunities for improvement in academic performance, including mathematics and reading comprehension;
- foster development of employability skills.
- provide opportunities for improvement in academic performance.

3. Description of the goals for the training and employment of women in nontraditional occupations.

- a. Description of goals for women trained and placed in training-related employment or apprenticeships in nontraditional occupations compared to number of women trained and placed in all occupations.

Title II-A:

TPIC has established the goal of fifteen percent (15%), an increase of seven and one-half percent (7.5%) over the PY 1992 adult baseline of seven and one-half percent (7.5%).

Title II-C:

TPIC has established the goal of fifteen percent (15%), an increase of two percent (2%) over the PY 1992 youth baseline of thirteen percent (13%).

- b. Description of the goals for the number of women trained in nontraditional occupations as compared to the number of women trained in all occupations.

Title II-A:

The Private Industry Council has established the goal for training of women in nontraditional occupations as compared to women trained in all occupations at twenty percent (20%), an increase of five and seven-tenths percent (5.7%) over the PY 1992 adult baseline of fourteen and three-tenths percent (14.3%).

Title II-C:

The Private Industry Council has established the goal for training of women in nontraditional occupations as compared to women trained in all occupations at fifteen percent (15%), an increase of five percent (5%) over the PY 1992 youth baseline of ten percent (10%).

- c. Description of the steps that will be taken to increase awareness of training and placement opportunities for all women entering all JTPA programs.

During the intake, assessment, orientation and in our Life Skills and Pre-Employment Work Maturity Training we will disseminate information to female participants about the option of pursuing nontraditional training and employment as their career path. TPIC will utilize videotapes, course outlines, and employment outlook information in this education process.

- d. Description of the efforts that will be undertaken to achieve the above goals.

TPIC will target potential employers and utilize its Business Advisory Committee in developing worksites for women trained in nontraditional occupations. TPIC will develop job sites that will provide either on-the-job training or work experience for women in nontraditional occupations.

4. Brief description of how the programs will contribute to the economic self-sufficiency of the participants, and the productivity of the local area and the Nation. Areas that may be addressed include: the provision of services

that will result in increased employment and earnings, increased educational and occupational skills, and decreased welfare dependency.

TPIC contributes to the economic self-sufficiency of participants through a quality services process. This process involves review and improvement of services provided to participants; for example, the target wage for participant jobs has been raised to \$7.00/hr. Additionally, TPIC targets specific groups which traditionally do not have equal access to educational and occupational opportunities or who are involved with the welfare system. By targeting these groups, TPIC increases skills and employment among underskilled or underemployed groups and decreases welfare dependency.

TPIC has undertaken a study to measure the program benefit of its programs. The purpose of the study was to draw conclusions about the financial benefits to individual participants and the community resulting from participation in adult Title II-A programs. Participant data was gathered by comparing intake information with information gleaned from 13-week follow-up interviews. Participants were enrolled in a variety of activities including basic skills training and occupational skill training, with the goal of being placed in jobs.

The study revealed several salient facts. For the randomly selected group of participants, employment increased by 61%, and total weekly earnings rose by over 600%. The use of welfare and food stamp benefits declined significantly; it was estimated that the annual savings resulting from the decreased public dependency was nearly \$ 4 million.

This annualized savings in benefits, coupled with the projected tax contribution of the new workers resulted in the workers repaying the costs of their training in about one and one-half months. These findings have obvious implications for the benefits of employment and training programs not just for the local community and the participants themselves, but for the nation as a whole.

B. Description of Services and Efforts to Achieve Program Goals

1. Description of the program design to be implemented under Job Training Plan. Flow charts are helpful to illustrate program design, in addition to narrative descriptions.

Please see Activities Flow Chart, Attachment 3 to this section.

- a. Description of the outreach and recruitment procedures including descriptions of how these efforts will identify the hard-to-serve and expand their awareness of training and placement opportunities. Include, as appropriate, descriptions of procedures that may vary for youth and adults.

In order to create/maintain a regular participant outreach system which includes contractor and centralized recruitment, information will be disseminated to potentially-eligible populations by:

- establishing strong linkages with potential applicant sources including but not limited to governmental agencies, service clubs, other service providers, public schools, community-based organizations and employers.
- informing the public about the availability of services via press releases, public service announcements, advertisements, posters, flyers, mailings, speaking engagements and other printed and audio/video material.

Youth and adult recruitment will differ only in their targeting, e.g., which media, clubs, organizations, agencies and other sources used.

- b. Description of the assessment process that will identify participant skill levels, occupational abilities, educational, training, employment, and social service needs.
- 1) Include a discussion of the assessment instruments and approaches used.
 - 2) Also discuss the point(s) at which objective assessment occurs.

TPIC views assessment in three different stages;

1. Pre-assessment or Suitability Screening. This is done prior to enrollment to determine if the applicant is suitable and eligible for further consideration. This will be done through an oral interview process asking pertinent and applicable questions as to the eligibility status, career goals training needs, etc.

2. Objective Assessment. This begins after eligibility determination and enrollment. The objective assessment will, by an examination of the capabilities, needs, and vocational potential of a participant, be used to develop a service strategy and employment goal.

Such assessment is to be a client-centered, diagnostic evaluation of a participant. This assessment will focus on the following; 1) Family Situation; 2) Work History; 3) Education; 4) Occupational Skills; 5) Interests; 6) Aptitudes; 7) Work Attitudes; 8) Motivation; 9) Behavior Patterns; 10) Financial Resources and Needs; 11) Supportive Services; 12) Personal Employment Goal. Tools for the objective assessment may include: 1) Structured Interviews; 2) Performance/Skill Tests; 3) Behavioral Observations; 4) Interest/Attitude Inventories; 5) Career Guidance Instruments; 6) Aptitude Tests; 7) Basic Skills Tests.

3. On-going Assessment. As a participant achieves original goals identified through the initial assessment, new goals may need to be established. As additional relevant information relating to a participant becomes available, it will be reviewed and considered as appropriate.

- c. Description of how the results of the objective assessment are used to develop the Individual Service Strategy.

TPIC is developing an individual Self-Sufficiency Plan (SSP) which fulfills the functions of the ISS as described in the JTPA.

Through information gathered by the objective assessment an individual SSP will be developed. The SSP will contain attainable goals within a defined timeline needed to be met in order to attain employment and/or high school completion. These goals may include; educational needs, vocational training needs, elimination of barriers, need for supportive services, etc.

- d. Description of the process for providing information and referrals for applicants and

participants relating to appropriate programs and service providers.

TPIC will maintain an updated list of service providers throughout the SDA, who provide services not available through TPIC programs and which a client may need. Referral to an outside service provider may be made at any point through the three stages of assessment identified above.

- e. Description of how the SDA will ensure that its service providers refer eligible applicants, who they cannot serve, back to the SDA for further assessment, as necessary, and suitable referral to other appropriate programs.

In general, TPIC service providers operate comprehensive service programs, which include participant recruitment. For those applicants recruited by the service provider who are not suitable for the services provided by that service provider, TPIC will provide to our service providers and other partners a list of organizations providing services in the SDA.

Service provider contracts will contain provisions mandating the referral of applicants as required. Through our monitoring process we will be able to determine if TPIC service providers are making appropriate referrals to either TPIC or other agencies.

- f. Description of the SDA's mechanism for assessing applicants referred by its service providers.

For applicants referred to TPIC by partner providers the same process as described in B.1.b., regarding assessment will be used.

- g. Description of the procedure(s) for determining how participants will be selected for participation in various activities.

Based on the results of the objective assessment and the development of the SSP, trainees will participate in a single or combination of activities which will help them to obtain their individual goals.

- 1) A discussion of the selection of non-economically disadvantaged individuals and any

barriers to employment used in the selection process.

It is the policy of TPIC to utilize the 10% window for Title II enrollees who may be determined eligible for other reasons than being economically disadvantaged, i.e., who have one or more serious barriers to employment. TPIC will utilize the ten percent (10%) window and provide services to non-economically disadvantaged individuals who meet one or more of the following:

Basic skills deficient,
School dropouts,
Offenders,
Individuals with Disabilities,
Homeless,
Limited English speaking individuals
[a category established under Section
203 (d)],
Gang affected or involved individuals
[a category established under Section
263 (d)],
Displaced homemakers
Teenage parents
Older workers (55+)
Battered and abused women
Lacking in work experience
Potential dropouts

The use of the 10% window is dependent upon a) identification of the barrier(s) to employment prior to enrollment, and b) individual approval of the 10% window by the President of TPIC or his/her designee.

2. Description of the activities into which participants will be enrolled under Titles II-A, II-B, II-C and III. A matrix may be used to facilitate this description.

Please see Participant Activities, Attachment 4 to this section.

3. Identification of the estimated duration of service and estimated training cost per participant for adult and youth programs Titles II-A, II-B, II-C and for Title III.

Title II-A: The estimated average enrollment length for adult training programs is 6 months. The cost per II-A

participant is \$3,000. The estimated length of enrollment for the 5% Older Worker training program is 6 months. The cost per II-A 5% Older Worker participant is \$1,649.

Title II-B: The estimated average enrollment length for youth training programs is 9 weeks. The cost per II-B youth participant is \$2,105.

Title II-C: The estimated average enrollment for youth training programs is up to three years for in-school youth; and 9-12 months for out-of-school youth. The cost per II-C youth participant is \$2,115.

Title III: Title III estimated length of enrollment differs for each of its major activities: retraining and readjustment. The estimated average enrollment length for retraining services is 26 weeks. The estimated average enrollment length for readjustment services is 13 weeks. The cost per Title III participant is \$3,615.

4. Identification of the major occupational areas in which training will take place.

TPIC will use the Business and Employment Outlook, employer surveys, and employer needs including information presented by each program's Employer Advisory Group and the Annual Industry Review by the Portland Development Commission to identify those occupations in high demand and accessible to the population served. Individual trainee needs, as assessed, also are used. Targeted occupations are currently under review, and may include Import/Export, Plastics, Metals, Environmental Sciences, Clerical Occupations, Bookkeeping/Accounting, Electronics Technician, Transportation Industry Occupations, HVAC, and Warehouse (Shipping/Receiving).

In addition, TPIC is targeting participant target groups and employers with marketing studies which will identify specific participant needs related to employment, employment opportunities in occupational areas, and job matches for target groups.

5. Description of any incentive and bonus payment system utilized for Title II-C youth participants; include a description of the formula and procedure for the provision of such a payment.

Title II-C youth enrolled in Pre-Employment Training, Basic Skills Training and Vocational Exploration who complete certain pre-specified program objectives (e.g.,

completion of GED or attainment of youth competencies) may be given an incentive. Incentives may be in several forms including cash, certificates, etc. Because TPIC serves those youth who are harder to serve and who are not traditionally successful, incentive and bonus payments add dollars which assist in meeting participant needs, stabilizing family situations, and encouraging successful outcomes. Those participants in programs which include such payments have proven to achieve better outcomes overall.

Each program will have a written, TPIC approved, defined system for determining the payment of incentives. The formula for providing such incentives will be developed for each program based on the requirements of the program and upon Federal and State regulations and subject to written approval by program management. The receipt of incentive and bonus payments is based upon the documentable achievement of program objectives by participants. Budgetary limits are established for incentive awards.

6. Description of any needs-based payment system utilized for Titles II-A, B and C participants; include a description of the formula and procedure for the provision of such a payment.

Eligibility for needs based payments will be determined after a person is certified for JTPA. Participants whose level of income is below that which would be provided if on welfare will be eligible for needs based payments. When determining eligibility for needs based payments, income for the last six months will be calculated to include all forms of income, even those forms of income excluded when determining program eligibility. The six month amount will then be annualized. Any individuals who are supported by their families, but are treated as a family of one for eligibility (such as youth with disabilities), will use the total family income to determine needs based payments.

Exceptions to this policy with respect to requests for redetermination of eligibility or waiver of the six month income determination period may be made by the designated manager.

After eligibility for needs based payments is determined, receipt of such payments by participants is generally limited to \$10 per day and may depend upon the individual achievement of a percent of attendance or other performance measures.

7. Identification of the types of participant support services that will be made available to participants.

- * Needs based payments (Exception: Title III)
- * Child Care
- * Medical, dental, optical
- * Tools, clothing, uniforms, certifications, licenses
- * Emergency assistance
- * Transportation
- * Relocation assistance (Title III only)
- * Retention services

8. Description of the procedures for determining who will receive, and the amount of, supportive services.

POLICY: Supportive Services provide assistance to The Private Industry Council (TPIC) trainees to overcome specific barriers to enrolling in training activities which are preparing them for jobs and self sufficiency.

- * Support Services will be provided by TPIC only when no other resources are available.
- * Supportive Services costs must be reasonable.
- * Supportive Services must be equitable; trainees must have equal access to these services.

No applicant will be denied service from TPIC because of the need for support services as defined in this policy.

C. Follow-Up

1. Description of the procedure(s) for the collection of post program participant data. The description should include, at a minimum, the following:

- a. The terminee populations for which interviews will be attempted. (i.e., 100 percent of a II-A Adult Terminees, 100 percent of II-A Adult Welfare Terminees, etc.)

Population. The Private Industry Council attempts to contact 100% of trainees in the following categories for post program follow-up:

- (1) Title II-A;
- (2) Title II-A Welfare;

- (3) Title II-S;
 - (4) Title III All Trainees; and
 - (5) Title II-C, ages 16 and older out of school
(not required by State of Oregon or DOL)
- b. Who will be responsible for the oversight and/or collection of follow-up data.

Supervision. Post Program Follow-up is supervised by the MIS supervisor who in turn is supervised by the Administrative Services Manager. A Follow-up Interviewer does the actual terminee contact.

- c. The method(s) and/or procedure(s) that will be used to:

- 1) Notify participants of subsequent post program contact and requirements.

Trainees are notified at the time of the intake interview, and are reminded of post program contact at the exit interview.

- 2) Identify/select appropriate terminees to be contacted.

A Follow-up Master list is generated by TPIC's Management Information System for a specific termination week. A pre-notification letter is then sent notifying terminees of the pending follow-up contact.

- 3) Contact, record, and enter data for subsequent transmission to the State host system (how, when, where).

Beginning the 14th week, telephone contact is attempted with all terminees. Attempts to contact terminees continue through the 17th week and may include use of a second letter, either asking the terminee to call or complete a mail questionnaire.

At the end of the 17th week after termination, Survey Coding forms and Call Records are grouped by termination week and turned over to the Coordinator. A final tally sheet is completed for the group. Group and overall contact statistics are compiled and reviewed.

At 18 weeks after termination, follow-up data is turned over to data entry to be entered into the MIS system.

- 4) Record and maintain information regarding participant contacts and contact attempts.

All post program follow-up documents are maintained in a filing system that is indexed by the program year and by the week of termination. This information includes pre-notification letters, code sheets, and call records.

D. Management Systems

1. Attached are copies of the following:

- a. Organizational charts for the administrative entity, sub-recipient, and PIC structure (including committees).

See Attachment 5 to this section.

- b. Organizational chart which illustrates the relationship between the administrative entity, sub-recipient, PIC and LEOs.

See Attachment 6 to this section.

E. Service Deliverer Procurement and Selection

1. Identification of whether the SDA, SSG, and/or Administrative Entity will provide services with its own staff; the extent of the services to be provided; and whether any part of the services to be provided will be through contracted service providers.

TPIC will provide services with its own staff including comprehensive services to adults and youth in Multnomah County, to older workers SDA-wide, and may include other services developed during the Program Year. TPIC will utilize contracted service providers for many of the above service categories, for comprehensive services to adults and youth in Washington County, for a Dislocated Worker Program, and for other services which may be developed during the Program Year.

2. Brief description of the process(es) used by the subrecipient to identify and contract with service deliverers and subcontractors, including:

a. **Methods for assuring non-duplication of facilities or services;**

Through coordination with service providers on the federal, state and local level TPIC is able to stay abreast of the services available throughout the SDA, and is able to identify service providers that provide similar services. TPIC carries out continuous assessment of services offered in the SDA. The knowledge gained through this assessment will be utilized in program planning to avoid duplication of services. Using these two processes (coordination and services assessment) TPIC can ensure that services already being delivered are not duplicated.

In order to avoid internal duplication of facilities or services within contracted programs, cost allocation plans will be required and analyzed during negotiations with service providers.

b. **Methods for assuring full and open competition;**

All TPIC service deliverer selection transactions will provide for open and free competition. Services will be selected whenever possible through competitive solicitation, i.e., a Request For Proposals (RFP) process to obtain the best possible price and/or service. Noncompetitive proposals (sole source) will only be utilized in conformance with the JTPA Interim Final Rule, 627.420, (d) (4).

TPIC's competitive bid process will ensure that 1) programs will meet standards for demonstrated performance and reasonableness of cost, and 2) are not duplicating programs already in existence. Appropriate businesses, training agencies, labor organizations, community-based organizations and education institutions will be included in the process.

- 1) A Request for Qualifications (RFQ) process has been established in order to assess the administrative qualifications of potential service providers, to pre-qualify responding organizations to offer specific program services to TPIC, and to gauge the interest of potential providers to offer services. The RFQ will be widely advertised and publicly made available. The RFQ process will result in the development of a List of Qualified

Providers. Only those organizations on the List of Qualified Providers will be eligible to compete to be service providers. Potential providers may be added to this list throughout the Program Year in order to maintain an open and up-to-date procurement system.

- 2) If an RFP is utilized for service deliverer selection, all potential providers pre-qualified to provide the specific desired program(s) or those organizations on the List of Qualified Providers will be notified of the availability of the RFP.
- 3) A non-competitive negotiation process has been established for instances where non-competitive service deliverer selection is the appropriate alternative.

c. Procedures for avoiding conflict of interest;

A proposal evaluation panel composed of TPIC staff will make recommendations to TPIC's President and/or Board of Directors for final approval of procurement and for approval to begin contract negotiations. Each staff person on the evaluation committee will be asked to declare any conflict of interest that they may have with a potential contractor.

The TPIC Board of Directors has procedures in place to avoid conflict of interest in decisions discussed or approved before the Board. The bylaws are in process of being amended and strengthened regarding proposal review to assure that any conflict of interest is declared and that the reviewer must withdraw from participating in any action which could influence the outcome of the procurement.

d. Procedures for determining appropriate use of methods of procurement;

TPIC will establish a procurement policy which will detail allowable, appropriate and desirable procurement methods in different circumstances. This policy will comply with the JTPA, its implementing regulations, and applicable State of Oregon policy.

e. Methods of cost or price analysis;

TPIC will use a process of independent cost estimating to determine what the cost of goods and services should be for a fair and reasonable price before receiving bids or proposals. The cost estimate might use cost allocation, past and current contracts for the same or similar services, contractor financial reports for previous contracts, known cost factors such as catalog price, market value, and TPIC experience, or other appropriate processes to determine a fair and reasonable price.

Price analysis will be performed with every procurement. Price analysis of proposals and bids will include one or more of the following elements: comparison of competitive price quotations; comparison of prior quotations; use of parametric relationships to indicate gross differences; comparison of prices on published price lists with published market prices of commodities; or comparison of proposed prices with independent estimates of cost developed within the contracting agency.

TPIC will carry out a detailed cost analysis of each program or service element procured, whether competitive or non-competitive, when indicated by the price analysis or when circumstances dictate the use of cost analysis, such as when adequate price competition is lacking or when the offeror is required to submit the elements of estimated cost. Documentation of such cost analysis is maintained in the procurement file.

f. Procedures for handling and resolving disputes relating to procurements;

A hierarchical grievance procedure will be established utilizing increasingly higher levels of involvement. This procedure will be for the purpose of determining if a procedural error was made in the selection process or that a violation of the JTPA or its implementing regulations has occurred. Grievances must be submitted in writing within one year of the alleged occurrence. A written response will be made within ten days of receipt of the grievance. If the dispute is not resolved at this point, a hearing will be held within thirty days of receipt of the grievance.

The levels of involvement will begin with the staff review committee and, if disputes are not resolved at lower levels, will conclude with a decision by the TPIC Board of Directors.

- g. Procedures for maintaining records sufficient to detail the significant history of a procurement.

A file is maintained for each procurement which contains the complete record of that procurement process. A similar procurement file is maintained for each service contract developed.

3. Description of the process for giving primary consideration to agencies or organizations with demonstrated performance including the points to be considered when assessing the demonstrated performance of service providers including the subrecipient when it will provide services itself.

The primary consideration in selecting agencies or organizations to deliver services, including TPIC when it will provide services itself, will be the effectiveness in delivering comparable services based on demonstrated performance. In the evaluation criteria of a competitive procurement process, points are awarded to those organizations able to demonstrate prior successful performance. For competitive procurement and for instances in which TPIC will provide services itself, points to be considered include, but are not limited to: types of services provided, length of time providing services, numbers of participants served, service activities, degree of meeting or exceeding service objectives, and efficient and productive use of funds.

4. Description of how community based organizations will be given proper consideration in the selection process.

The open RFQ process gives access to all organizations, including community based organizations. In the evaluation criteria of a competitive procurement process, points are awarded to community based organizations.

5. Description of the means for involving labor organizations and community-based organizations in the provision of services.

TPIC program delivery sites maintain consistent contact with labor organizations to take advantage of cross-referral arrangements such as facilitating the entrance of trainees into apprenticeships. Coordination is

especially strong with the Northwest Oregon Labor Council and the Columbia Pacific Building Trades Council. In the Title III program, linkages are very important, including the co-locating of a labor liaison at the DWP site.

The involvement of community based organizations takes many forms, including contracting with such organizations for service provision, coordination for the purpose of client access, and/or cross-referral for services.

F. Fiscal Control

1. Description of the process used to initiate, manage, and approve disbursement of JTPA funds.

The objective of the fiscal management system is to maintain adequate controls. The Administrative Services Manager has oversight responsibilities over this system.

All obligations/disbursements of funds must have at least supervisory/manager level approval. Expenditures of \$300 or more require the approval of the President. Management is furnished monthly fiscal reports (or at other intervals on request) to enable them to maintain budgetary control, detect coding errors, and to manage cost limitations and program income.

2. Identification of the unit that receives funds from the State.

The Accounting Department of TPIC prepares the drawdown and accounts for the receipt of JTPA funds.

3. Identification of the unit that is responsible for the disbursement of funds.

The Accounting Department of TPIC disburses all funds through the payroll and accounts payable functions. Adequate separation of duties exists to ensure good internal control over the receipt and disbursement of cash.

4. Identification of whether the subrecipient is required to follow local budget and accounting laws.

The Private Industry Council, Inc. is a private not-for-profit corporation and therefore is not subject to statutory budgetary and accounting requirements. However, TPIC is subject to an annual independent audit and to governmental accounting regulations. In order to be in compliance with these external reviews, TPIC's

accounting records are maintained in accordance with generally accepted accounting standards (promulgated by the AICPA) and receive an unqualified opinion from external auditors conducting reviews in accordance with generally accepted auditing standards and governmental auditing standards issued by the Comptroller General of the United States.

5. Description of the audit, audit resolution, and debt collection procedures.

Audit and audit resolution procedures:

TPIC contracts annually for the provision of the annual independent audit. Subrecipient contracts over \$25,000 require an audit. The subcontracts contain audit resolution provisions.

Findings in audits generally revolve around the following issues: unallowable costs, undocumented costs, unapproved costs and unreasonable costs. Determining if questioned costs have been incurred involves a great deal of judgment on the part of the auditor. This judgment is clearly shaped by the documentation being reviewed in order to reach a determination of the nature of the cost. If the auditor suspects a questioned cost, TPIC will research the issue and furnish all relevant documentation available to support the cost and resolve the issue.

It is unlikely that any undocumented costs would be incurred due to the highly integrated processes in place. From eligibility determination through final payment, there are checks and balances throughout our systems to ensure proper documentation is in place.

If TPIC is unable to satisfy an auditor as to the reasonableness and appropriateness of a cost and/or our systems through proper documentation, we would have a questioned cost, which would be resolved between TPIC and the funding source.

Debt collection:

Through prudent selection of funding sources and partners in service delivery TPIC has never had a debt collection problem. TPIC does not extend credit, although it has made some minor advances to contractors who would otherwise not be able to provide services. The contract language has specifically provided for these advanced sums to be charged ratably over the life of the contract and this has worked well.

Regarding disallowed contractor costs, TPIC policy is to recover any amounts paid from subsequent billings due. Regarding ineligible participants discovered subsequent to the incurrence of expenses. TPIC pursues debt collection directly from the individual when appropriate.

If a situation did warrant it, TPIC would take whatever action was necessary to recover sums owed to it, including progressive collection letters and possible legal action.

6. Description of the procedures for managing cost limitations, including those related to Economic Dislocation and Worker Adjustment Assistance (EDWAA) Act needs-related payments/support services and retraining services.

TPIC has developed a cost center account numbering system to track the required cost categories related to EDWAA, other JTPA titles, and other special requirements. This produces reports compared with a budget developed in conformity to the specific cost category limitations which enables us to monitor compliance to the rules and regulations surrounding the cost limitations. These reports are produced monthly and/or on request.

7. Description of the procedures for managing program income.

TPIC has generated a small level of program income from activities at our level, as well as from subcontractors. TPIC's monthly reporting system identifies program income and it is managed as prescribed in State Policy 123-6-5-3.15. The financial system has the capability to track the program income to ensure it would be spent within the time and purpose constraints, or returned.

Subcontractors are required to utilize generally accepted fund accounting procedures to track actual project expenditures necessary to achieve contract goals, and must report such expenditures to TPIC at or before the contract close-out date. If contract revenues exceed actual expenditures, the difference cannot be spent without advance TPIC approval, and must be spent for purposes allowable under the JTPA.

8. Summary of the cost allocation plan.

To the greatest extent possible, non-administrative costs are classified as direct, such as those operational costs that are performed directly and exclusively for a single

program or grant, or (in proportion to the benefits received) when a distribution is reasonably determinable.

For those costs for which a direct component is not reasonably determinable, TPIC has a multi-tiered cost allocation system with differing allocation bases for four cost pools. Pools are established to permit the collection of costs that are of a like character and to allocate costs incurred for more than one program or grant.

Each pool uses one allocation base that measures the relative benefits provided to each function sharing those costs. These pools are 1) organization-wide joint costs, 2) YEI, SEET, NEET, and ECED operational site joint costs, 3) eligibility costs, and 4) administrative costs. Costs are allocated monthly or quarterly, depending on the cost pool, and are adjusted on a cumulative basis to even cyclical patterns of spending and staffing and to charge proportional amounts to those funds that do not operate for an entire fiscal year.

9. Identify whether the subrecipient will utilize an administrative cost pool and what fund Titles will be included.

TPIC will use an administrative cost pool which includes all titles except Title III.

10. Describe the system for assuring an 85 percent accrued expenditure rate for Title III and an 85% obligation rate for Title II-A and C. Include procedures used to assure timely submission of billings from subcontractors. NOTE: The Title II-A Older Worker Program is not subject to the 85% obligation requirement.

Title III accrued expenditures are analyzed at least quarterly to assure the required rate of expenditure. Subcontractor billings are analyzed before payment. Subcontractual arrangements assure the required rate of expenditure.

For the obligation rate of Titles IIA and IIC, TPIC's approved annual budget tracks the rate of obligation. Expenditures are monitored monthly at the cost center and fund levels to assure expenditure and obligation rates.

G. Participant Records

1. Description of the eligibility determination process.
Include:

- a. The agency responsible for eligibility determination and completion of Eligibility Determination Forms;

TPIC is responsible for all JTPA eligibility determination and 100% completion of all JTPA eligibility forms for the entire SDA.

- b. How information on eligibility is verified and the agency responsible for verifying it, including the type of eligibility determination system used (quarterly, upfront);

TPIC will verify eligibility items at the time of application if at all possible. However, self certification of eligibility requirements will be allowable at the time of eligibility determination if an applicant is unable to verify all eligibility items at this time. The required random sample percentage of all new JTPA enrollees will be verified each month in accordance with State JTPA policy.

For this monthly verification sample, self-certification will only be acceptable after attempts to secure hard documentation and collateral contacts have been attempted and documented as having failed. A written form signed and dated which addresses the specific item(s) being verified will be used in this process.

Federal rules advise but do not require the documentation of eligibility of 100 percent of Title II-B applicants. However, the State of Oregon adopted the JTPA Title II Eligibility Documentation TAG as policy. TPIC therefore will document the eligibility of 100 percent of all II-B applicants even though it will create a hardship for many of the youth and their families, and will present a barrier that will prevent some from participating in the program. Meanwhile, we are actively pursuing a waiver of the requirement.

- c. A description of how the serious barriers to employment will be documented, if non-economically disadvantaged individuals will be served; and

TPIC identifies the existence of barriers to employment of non-economically disadvantaged individuals by obtaining (when possible) documentation from the best source available to establish the specific barrier, e.g., students in danger of dropping out of school will have their specific condition verified by a school district; or disabilities verified by an agency that serves populations with disabilities. Only under extreme conditions might a non-economically disadvantaged individual be self-certified for services.

- d. The process utilized to assure the timely and accurate receipt of data when eligibility determination or service delivery is subcontracted.

Eligibility determination will not be subcontracted.

TPIC will determine the eligibility of persons referred by the subcontractor of service delivery, on a pre-arranged schedule. At the completion of the eligibility interview, the applicant and the subcontractor will receive a copy of the TPIC Certification Status Form, indicating the applicant's current eligibility status. If all applicant eligibility documentation is available at the time of the eligibility interview, the applicant file will be completed and forwarded for review and entry into TPIC's MIS system. If applicant eligibility documentation is incomplete, the TPIC Certification Status Form will indicate what documentation is needed to complete the eligibility determination.

The service delivery subcontractor will receive official eligibility determination notification from TPIC within ten (10) calendar days of the completed eligibility determination interview. At no time will trainees receive JTPA service before eligibility has been determined.

To assure timely receipt of service delivery data, and to meet JTPA Administration data transmission schedules, TPIC requires of subcontractors that all MIS data be received by TPIC by the Thursday of the week following the event recorded.

H. Monitoring

1. Description of the subrecipient's monitoring and oversight plan. Include:

a. Frequency and methods of fiscal and compliance monitoring for subcontractors and for internal activities.

TPIC will contract for services only with responsible organizations capable of executing the terms of the contract, accounting for funds, and complying with applicable laws, regulations and policies. Limited review of Contractor's fiscal systems will occur with each invoice/billing received from the Contractor. In addition, a thorough program monitoring system will be in place as well. Site visits of all programs, both in-house and contracted will be made by TPIC's staff a minimum of once during the program year and more often if possible, with frequent telephone contact.

Areas addressed in the visits include, but are not necessarily limited to:

- * Are administrative, record-keeping and fiscal systems in place and functioning effectively?
- * Does actual program performance meet planned performance?
- * Is contractor in compliance with TPIC policies and JTPA rules and regulations?
- * Is the training program operated in compliance with the contract or internal plan and quality standards?

Monitoring results are shared with program operators and TPIC management and positive steps are taken to address issues that may have surfaced during the monitoring visit.

b. Corrective action procedures including the timely resolution of identified problems.

Programs requiring corrective action are notified in writing within specific timelines identified for the completion of corrective action. TPIC staff work with the program to follow through and complete corrective action plans with a timely

manner by providing any necessary technical assistance throughout the corrective action plan implementation.

2. Description of how PIC members and LEOs are involved in monitoring the program. What is the role of the PIC and LEOs in the oversight process including:
 - a. program and service provider performance;
 - b. reviewing reports (MIS, fiscal, audit and monitoring);
 - c. equitable service to those with employment barriers and target groups;
 - d. participant activities and outcomes;
 - e. coordination and collaboration.

For all of the above: PIC members review reports on the results of provider performance; MIS, fiscal, audit and monitoring reports, including State monitoring reports; demographic information; participant activities and outcomes; and coordination and collaboration on a monthly, quarterly or annual (audit) basis through regular reports. The normal committee process allows time for careful consideration of reports through a formal process.

LEOs are informed of TPIC's programs through informal and formal contact. LEOs also are given quarterly reports and may provide comments where appropriate.

I. Procedures for Preparation and Submission of an Annual Report

1. Description of how the following information will be provided to the State as required by Section 104(b) (13) of the Act:
 - a. A description of activities conducted during the program year;
 - b. Characteristics of participants;
 - c. The extent to which the activities exceeded or failed to meet the respective performance standards.;
 - d. Information on the extent to which the service delivery area has met the goals of the area for the

training and training-related placement of women in nontraditional employment and apprenticeships; and

- e. A statistical breakdown of women trained and placed in nontraditional occupations, including information regarding:
 - (1) the type of training received, by occupation;
 - (2) whether the participant was placed in a job or apprenticeship, and, if so, the occupation and wage at placement;
 - (3) the age of the participant;
 - (4) the race of the participant; and
 - (5) retention of the participant in nontraditional employment.

All of the above information will be provided to the State as required by:

- a. a description of activities conducted during the program year
- b. pertinent data collected throughout the year reflecting specific participant information
- c. The extent to which the activities exceeded or failed to meet the respective performance standards.

The report will include all State/DOL required data elements and will conform to the required State data/reporting format.

J. Coordination

- 1. Description of the linkages with each of the below listed agencies/programs: (indicate if a financial agreement is in place)

The following agencies are represented on The Private Industry Council, Inc. Board of Directors which shares in the planning and development of this plan prior to approval:

- * Plumbers and Steamfitters Local 290 (Labor)
- * Labor's Community Services

- * Portland Community College (Education)
- * Mount Hood Community College (Education)
- * Portland Public Schools (Education)
- * Washington County Educational Service District
- * Employment Division
- * Vocational Rehabilitation Division
- * Adult and Family Services
- * Oregon Human Development Corporation
- * Oregon Outreach
- * Oregon Commission on Children and Families
- * Portland Development Commission (Economic Development)

For detailed answers to coordination efforts by agency, please see matrix, Attachment 7 to this section.

2. TPIC shares a single labor market with other SDAs. Description of the steps to ensure coordination of the following activities:

The Job Net Agreement has been signed by Employment Training and Business Services and The Private Industry Council; current efforts are being made to expand this agreement throughout the PSMA. At present, regional planning has been vested in the Regional Workforce Quality Committee. TPIC will participate on the RWQC to address all issues.

In addition, TPIC coordinates with the Southwest Washington Private Industry Council to carry out specific initiatives when necessary. An example of this is the recent application for Title III Discretionary funds to serve workers dislocated from the Trojan Nuclear Plant, in which TPIC agreed to serve participants from the Vancouver, Washington area.

Dependent upon the interests and activities of the other SDAs within the PMSA labor market, the possibility of developing a PMSA-wide coordination agreement is being explored.

- a. assessing needs and problems in the labor market that form the basis for program planning,

SDAs use common planning data. SDAs are contacted for problem solving. The process has been developed to accept referrals from other SDAs if resources and needs are appropriate.

- b. ensuring that program participants in each SDA will have access to skill training and employment

opportunities throughout the entire labor market,

RWQC planning will be utilized. The basis for the development of an agreement which includes all SDAs located within the PMSA is to:

1. Provide and assure equal access for all PMSA residents to training and employment opportunities.
2. To fulfill and respond to employer needs in an appropriate and timely fashion.

The residence requirement is waived when appropriate.

- c. coordinating or jointly implementing job development, placement and employer outreach activities;

TPIC's objective in pursuing regional planning will be to establish a procedure which will outline job development, placement and employer outreach in a manner that will insure a smooth single point of contact for employers in need of JTPA services.

- d. any agreement(s) or contract(s) with other SDAs to pay or share the cost of educating, training, or placing individuals participating in JTPA programs, including the provision of supportive services. State whether such agreement(s) or contract(s) have been approved by the participating PICS.

An agreement, approved by the two SDA directors, has been in effect since January of 1987 with Clackamas County ETBS under which TPIC provides Title V services to older workers enrolled in the ETBS 3% (now 5%) program. It has been the practice of TPIC to waive the residence requirement for those older workers who wish to participate in vocational training provided through TPIC JTPA 3% funds, as well. The existing written agreement will be modified to include this training.

3. Description of how your agency will coordinate JTPA training activities with Oregon Economic Development Department (OEDD) efforts including:

a. Workforce 2000 III (pilot site supporting education reform)

TPIC works with all area high schools. In some high schools, including Roosevelt (Pilot Site) TPIC carries out in-school programs such as Bridge or STEP which are mutually supportive of Workforce 2000 III. If more funding is added to the program, TPIC is already working with non-funded applicants whose sites may be added.

The Regional Workforce Quality Committee (RWQC) has developed implementation plans for the process of transforming schools in conjunction with Workforce 2000, education reform. TPIC's is the fiscal agent for the RWQC and takes part in RWQC projects. As well, TPIC is an active agent in the RWQC collaborative process.

b. Targeted Training

TPIC has taken the lead in these projects in the past, but at present TPIC participates as a partner in Targeted Training Projects. Working with other agencies, specifically the Portland Development Commission and Job Net, TPIC assists with the recruitment of participants and provides training as appropriate.

c. Regional Strategies

TPIC participates in economic development strategies with the potential to serve JTPA populations. Current strategies include the Blazer Arena Project and Westside Light Rail. TPIC is a member of the Advisory Committee on the Development of Economic Opportunities which reports periodically to the Exposition-Recreation Committee. TPIC also participates in discussions with the Association of General Contractors and local labor organizations regarding these projects, with the goal of continuing to advocate for the training and hiring of JTPA-eligible people.

The Private Industry Council utilizes the data made available by the State Employment Service (BEO) and has regular contact with the OEDD's contact to coordinate economic development activities.

4. Describe how the subrecipient coordinates with initiatives under the Regional Workforce Quality

Investments. Include a discussion of the interface of JTPA programs with specific programs under the Regional Workforce Committee's strategic plan.

TPIC is the fiscal agent for the Regional Workforce Quality Committee for this region. As the fiscal agent of the Region 2 RWQC, TPIC applied for and received \$900,000 of Regional Workforce Quality Investments funds. These funds are being used to develop or expand several programs, each of which interfaces with a specific aspect of the labor force as targeted by JTPA programs such as services for dislocated workers, developing professional technical and work experience opportunities for students and providing employment and training services to the North and Northeast Portland community; in addition, a portion of the funds are set aside for use in the private sector working with employers and the TPIC employer advisory group.

As well as the Regional Workforce Quality Investments programs, the Region 2 RWQC is investing a portion of its allocated funds in additional programs which will coordinate with TPIC activities. A Community College based biotechnology program is being developed which will provide access for TPIC participants to more professional technical training opportunities. The Region 2 RWQC is also funding the start-up of a data base program to gather information on the local labor market: this information will be directly useful to TPIC.

K. Waivers and Special Conditions (Title II Programs)

Exceptions will be made to the residency requirement, other than in situations described in Item J.2. above; indication of the approximate percent of enrollees who may be non-residents and the circumstances under which exceptions will be made.

A limited number of enrollees (fewer than 5%) will be granted residency waivers when the applicant would benefit from training opportunities that are not available in the applicant's SDA of residence.

L. Public Notice

Attached is a copy of the public notice announcement for the Job Training Plan review process. Identification of when and where it was posted and/or published.

Please see attached public notice announcement, Attachment 8 to this section. This announcement was published in the

Oregonian on Wednesday, March 2, 1994 and in the following weekly newspapers that week: *Tigard Times*, *Beaverton Times*, *Gresham Outlook*, *Portland Skanner*, and *El Hispanic*. The notice was also sent to Metro as the regional clearinghouse, to the Northwest Oregon Labor Council, and to both community colleges and each school district in the SDA.

M. Assurances

A copy of the Assurances is located in Section XI of these instructions.

N. Statement of Concurrence

Attached is a signed copy of the signature page to the beginning of this Plan.

O. Demographic Service Plan

Attached is a copy of the demographic service plan for Title II, (Attachment 1, Form #93-03).

P. Certification Regarding Lobbying

Inserted into Section XI is a copy of Form #93-05 combining Title II and III.

Q. Disclosure of Lobbying Activities

Inserted into Section XI is a copy of Form #93-06 combining Title II and III.

94-03 Demographic Service Plan

TITLE: II

PY' 94

A.

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
S E X	Male		44%		44%
	Female		56%		56%
A G E	14-21		16.3%		47%
	22-54		61.7%		44%
	55 & Over		22%		9%
R A C E	White (Not Hispanic)		80%		51%
	Black		9%		26%
	Hispanic		4%		17%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		4%
	High School Dropouts		23%		33%
O T H E R					

PY' 95

DEMOGRAPHICS			INCIDENCE IN ELIGIBL E POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
S E X	Male		44%		44%
	Female		56%		56%
A G E	14-21		16.3%		47%
	22-54		61.7%		44%
	55 & Over		22%		9%
R A C E	White (Not Hispanic)		80%		51%
	Black		9%		26%
	Hispanic		4%		17%
	Amer. Ind/ Alaskan Native		1%		2%
	Asian/Pacific Islander		5%		4%
	High School Dropouts		23%		33%
O T H E R					

- B. Indicate the data source(s) used for the establishment of planned services levels.
 C. Describe how the alternative data meets the criteria established for determining statistical reliability.
 D. Provide justification and rationale for adjustments to the BEO Planning Table(s).

JUSTIFICATION OF VARIANCE FROM BEO DATA

Services to Minorities

The Private Industry Council has traditionally "over-served" three minority populations, i.e., has provided services at a rate higher than the incidence in the local population for these groups. African Americans, Hispanics, and Native Americans have all demonstrated unusually high rates of unemployment, elevated high school dropout rates, and high incidence of poverty. All risk factors, including the presence of multiple barriers to employment indicate that members of these groups are at a very high risk of being chronically underemployed or unemployed.

The Census data for 1990 indicates that the population of all minorities has increased dramatically in the State of Oregon since 1980. The African American population has increase 24.9%, Hispanics 71.2% and Native Americans 40.9%. Although the population increases are dramatic the actual percentages in the state's overall population is relatively small: African Americans 1.6%, Hispanics 4.0%, and Native Americans 1.4% (U.S. Department of Commerce, Bureau of the Census).

The State of Oregon Employment Division does not gather unemployment data for specific minority groups. The Division was able to quote from the Bureau of Labor Statistics, "Employment Statistics as of February, 1992" that the national unemployment rate was 8.1 percent, that for Whites the rate was 7.3 percent, that for African Americans the rate was 14.4 percent, and for Hispanics the rate was 12.4 percent.

At the suggestion of the Employment Division we have reviewed other national data that also has indicated that membership in one of these minority groups increases the likelihood of being in poverty and being chronically unemployed.

Attachment 1, Table 12 shows the percentage of all employed African Americans verses all employed Whites for selected years. The highest rate of African American employment (1989, 56.9%) is lower than the lowest rate for Whites (1982, 58.8%). The next table in Attachment 1, Unemployment Rates, indicates that in 1989 African Americans were over 2.5 times more likely to be unemployed than Whites. Attachment 2, Tables 6 and 7 illustrate poverty rates for African Americans compared to Whites for selected years. These tables show that over the years African Americans are 3 times as likely to be in poverty than Whites.

The national poverty rate stayed constant for the 1980s, about 13%. For Whites the poverty rate is a little more than 10 percent; the poverty rate for African Americans is 31 percent; and the Hispanic poverty rate is 26 percent. Whites make up 81 percent of the population but only 59 percent of the population that is at or below the poverty rate. African Americans make up 12 percent of the population and 27 percent of those

individuals below the poverty line. Hispanics make up 8 percent of the population and 16 percent of all individuals below the poverty line.

TPIC recognizes the existence of an "underclass" of economically disadvantaged living in the Portland metropolitan area. This group is characterized by long term unemployment, poverty, and crime. Members of the underclass are more likely to be a racial minority, have little education, and to have ceased to seek employment. These persons may not be counted in the census and defy being counted in normal statistical counts because they do not participate in activities where statistics are normally gathered. This group is the truly hard-to-serve and whom TPIC seeks to serve.

Because of the disproportionately high (in comparison to the rest of the state) incidence of minorities in the JTPA-eligible population in this SDA, TPIC experiences a proportionally high number of minority applicants. Historically, TPIC has provided services to trainees that are assessed as "most in need and able to benefit" from services, without discrimination. Being located in a metropolitan area with a diverse population, TPIC is keenly aware of providing services to all segments of our eligible public. Providing services to significant segments of our population is accomplished by targeting our recruitment of individuals rather than through exclusion of members of any specific group.

As a goal, the TPIC Board of Directors has tripled the incidence in population of the largest minority groups identified as being historically disadvantaged (African Americans and Hispanics) to arrive at planned service levels for these groups, and has doubled the incidence in population to arrive at a service level to Native Americans. This increase of service levels to specific racial minorities brings TPIC service levels more in line with national statistics of incidence of poverty and unemployment rates for these groups (including Whites). This is TPIC's method of providing "equitable" service in light of the economic and social inequalities suffered by these racial minorities.

Services to Older Adults

Besides through JTPA Title II-A 5%, TPIC provides services to older workers through II-A 78% and through Title V funds from State and private sources. The total number of older workers planned to be served (Titles V and IIA) is 395, which exceeds the incidence in the eligible population.

Table 12
Civilian Employment—Population Ratio
By Race, Sex, and Age
Selected Years

	Total Population		
	Black	White	Black/White
1989*	56.9	63.8	0.892
1988	56.3	63.1	0.892
1987	55.6	62.3	0.892
1985	53.4	61.0	0.875
1982	49.4	58.8	0.840
1980	52.3	60.0	0.872
1970	53.7	57.4	0.936
Men (20 and Over)			
1989*	67.1	75.5	0.889
1988	67.0	75.1	0.892
1987	66.4	74.1	0.889
1985	64.6	74.3	0.870
1982	61.4	73.0	0.841
1980	65.8	75.6	0.870
1978	69.1	77.2	0.895
1972	73.0	79.0	0.924
Women (20 and Over)			
1989*	54.8	54.9	0.998
1988	53.9	54.0	0.998
1987	53.0	53.1	0.998
1985	51.0	51.0	1.000
1982	47.5	48.4	0.981
1980	49.1	47.8	1.027
1978	49.3	46.1	1.069
1972	46.5	40.6	1.145
Both Sexes (16 to 19)			
1989*	28.3	51.4	0.551
1988	27.5	51.0	0.539
1987	27.1	49.4	0.549
1985	24.6	48.5	0.507
1982	19.0	45.8	0.415
1980	23.9	50.7	0.471
1978	25.2	52.4	0.481
1972	25.2	46.4	0.543

*Average of first three quarters of 1989.

Source: Bureau of Labor Statistics, *Handbook of Labor Statistics*, June 1985, pp. 46, 47; *Employment and Earnings*, January 1989 and October 1989.

Table 13
Unemployment Rates
By Sex, Race, and Age
Selected Years

	Total Population		
	Black	White	Black/White
1989*	11.3	4.5	2.511
1988	11.7	4.7	2.489
1987	13.0	5.3	2.453
1985	15.1	6.2	2.435
1982	18.9	8.6	2.198
1980	14.3	6.3	2.270
1978	12.8	5.2	2.462
1972	10.4	5.1	2.039
Men (20 Years Old and Over)			
1989*	9.8	3.9	2.513
1988	10.1	4.1	2.463
1987	11.1	4.8	2.313
1985	13.2	5.4	2.444
1982	17.8	7.8	2.282
1980	14.5	5.3	2.736
1978	9.3	3.7	2.514
1972	7.0	3.6	1.944
Women (20 Years Old and Over)			
1989*	9.7	4.0	2.425
1988	10.4	4.1	2.537
1987	11.6	4.6	2.522
1985	13.1	5.1	2.298
1982	15.4	7.3	2.110
1980	14.0	5.6	2.500
1978	11.2	5.2	2.154
1972	9.0	4.9	1.837
Both Sexes (16 to 19 Years Old)			
1989*	32.7	12.6	2.595
1988	32.5	13.1	2.481
1987	33.4	13.3	2.511
1985	40.2	15.7	2.561
1982	48.0	20.4	2.353
1980	38.5	15.5	2.484
1978	38.7	15.5	2.484
1972	35.4	14.2	2.493

*Average of first three quarters of 1989.

Source: Bureau of Labor Statistics, *Handbook of Labor Statistics*, June 1985, pp. 69, 71, 72, and 73; *Employment and Earnings*, January 1989 and October 1989.

Table 6
Poverty Rates for Selected Years
(Percent of Population)

All Persons				All Persons Poverty Gap
	Black	White	B/W	
1988	31.6	10.1	3.13	6.4 Million
1987	33.1	10.5	3.15	6.6 Million
1986	31.1	11.0	2.83	5.8 Million
1982	35.6	12.0	2.97	6.4 Million
1980	32.5	11.4	2.85	5.6 Million
1978	30.6	8.7	3.52	5.5 Million
1970	33.5	9.9	3.38	5.5 Million

Related Children Under 18				Children's Poverty Gap
	Black	White	B/W	
1988	44.1	14.1	3.06	2.9 Million
1987	45.1	15.0	3.01	"
1986	42.7	15.3	2.79	"
1982	47.3	16.5	2.87	"
1978	41.2	11.0	3.75	"
1970	41.5	10.5	3.95	"

Female-Headed Families				Female-Headed Families Poverty Gap
	Black	White	B/W	
1988	49.0	26.5	1.85	725 Thousand
1987	53.8	26.4	2.04	"
1986	52.9	27.9	1.90	"
1982	57.4	28.7	2.00	"
1970	58.8	31.4	1.87	"

*Not calculated.

Source: U.S. Department of Commerce, Bureau of the Census, *Money Income and Poverty Status in 1987*, Table 17.

Table 7
Poverty Rates for Regions: Selected Years

	NORTHEAST			MIDWEST		
	Black	White	Blk/Whit	Black	White	Blk/Whit
1988	22.9	8.4	2.7	34.8	8.7	4.0
1987	28.8	8.9	3.2	36.6	9.9	3.7
1986	24.0	8.9	2.7	34.5	10.6	3.3
1984	32.2	10.7	3.0	37.9	11.5	3.3
1980	30.7	8.9	3.4	33.3	8.9	3.7
1978	29.1	8.2	3.5	24.8	7.4	3.4
1970	20.0	7.7	2.6	25.7	8.9	2.9

	SOUTH			WEST		
	Black	White	Blk/Whit	Black	White	Blk/Whit
1988	34.3	11.6	3.0	23.6	11.3	2.1
1987	34.5	11.5	3.0	24.3	11.5	2.1
1986	33.6	11.8	2.8	21.7	12.3	1.8
1984	33.6	12.0	2.8	26.6	11.8	2.3
1980	35.1	12.2	2.9	19.0	10.4	1.8
1978	34.1	10.2	3.3	26.1	8.9	2.9
1970	42.6	12.4	3.4	20.4	10.6	1.9

Source: U.S. Department of Commerce, Bureau of the Census, *Money Income and Poverty Status* . . . :1987, 1988. and Bureau of the Census, Current Population Reports Series P-60, *Characteristics of the Population Below Poverty Level*, 1984, 1978, 1970.

EXPLANATION OF
DEVIATION OF PLANNED SERVICE LEVELS
FROM INCIDENCE IN THE POPULATION

White (not Hispanic) is lower than the incidence in the population because the incidence of unemployment and the discouraged unemployed (those who have never worked or have given up hope of working) is disproportionately higher among racial minorities than Whites. Source: *USDOL News Bureau of Statistics and Demographic Profiles*.

Robert Masao Jiobu, In *Ethnicity and Inequality*, State University of New York Press, 1990, states:

"... if ethnicity made no difference to socioeconomic status, then we would expect the number of each group in each socioeconomic category to be proportionate to the group's size. This number, called the "expected" number, can be compared to the actual number of the group in the category.

"... Blacks are especially underrepresented in the professional, managerial, technical, and craft categories, but overrepresented in service, labor, and the underclass. In the underclass in particular, the figure is 134%, or more than twice that of any other group.

"If these percentages divide along any criterion, it is white-nonwhite. Most white groups are underrepresented or at parity in the lower strata while most nonwhite groups are overrepresented. In the underclass alone, five of the six overrepresented groups are nonwhite while eleven of the thirteen underrepresented groups are white. Except for Asians, the lowest socioeconomic categories contain the greatest disproportion of nonwhites." (see Table 2.9, page 14)

Socioeconomic Inequality

TABLE 2.9

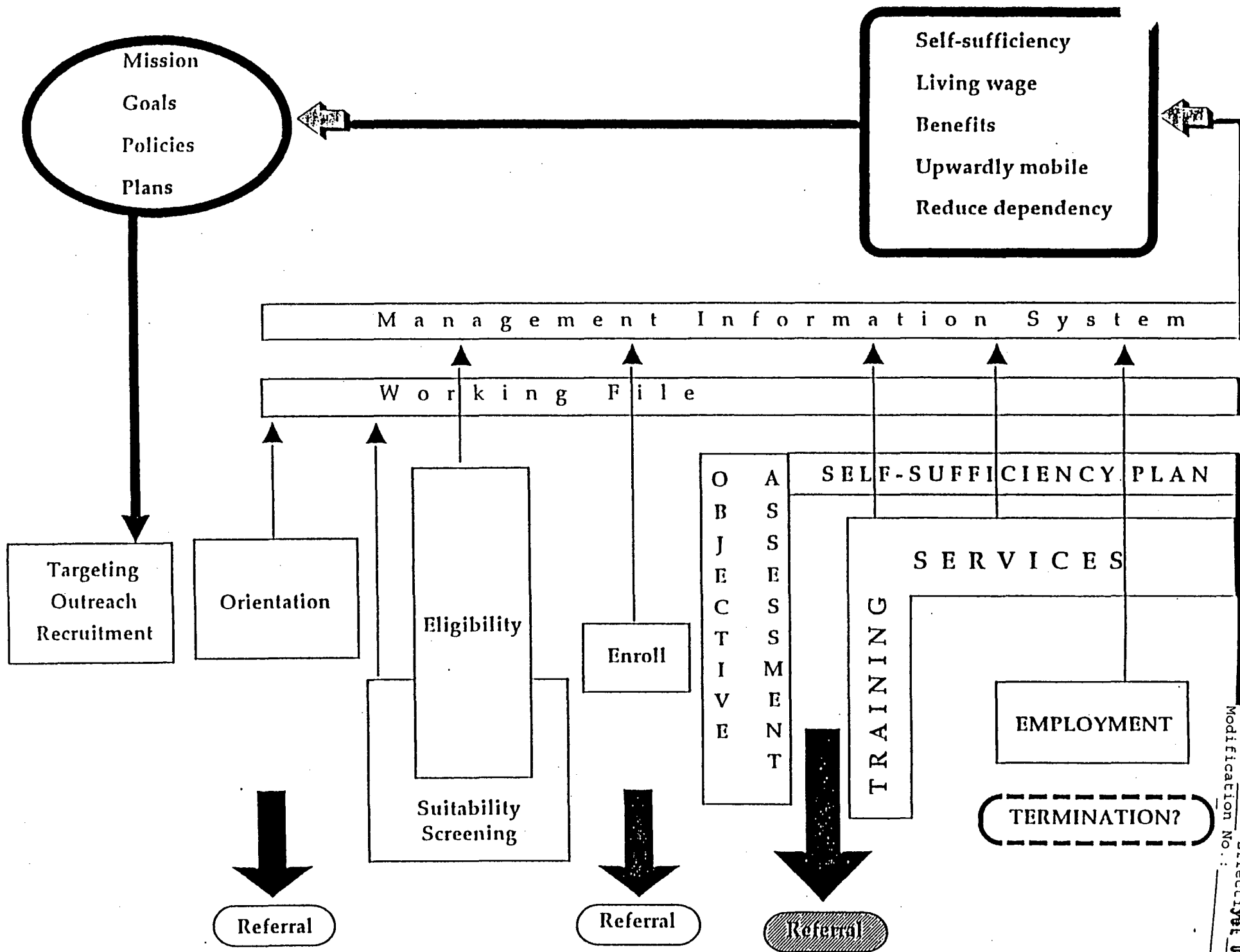
Estimated Inequality: Percent Above or Below Parity*

<i>Ethnic Group</i>	<i>P</i>	<i>M</i>	<i>T</i>	<i>C</i>	<i>S</i>	<i>L</i>	<i>U</i>
British	24	27	5	6	-21	-19	-20
Dutch	0	20	7	9	-6	-3	-51
French	5	5	8	-4	-12	-6	-28
German	8	13	5	14	-11	-6	-43
Irish	4	16	14	-10	-4	-13	-16
Norwegian	37	20	18	-15	-8	-20	-46
Swede	17	74	10	13	-9	-37	-72
<i>Total Western European</i>	14	20	7	5	-13	-12	-29
Czech	14	31	12	-13	-10	-9	-37
Pole	13	16	20	-10	-20	-5	-44
Russian	125	57	26	-27	-33	-64	-72
<i>Total Western European</i>	43	29	20	-15	-22	-21	-51
Italian	-4	12	15	-4	-1	-9	-29
Spanish	-48	-17	4	-41	38	26	37
Asian	69	-24	2	-44	33	-3	-24
Afro American	-39	-62	-34	-41	74	37	134
Mexican	-54	-57	-46	64	31	31	59
Native American	-66	-43	-9	47	-3	35	3
<i>Total Nonwhite</i>	-33	-55	-31	-12	54	31	90
Anglo American	-49	-27	-6	16	-5	29	28
Other Hispanic	-47	-42	-23	-24	15	49	100
Other Nonwhite	-31	-58	-28	0	41	27	86
Other White	50	36	1	-14	-21	-13	-29
Missing	-23	-25	1	6	1	10	23
<i>Total Other and Missing</i>	-18	-19	-5	3	0	14	25

*Parity: the number expected based on group size. A negative number indicates below parity, a positive number indicates above parity.

Legend: P: professional; M: managerial; T: technical, C: craft, S: service, L: labor; U: underclass

Jiobu "operationalizes" the underclass by defining it as those persons in poverty and long-term unemployed (1979), 16 years of age and older, excluding those in full-time school and in institutions.

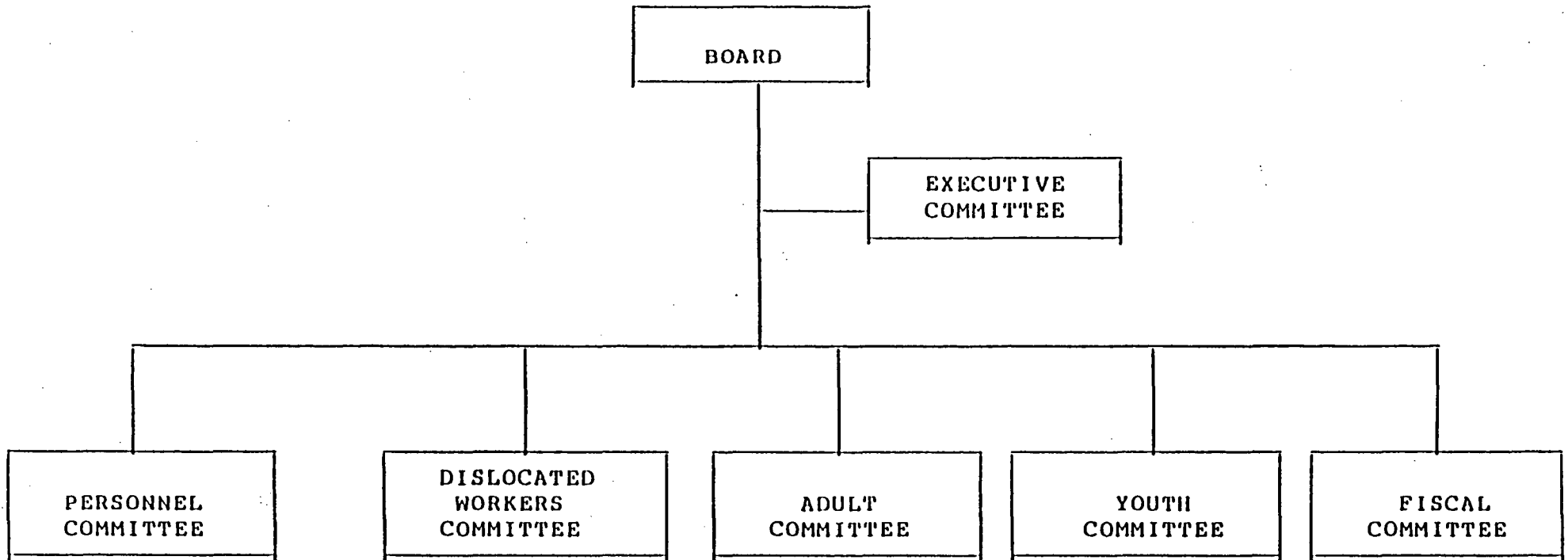


PARTICIPANT ACTIVITIES

PY '94-95 Job Training Plan
The Private Industry Council, Inc.
Section II, Attachment 4
Page 40 of 44
Revised: _____ Effective: JUL 01 1994
Modification No.: _____

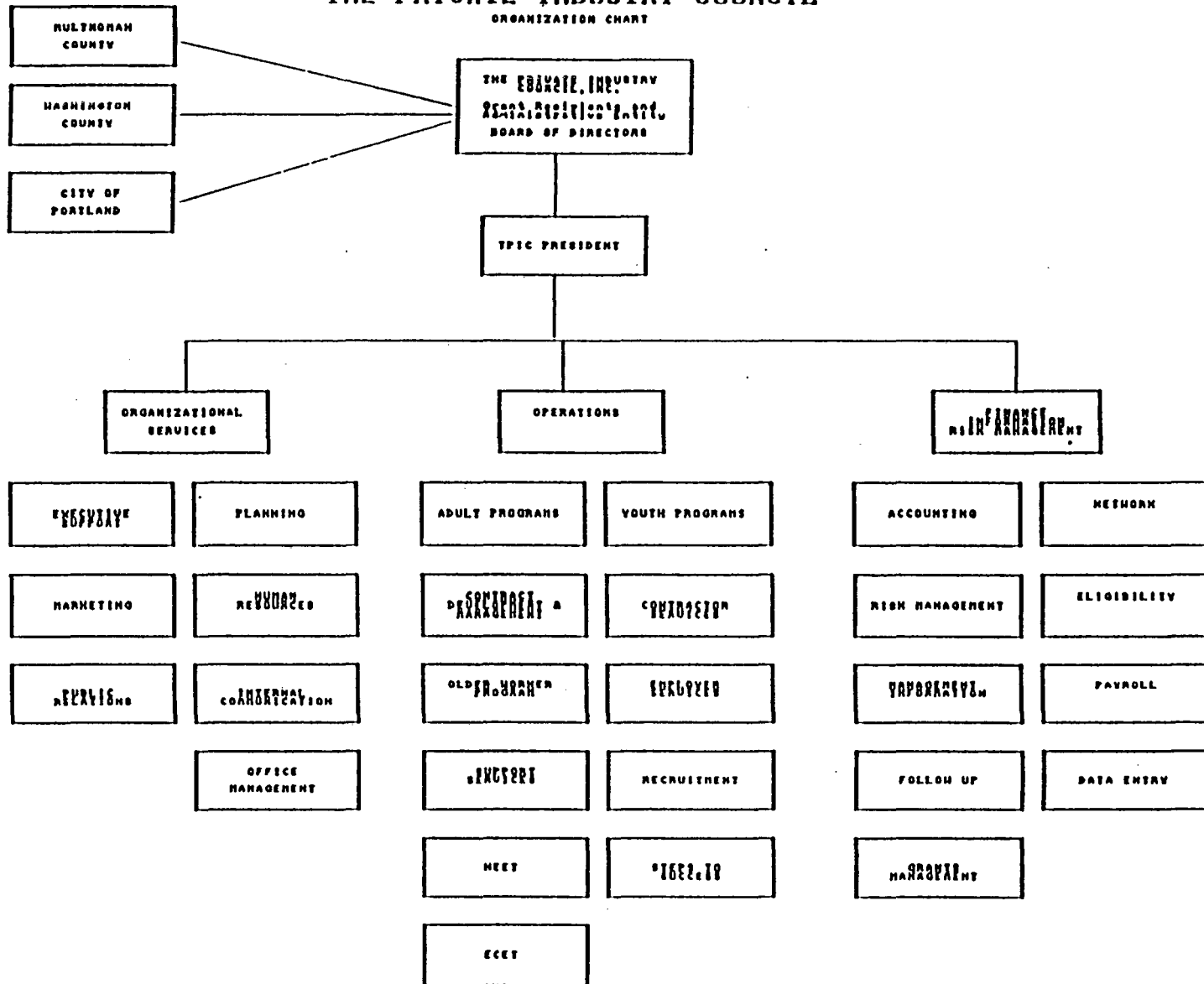
	TITLE II-A	TITLE II-C	TITLE III
Holding	✓	✓	✓
Vocational Skill Training	✓	✓	✓
Basic Education Skill Training	✓	✓	✓
On the Job Training (OJT)	✓		
Work Experience	✓	✓	
Limited Work Experience			
Assesment/Employability Development	✓	✓	✓
Individualized Job Search	✓	✓	✓
Life Skills/Work Maturity	✓	✓	
Vocational Exploration		✓	
Occupational Specific Training	✓	✓	✓
On-Site Training	✓	✓	
Entry Employment Experience		✓	
Summer Youth Enrollee Pool			
Basic Workplace Skills Training	✓	✓	✓
English as a Second Language	✓	✓	✓
Non-JTPA Work Assignment	✓	✓	✓
Case Coordination Training	✓	✓	✓
Case Coordination Services	✓	✓	✓
Mentorship	✓	✓	
Job Entry		✓	✓
Counseling/Support Services	✓	✓	✓
Limited Internship		✓	

THE PRIVATE INDUSTRY COUNCIL, INC.



THE PRIVATE INDUSTRY COUNCIL

ORGANIZATION CHART



COORDINATION LINKAGES	GOVERNOR'S COORDINATION CRITERIA										Jobs Created Through Use of Public Incentives	Financial Agreement
	TPIC Provides Information	Referral of Eligible Clients to TPIC	Documentation of Eligibility	Specialized Assessment	Specialized Services	Development of JIP	Utilization of Existing Programs	Access to Support Services	Minimizing Duplication in Providing Services	Employment Opportunities		
Vocational Rehabilitation Div.	✓	✓	✓	✓	✓		✓	✓	✓	✓		
Employment Division	✓	✓	✓			✓	✓		✓	✓		✓
State Department of Education	✓	✓	✓		✓	✓	✓		✓			✓
Adult and Family Services	✓	✓	✓			✓	✓	✓	✓	✓		
JOBS Program	✓	✓	✓		✓		✓	✓	✓	✓		✓
Veteran Programs	✓	✓	✓		✓		✓	✓	✓	✓		✓
Post Secondary Education	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Workers' Compensation Division	✓	✓					✓					
Corrections Department	✓	✓	✓		✓		✓	✓	✓	✓		✓
Programs providing drug treatment and counseling	✓	✓		✓	✓		✓	✓		✓		
Agencies providing services to the homeless	✓	✓	✓		✓		✓	✓		✓		✓
Agencies providing services under the US Housing Act of 1937	✓	✓			✓		✓	✓	✓	✓	✓	✓
Local Economic Development Agencies	✓				✓	✓	✓		✓	✓	✓	
Senior Services Programs	✓	✓			✓		✓	✓	✓	✓		✓
Oregon State Dislocated Worker Program	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓
Children's Services Division	✓	✓			✓		✓	✓	✓	✓		
Apprenticeship & Training Programs	✓				✓		✓	✓	✓	✓		
Title V (Older Americans Act)	✓	✓	✓		✓		✓	✓	✓	✓		✓
Head Start Programs	✓	✓					✓	✓	✓	✓		
Job Corps Programs	✓	✓					✓	✓	✓	✓		
Other locally selected agencies												
Secondary Schools	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Labor Organizations	✓	✓			✓	✓	✓	✓	✓	✓		✓



The Private Industry Council

Serving Multnomah and Washington Counties and the City of Portland

PUBLIC NOTICE

The Private Industry Council, serving Multnomah and Washington Counties and the City of Portland, will submit a draft of its two-year job training plan to the State of Oregon Job Training Partnership Administration on March 25, 1994. The Private Industry Council will seek approval of its job training plan at its April 13, 1994 board meeting. The April 13, 1994, 7:30 AM meeting of The Private Industry Council Board of Directors is open to the public and oral comments concerning the job training plan are welcome. The Private Industry Council is authorized to administer the Job Training Partnership Act (JTPA), allowable under Title IIC and EDWAA (Dislocated Workers) as defined in the Act.

A mix of activities, including basic skills training, classroom training, customized training and on-the-job training, will provide at least 2,000 low-income youth and adults who are residents of Multnomah and Washington Counties and the City of Portland who face significant barriers to employment with the skills needed as defined by employers, to obtain long-term employment and economic self-sufficiency.

Funding for Title IIA and IIC for the Program Year beginning July 1, 1994, and ending June 30, 1995 will be \$6,399,631, and \$2,169,228 for EDWAA.

A copy of the draft plan may be obtained after March 25, 1994, by calling or writing The Private Industry Council, 720 SW Washington, Suite 250, Portland, Oregon, 97205, (503) 241-4600, FAX (503) 241-4622, TDD (503) 241-4632. Written comments concerning the job training plan will be accepted until April 9, 1994.

The Private Industry Council, Inc. is an equal opportunity employer/program, and auxiliary aids are available upon request to persons with disabilities.

SECTION III

Title II-A Adult Training Program

SECTION III Title II-A Adult Training Program

The general description of services and management systems for this program is located in Section II of this Job Training Plan. Additional information specific to this title is included in this Section.

- A. Identification of any PIC established Goals and Objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems - Description of Goals).

TPIC has not established any goals or objectives outside those established in Section II of this plan. TPIC will utilize performance standards established by the United States Department of Labor.

- B. Description of any variances from the General Description of Services and Management Systems in Section II.

Services provided under this section will not vary from services described in Section II of this plan.

- C. Hard-to-Serve Categories

1. Identification of which hard-to-serve category(ies) [from section 203(b) Hard-To-Serve Individuals] your program will target.

TPIC will target all of the hard-to-serve categories, i.e., individuals who are:

Basic skills deficient,
School dropouts,
Recipients of cash welfare payments,
including recipients under the JOBS
program,
Offenders,
Individuals with Disabilities, and
Homeless.

2. Identification and justification of the additional hard-to-serve category (203(d)) the SDA will serve, if there will be one.

TPIC will serve the additional hard-to-serve category of Limited English Speaking Individuals. Limited English is an extraordinary barrier for those attempting to negotiate our educational and employment systems.

an extraordinary barrier for those attempting to negotiate our educational and employment systems.

D. Non-Economically Disadvantaged (10% Window)

1. The percentage of non-economically disadvantaged persons to be served.

The percentage of non-economically disadvantaged persons to be served will not exceed five (5) percent.

2. The serious barriers to employment that will apply to those non-economically disadvantaged to be served.

The serious barriers to employment will not vary from those identified in Section II of this plan.

E. Indication of whether basic skills training will be provided under Title IIA, and description of how it links with the workplace and is integrated with occupational skills training.

Basic skills training will be provided under Title IIA as a part of preparing clients for participation in any future training, both during and after program participation. The connection with occupational skills training and the workplace comes as a result of our knowledge of workplace needs and skills training providers to insure that clients enter the workplace ready to contribute to their employers as a result of having participated in our programs.

F. Indication of any employment competencies which will be used in adult programs (Basic Skills, Job Specific Skills). Description of the competency levels to be achieved as a result of program participation. Description also of the procedures for evaluating the progress of participants in achieving competencies.

Through TPIC's service model process adult employment competencies are being developed.

G. Copies of the following forms for this program are attached:

1. Expenditure Plan, Form 94-01
2. Performance Plan, Form 94-02

94-01 Title II-A Adult - Expenditure Plan

PY' 94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN.*	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-A Adult	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
2. Title II-A Incentive						
3. Transfer from II-C	0	0	0	0	0	0
4. Transfer to II-C	< 0 >	< 0 >	< 0 >	< 0 >	< 0 >	< 0 >
5. Carryin	0	0	0	0	0	0
6. Total Available	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
7. Planned Costs	2,286,649	457,330	1,829,319	2,286,649	457,330	1,829,319
a. Direct Training			1,143,325			1,143,325
b. Train Related/ Sup. Serv.			685,994			685,994
8. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: IIA

I. Participation and Termination Summary

PY' 94	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	762	190	762	
B. Total Terminations	571	142	571	
C. Total Entered Employments	371	76	371	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	262	65	262	

PY' 95	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	762	190	762	
B. Total Terminations	571	142	571	
C. Total Entered Employments	371	76	371	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	262	65	262	

II. Performance Standards

	PY' 94	
A. Adults (Title III-E)	STANDARD	PLAN
Entered Employment Rate	64%	
B. Youth (Title II-C)		
Entered Employment Rate	41%	
Employability Enhancement Rate	36%	
C. Follow-up (Title II-A)		
Adult Employment Rate	60%	60%
Adult Welfare Employment Rate	46%	46%
Adult Average Weekly Earnings	\$228	\$228
Average Welfare Weekly Earnings	\$207	\$207

	PY' 95	
	STANDARD	PLAN

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

	PY'94	
	GOAL	PLAN
Nontraditional Employment for Women		
IIA - NEW - Trained		15%
IIA - NEW - Trained and Placed		20%

	PY'95	
	GOAL	PLAN
		15%
		20%

SECTION IV

Title II-C Youth Training Program

SECTION IV Title II-C Youth Training Program

The general description of services and management systems for this program is located in Section II of this Job Training Plan. Additional information specific to this title is included in this Section.

- A. Identification of any PIC established Goals and Objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems - Description of Goals).

TPIC has not established any goals or objectives outside those established in Section II of this plan. TPIC will utilize performance standards established by the United States Department of Labor.

- B. Description of any variances from the General Description of Services and Management Systems in Section II.

Services provided under this section will not vary from services described in Section II of this plan.

- C. Identification of training activities to be provided to 14 - 15 year olds, if any.

14-15 year olds may be offered all activities as described in Section 264 (c) of the Act.

- D. Hard-to-Serve Categories

1. Which hard-to-serve category(ies) [from in-school youth section 263(b) and out-of-school youth 263(d) Hard-To-Serve Individuals] your program will target.

TPIC will target all of the hard-to-serve categories, i.e., individuals who are:

- a. Individuals who are basic skills deficient.
- b. Individuals with educational attainment that is 1 or more grade levels below the grade level appropriate to the age of the individuals (in-school youth); or
- c. Individuals who are school dropouts (out-of-school youth).
- d. Individuals who are pregnant or parenting.

- e. Individuals with disabilities, including a learning disability.
 - f. Individuals who are homeless or run-away youth.
 - g. Individuals who are offenders.
2. Identification and justification of the additional hard-to-serve category (263(h)) the SDA will serve, if there will be one.

TPIC will serve the additional hard-to-serve category of Gang Involved/Affected/At-risk Youth [definition provided by Northeast Rescue Plan Committee (NERPAC)]. Gang youth are a primary concern to all three jurisdictions within the SDA. These youth come from all racial groups, span a wide age range, and are both male and female. TPIC is an active participant in community strategies and dialogue aimed at rescuing youth and the communities from the destructive impacts of youth gangs. Identifying gang affected or involved youth will strengthen our partnerships in this important endeavor. Therefore, it is appropriate to identify gang affected or involved as TPIC's additional II-C barrier.

E. Non-Economically Disadvantaged (10% Window)

1. The percentage of non-economically disadvantaged persons to be served.

The percentage of non-economically disadvantaged persons to be served will not exceed five (5) percent.

2. The serious barriers to employment that will apply to those non-economically disadvantaged to be served.

The serious barriers to employment will not vary from those identified in Section II of this plan.

F. Description of any plan to conduct schoolwide projects.

TPIC is not planning to conduct schoolwide projects at this time.

G. Youth Employment Competencies

- a. Indication of the youth employment competencies (i.e., Pre-Employment Training/Work Maturity, Basic Skills, Job Specific Skills) that will be utilized.
- b. List of the specific competencies (measurable competency

statements only) which will be taught in each competency area (Pre-Employment Training/Work Maturity, Basic Skills, Job Specific Skills) that will be utilized. Included are the levels of achievement required by the PIC to attain a competency completion in each competency area.

a) and b):

Youth competencies established by The Private Industry Council as positive terminations may include the following areas:

(1) Pre-Employment and Work Maturity Skills which demonstrate successful completion and certification of identified specific competencies including:

(a) Self-Assessment

- * Identify areas of employment interest.
- * Identify individual aptitudes and abilities as they related to employment interest.
- * Identify personal values and attitudes and how they relate to the world of work.
- * Identify and set employment/ occupational goals and establish an individual employment plan to achieve these goals.

(b) Job Search Skills

- * Demonstrate an ability to complete a job application.
- * Demonstrate an ability to identify and use resources as a part of the individualized employment plan.
- * Demonstrate an ability to complete a job interview appropriately.
- * Demonstrate an ability to make telephone contacts with employers.
- * Develop written job search tools appropriate to the individual employment plan.

(c) Work Maturity Skills

- * Demonstrate an understanding of employer expectations.
- * Demonstrate knowledge of safety practices in the work and/or training environment.
- * Demonstrate a positive attitude in a work and/or training environment.
- * Demonstrate appropriate communication skills with peers and supervisors.
- * Demonstrate appropriate punctuality and attendance.
- * Demonstrate appropriate problem solving skills and an understanding of choices and consequences.
- * Demonstrate appropriate appearance.
- * Demonstrate an ability to complete tasks effectively.

(2) Basic Skills/Workskills achieve a minimum of five (5) point upgrade, in the basic skill areas (reading and/or math) assessed as deficient as determined by the workskills pre- and post-assessments.

(3) Job Specific Skills achieve a minimum of one point overall gain as determined by the pre and post assessments. The skills attained will be applicable to a specific job or occupation.

Job Specific Skills for particular jobs have been developed through a task inventory process and placed on the competency profile cards. TPIC staff will meet with employers and select specific competencies to be included in the training plan. Staff will pre-assess the trainee's skill knowledge. Once the trainee is working, the employer will validate the pre-assessment and will assess the trainee throughout the training period to determine competency attainment.

Please see Attachment 3 to this section for further youth competency information.

c. Description of the assessment process used to determine and document:

1) participant deficiencies at program entry

TPIC utilizes a combination of personal interviews and academic pre-testing for in-school youth, academic achievement is documented with testing and through school records. Out-of-school youth are tested using BASIS and/or Workskills.

A Self Sufficiency Plan which documents barriers in relationship to the trainee's occupational goal is developed within two weeks of program entry.

2) progress during the program, and

- (a) Self-sufficiency Plan with updates as necessary.
- (b) Checklist for specific competency areas, such as interview application, cold call, etc.
- (c) Work Maturity evaluation by trainer/employer.
- (d) Basic Skills are measured through bench mark testing.

3) the level of competence (achievement) attained at program completion.

- (a) Standardized pre- and post-tests for pre-employment training, basic skills, and GED attainment.
- (b) Employer evaluation for work maturity and job specific skills.
- (c) competency checklist.

d. Description of the competency levels to be achieved as a result of program participation.

Pre-Employment/Work Maturity. Achieve competency in all eleven competency areas.

Basic Skills/Workskills achieve a minimum of five (5) point upgrade, in the basic skill areas (reading and/or math) assessed as deficient as determined by the workskills pre- and post- assessments.

Job Specific Skills. Achieve a minimum of one point overall gain as determined by the pre- and post-assessments. The skills attained will be applicable to a specific job or occupation.

- e. Description of how the Youth Employment Competencies are managed and the location of the responsibility within the program.

Primary responsibility for the management of the YEC system resides with the Youth Program Manager. A competency development team is responsible for research and writing of the competency system. They provide training to subcontractors and The Private Industry Council staff in pre-employment training, basic skills, and job specific competencies.

The Private Industry Council's Program Liaisons and Program Supervisors are responsible for providing curriculum advice and monitoring of files. Program Liaisons and Supervisors also provide technical assistance in helping subcontractors meet plan goals and reporting requirements.

Each subcontractor/program is responsible for reporting competency completions to MIS. MIS records positive terminations and program objectives met.

- f. Description of the ongoing process to evaluate and refine the YECs systems and identify the location of the responsibility within the program.

The Competency Development Team and Program Supervisors meet periodically to evaluate, re-evaluate, and update competency materials. The complete competency system is approved by the TPIC Board of Directors, when the plan JTPA plan is approved or updated. One Program Supervisor is designated as the primary contact with the State Job Training Partnership Administration.

- H. Copies of the following forms for this program are attached:

1. Expenditure Plan, Form 94-01
2. Performance Plan, Form 94-02
3. Basic Skills Competency Index

94-01-1 Title II-C Youth - Expenditure Plan

PY ' 94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN.*	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-C Youth	1,586,790	317,358	1,269,432	1,586,790	317,358	1,269,432
2. Title II-C Incentive						
3. Transfr from II-A	0	0	0	0	0	0
4. Transfr from II-B	252,619	50,524	202,095	252,619	50,524	202,095
5. Transfer to II-A	< 0>	< 0>	< 0>	< 0>	< 0>	< 0>
6. Carryin	0	0	0	0	0	0
7. Total Available	1,839,409	367,882	1,471,527	1,839,409	367,882	1,471,527
8. Planned Costs	1,839,409	367,882	1,471,527	1,839,409	367,882	1,471,527
a. Direct Train			919,705			919,705
b. Train Related/ Sup. Serv.			551,822			551,822
9. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: IIC

I. Participation and Termination Summary

PY' 94	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	750			750
B. Total Terminations	525			525
C. Total Entered Employments	173			173
D. Total Youth Enhancement Terminations	330			330
E. Participant Carryover	225			225

PY' 95	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	750			750
B. Total Terminations	525			525
C. Total Entered Employments	173			173
D. Total Youth Enhancement Terminations	330			330
E. Participant Carryover	225			225

II. Performance Standards

PY' 94			PY' 95	
A. Adults (Title III-E)	STANDARD	PLAN	STANDARD	PLAN
Entered Employment Rate	64%			
B. Youth (Title II-C)				
Entered Employment Rate	41%	45%	41%	45%
Employability Enhancement Rate	36%	55%	36%	55%
C. Follow-up (Title II-A)				
Adult Employment Rate	60%			
Adult Welfare Employment Rate	46%			
Adult Average Weekly Earnings	\$228			
Average Welfare Weekly Earnings	\$207			

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

PY'94			PY'95	
	GOAL	PLAN	GOAL	PLAN
Nontraditional Employment for Women				
Title IIC - NEW - Trained		15%		15%
Title IIC - NEW - Trained and Placed		15%		15%

Basic Skills Competency Index

Reading Comprehension for Employment

1.0 Skill Domain: Looking Up Information

1.1	Alphabetizing	R-1
1.2	Finding Pages	R-2
1.3	Using the Dictionary	R-3
1.4	Reading the Telephone Book	R-4
1.5	Reading the Yellow Pages	R-5
1.6	Reading Procedures Manuals	R-6
1.7	Reading Classified Ads	R-7
1.8	Reading Job Ads	R-8
1.9	Reading Schedules	R-9
1.10	Reading and Interpreting Tables and Charts	R-10

2.0 Skill Domain: Reading Signs, Symbols, and Labels

2.1	Reading Abbreviations	R-11
2.2	Reading Safety Warnings	R-12
2.3	Reading Transportation Signs and Symbols	R-13
2.4	Reading International Signs and Symbols	R-14
2.5	Reading Labels on Food Packages	R-15
2.6	Reading Clothing Labels	R-16
2.7	Reading Product Labels	R-17
2.8	Reading Pharmaceutical Product Labels	R-18
2.9	Reading Labels on Equipment and Machinery	R-19

3.0 Skill Domain: Filling Out Forms and Applications

3.1	Completing a Job Application	R-20
3.2	Completing Education/Training Applications	R-21
3.3	Completing a Telephone Message Form	R-22
3.4	Completing Employment Forms	R-23
3.5	Completing Order Forms	R-24

4.0 Skill Domain: Understanding Financial and Legal Documents

4.1	Understanding Contracts/Agreements	R-25
4.2	Understanding Utility Bills	R-26
4.3	Understanding Personal Bills	R-27
4.4	Understanding Warranties and Service Agreements	R-28
4.5	Understanding Financial Forms	R-29

5.0 Skill Domain: Following Directions

5.1	Reading Written Work Instructions	R-30
5.2	Reading Directions on a Test	R-31
5.3	Reading Directions in Job Ads	R-32
5.4	Determining Sequential Events/Items	R-33

6.0 Skill Domain: Problem Solving

6.1	Identifying Work-related Problems, Potential Solutions, Barriers to Solutions, and People to be Involved in Creating Solutions	R-34
6.2	Prioritizing Work/Life Tasks	R-35
6.3	Grouping and Categorizing	R-36
6.4	Scheduling/Ordering Events	R-37

Math Computations for Employment

1.0 Skill Domain: Computations

1.1 Adding Whole Numbers	M-1
1.2 Subtracting Whole Numbers	M-2
1.3 Multiplying Whole Numbers	M-3
1.4 Dividing Whole Numbers	M-4
1.5 Adding Common Fractions	M-5
1.6 Subtracting Common Fractions	M-6
1.7 Multiplying Common Fractions	M-7
1.8 Dividing Common Fractions	M-8
1.9 Adding Decimals	M-9
1.10 Subtracting Decimals	M-10
1.11 Multiplying Decimals	M-11
1.12 Dividing Decimals	M-12

2.0 Skill Domain: Estimates

2.1 Making Approximations by Rounding Numbers	M-13
2.2 Finding Averages of Whole Numbers and Decimal Numbers	M-14
2.3 Finding Ratios	M-15
2.4 Making Approximations	M-16

3.0 Skill Domain: Concepts

3.1 Converting Fractions to Decimals and Decimals to Fractions	M-17
3.2 Changing Percents to Decimals and Percents to Decimals	M-18
3.3 Determining Percentages	M-19
3.4 Plotting and Interpreting Graphs	M-20

4.0 Skill Domain: Measurements

4.1 Demonstrating Knowledge of the Metric System	M-21
4.2 Changing Units of Measure	M-22
4.3 Using Measuring Instruments	M-23
4.4 Recognizing Simple Plane Geometric Figures	M-24
4.5 Finding Perimeters	M-25
4.6 Finding Rectangular Areas	M-26
4.7 Recognizing Common Solid Geometric Figures	M-27

5.0 Skill Domain: Problem Solving

5.1 Solving Rate, Time and Distance Problems	M-28
5.2 Analyzing Tasks	M-29
5.3 Allocating Time	M-30
5.4 Making Change	M-31
5.5 Balancing a Cash Drawer	M-32
5.6 Inventorying Goods or Stock	M-33
5.7 Allocating Money	M-34
5.8 Calculating Wages and Deductions	M-35
5.9 Making a Bank Deposit	M-36
5.10 Balancing Bank Statements	M-37
5.11 Using Comparative Shopping Skills	M-38
5.12 Determining Weight and Measure	M-39
5.13 Telling Time	M-40
5.14 Comparing the Cost of Cash and Credit Purchases	M-41

SECTION V

Title II-A Older Worker Employment and Training Program

SECTION V Title II-A Older Worker Employment and Training Program

The general description of service and management systems is found in Section II of this Job Training Plan. Information specific to this program is contained in this Section.

- A. Identification of any PIC established goals and objectives for the program, if different from those described in Section I (Private Industry Council) and Section II.A. (General Description of Services and Management Systems).

TPIC has not established any goals or objectives outside those established in Sections I and II of this plan. TPIC has consistently met or exceeded all performance standards and goals for services to older workers. We are planning to increase the percentage of minorities served in TPIC's Older Worker Employment and Training Program.

- B. Description of the local strategies for your SDA for increasing services to minorities and women in PY' 93-94.

Strategies for increasing services to minorities. TPIC will increase services to minorities by; 1) placing newspaper ads for recruitment in targeted neighborhood newspapers and in newspapers having circulation in minority communities, e.g., *Portland Skanner*, *El Hispanic*; 2) soliciting referrals from agencies that serve minority populations, such as IRCO, the Urban League, and OCHA; and 3) Establish formal working relationships with the agencies identified above to act as ongoing referral sources as well as work experience sites.

Strategies for increasing services to women. TPIC does not plan to increase services to women; the TPIC Older Worker Program currently serves 64 percent women.

- C. Description of the system for providing training and placement of older individuals in employment opportunities with private businesses.

The following forms of job development assistance will be available to participants in the Older Worker Employment and Training Program:

1. Pre employment training seminars which include training on self-marketing techniques, information interviewing, applications, resumes, interview preparation, and taped mock interviews. Seminars will be targeted to the needs and issues of older workers.
2. Participation in The Private Industry Council's Job Club

activities which includes:

- * Follow-up and practical application of the material covered in pre employment training.
- * Resume preparation.
- * Referral to appropriate job orders coming to the marketing unit directly from local employers or from Job Net.
- * Access to job club resources which include: career guidance materials, phone bank, typewriters, word processing stations, labor market information, job openings, newspaper want ads.
- * Trainees will be screened for possible placement in private sector employment.

3. Skill training.

The Private Industry Council will provide a variety of skill training options to older workers to prepare for jobs which meet their needs in accordance with the industries identified by OEDD and the State Employment Service.

4. Private Sector Linkages.

Ongoing linkages with private sector employers are developed by The Private Industry Council through active relationships with Portland Development Commission, Chambers of Commerce throughout the SDA and the Employment Service job listings. Staff will actively work to educate employers about the benefits of hiring older workers.

D. Description of efforts to integrate JTPA Older Worker Employment and Training with Title V of the Older Americans Act programs (Green Thumb, American Association of Retired Persons, U.S. Forest Service, National Council on Aging).

TPIC is a current grantee for State of Oregon Senior and Disabled Services Division Title V funding and is also a National Council on the Aging grantee. These programs are well integrated into TPIC service delivery.

All of the Title V programs and TPIC actively participate in the local coalition for Older Worker Employment. A process has been established for AARP, Green Thumb and the Forest Service to refer trainees to TPIC for skill training, support

services and co-case- management. Co-enrollment in JTPA and in the services of these Title V contractors has resulted. The contractors have agreed to develop a referral form. The TPIC representative to the Coalition has presented information and printed material on JTPA services available at TPIC.

Coalition members from all the above named Title V programs and TPIC are exploring a means to develop a common referral point for older works to access employment and training services and a common access point for employers to place job orders and receive referrals of qualified employment candidates.

TPIC will have signed inter-agency agreements for operating joint programs with all local Title V contractors. These agreements will include plans for coordinating co-enrollments between JTPA and all the local Title V programs.

- E. Description of any variances from the General Description of Services and Management Systems in Section II.

Coordination (II, J.) with the Children's Services Division does not apply to Title II-A 5%.

- F. Identify any measurable success measures in addition to the Title II performance standards to be used.

No additional measures of success will be identified at this time.

- G. Non-Economically Disadvantaged (10% Window)

1. Identify the percentage of non-economically disadvantaged persons to be served.

The percentage of non-economically disadvantaged persons to be served will be up to 10 percent.

2. Identify the serious barriers to employment that will apply to those non-economically disadvantaged to be served.

The serious barriers to employment will not vary from those identified in Section II of this plan, with the exception of the addition of Title V Eligible.

- H. The following forms are attached for this program:

1. Expenditure Plan, form 94-01
2. Performance Plan, form 94-02

94-01-2 Title II-A 5% Older Worker - Expenditure Plan

PY'94				PY' 95		
FUND SOURCE	ALLOCATION	ADMIN. *	PROGRAM	ALLOCATION	ADMIN.	PROGRAM
1. TITLE II-A 5%	148,484	29,696	118,788	148,484	29,696	118,788
2. Carryin						
3. Total Available	148,484	29,696	118,788	148,484	29,696	118,788
4. Planned Costs	148,484	29,696	118,788	148,484	29,696	118,788
a. Direct Training			74,243			74,243
b. Training Related/ Sup. Serv.			44,545			44,545
5. Planned Carryout	0	0	0	0	0	0

*Are these funds included in the SDA's Administrative Cost Pool? X Yes No

94-02 Performance Plan

TITLE: II - 5% Older Workers

I. Participation and Termination Summary

PY' 94		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	90		90	
B.	Total Terminations	45		45	
C.	Total Entered Employments	28		28	
D.	Total Youth Enhancement Terminations	n/a		n/a	
E.	Participant Carryover	45		45	

PY' 95		TOTAL	ADULT WELFARE	ADULT	YOUTH
A.	Total Participants	90		90	
B.	Total Terminations	45		45	
C.	Total Entered Employments	28		28	
D.	Total Youth Enhancement Terminations	n/a		n/a	
E.	Participant Carryover	45		45	

II. Performance Standards

PY' 95		STANDARD	PLAN
A.	Adults (Title III-E)		
	Entered Employment Rate	64%	
B.	Youth (Title II-C)		
	Entered Employment Rate	41%	
	Employability Enhancement Rate	36%	
C.	Follow-up (Title II-A)		
	Adult Employment Rate	60%	
	Adult Welfare Employment Rate	46%	
	Adult Average Weekly Earnings	\$228	
	Average Welfare Weekly Earnings	\$207	

PY'		STANDARD	PLAN

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

PY'94		GOAL	PLAN	PY'95		GOAL	PLAN
Program							
Older Worker - Entered Employment		55%	62%				62%
Older Worker - Follow-up Employment Rate		51%	55%				55%
Older Worker - Average Weekly Earnings at Follow-up		\$207	\$228				\$228

JUL 01 1994

SECTION VI

Summer Youth Employment Training Program

JUL 01 1994

Job Training Plan
for the Service Delivery Area/Substate Area
known as The Private Industry Council, Inc. (TPIC)

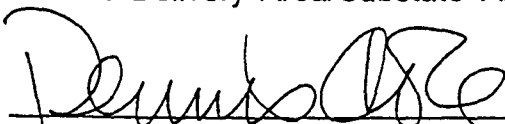
We the undersigned do hereby approve and submit this Job Training Plan for Title(s)
IIB.

TPIC will be the subrecipient under this Plan. TPIC will be the
Administrative Entity under this Plan. TPIC will be the Substate Grantee under
this Plan.

The length of this Plan will be 10/1/93 through 9/30/94.

We assure that all activities entered into by the subrecipient, administrative entity and/or
substate grantee with funds provided under this Plan will be subject to the attached
assurances and confined to the described activities contained herein.

Submitted on behalf of the Private Industry Council and local elected officials for this
Service Delivery Area/Substate Area.


(Signature) (Date)

N/A
(Signature) (Date)

Dennis Cole, President
(Name and Title)

N/A
(Name and Title)

Accepted on behalf of the State of Oregon:


(Signature) 4/29/94
(Date)

W.J. Easley, Manager, JTPA
(Name and Title)

THE PRIVATE INDUSTRY COUNCIL SUMMER YOUTH EMPLOYMENT AND
TRAINING PROGRAM PLAN

MISSION STATEMENT

To promote individual self-sufficiency and a skilled workforce by eliminating barriers to productive employment.

YOUTH PURPOSE STATEMENT

The purpose of TPIC's Youth Programs is to assist low income youth in developing self-sufficiency skills that will lead to the attainment of individual education goals and productive employment.

A. GOALS AND OBJECTIVES

1. Identify the goals and objectives for your SDA that will support the purposes of the SYETP as stated in Section 251 of the JTPA.

To accomplish our purpose and to support the purposes of the JTPA SYETP, the goals and objectives of the Youth Program will be:

1. To manage Youth Programs as a single, comprehensive program and funding pool. (There is funding, other than II-B and II-A, which supports TPIC's summer programs.)
2. To provide/support programming that promotes returning to school.
3. To provide/support programming which will:
 - * promote school retention and completion;
 - * provide opportunities for improvement in academic performance, including mathematics and reading comprehension;
 - * foster the development of employability skills;
 - * provide opportunities for achieving academic credit.
4. To sustain and create strategic partnerships, to pursue, leverage and/or maintain additional resources, and to establish joint funding efforts, in the climate of Measure 5 cutbacks, all of which will enhance the program's capacity to accomplish its goals and to meet TPIC's mission.

5. To utilize diminishing resources for maximum impact on low income targeted populations.
6. To provide summer training and employment activities that will result in an 85% positive termination rate.

B. TARGET GROUPS

1. Describe the target group(s) to be served by your SDA, including a description of the specific barriers youth may have which may prevent them from completing high school (or its equivalent) or prevent them from successfully transitioning to employment.

TPIC has targeted the following groups for participation in SYETP:

- * African Americans, Hispanics, Native Americans, Asians
- * Dropouts
- * Potential Dropouts
- * Welfare Recipients
- * Gang Involved/Affected Youth
- * Pregnant or Parenting Teens
- * At-Risk Youth

These youth will fall into one of the following two categories:

1. Economically disadvantaged in-school or dropout youth who have one or more barriers to completing high school (or its equivalent); or,
2. Economically disadvantaged high school graduates (or equivalency completers) who have one or more barriers to transitioning successfully to employment.

Barriers are defined as follows:

Youth who are in-school must be included in one or more of the following categories:

- * Individuals who are basic skills deficient;
- * Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals;
- * Individuals who are pregnant or parenting;
- * Individuals with disabilities, including learning disabilities;
- * Individuals who are homeless or run-away youth;
- * Individuals who are offenders;

- * Individuals who are gang involved or gang affected.

Youth who are out-of-school must be included in one or more of the following categories:

- * Individuals who are basic skills deficient;
- * Individuals who are school dropouts;
- * Individuals who are pregnant or parenting;
- * Individuals who are homeless or run-away youth;
- * Individuals with disabilities, including learning disabilities;
- * Individuals who are offenders;
- * Individuals who are gang involved or gang affected.

"Hard-to-serve" is defined as a youth who is economically disadvantaged and experiences one or more of the barriers identified above.

C. PROGRAM DESIGN

1. The types of activities that will be available to participants.

Youth who enroll in the 1994 summer program will be able to participate in the following types of activities:

In-school youth may participate in the summer component of the STEP program which is designed for 14-18 year old academically at-risk youth. Youth enrolled in STEP will receive instruction in the following areas:

- * Basic Skills,
- * Life Skills, and
- * Computer assisted instruction aimed at preventing summer learning loss and expanding the student's life skill awareness,
- * Pre-employment/Work Maturity,
- * Work Experience in either a subsidized or unsubsidized setting.

In-school youth, not enrolled in STEP or out-of-school year round programs, who are eligible for summer programs will be involved in one or more of the following activities:

- * Case Coordination
- * Basic Skills Instruction
- * Mentoring
- * Life Skills
- * Academic Enrichment
- * Pre-employment/Work Maturity Training
- * Individualized Job Search

- * Assessment/Employability Development
- * Work Experience (subsidized or unsubsidized)
- * Job Specific Skills
- * School-to-Work Activities

Out-of-school youth (16-21 year olds) who are receiving services through TPIC's year round programs, will be involved in one or more of the following activities:

- * Basic Education
- * Vocational Education
- * Life Skills
- * Pre-employment/Work Maturity Training
- * Assessment/Career Exploration
- * Work Experience (subsidized or unsubsidized)
- * Academic Enrichment
- * Support Services
- * Job Specific Skills
- * School-to-Work Activities
- * Job Search and Placement

2. The process for selecting participants to participate in the activities described above.

Youth who participate in the summer youth program will be identified by one of the following processes for participation:

- a. Partner agencies will recruit youth to participate in the program for which they have been funded; or,
- b. Summer STEP youth will be identified from the current pool of STEP youth participating in the in-school component; or,
- c. Youth will be recruited for TPIC programs from the general population. These youth will be assessed to determine which of the program components listed above best meets their individualized needs. Partner agencies will assist with the recruitment of youth to be served by TPIC operated programs.

3. The length of the 1994 summer youth program (include when youth activities begin and end.)

The duration of the summer youth program is from May 1, 1994 to September 30, 1994. Youth activities will begin May 1, 1994 and end September 30, 1994.

4. Academic Enrichment

- a. Describe the academic enrichment activities that you will be providing and numbers of youth involved.

Academic enrichment is considered an essential component of the Summer Youth Employment and Training Program by TPIC. There are several different types of academic enrichment which may occur for involved youth. Youth working on crews may experience an integrated curriculum while on the worksite, focused on areas such as natural resources. Youth enrolled in STEP or the Teen Parent Program attend class in the morning and work during the afternoon. Third and fourth year STEP students may be involved with varying academic enrichment projects such as arts, horticulture/gardening, or home renovation. Progress will be made to transform individual work experiences into workbased learning activities. Additionally, proposals submitted through TPIC's RFP process should contain academic enrichment portions.

Youth may be participating in the following types of activities:

- Integrated crew-based Natural Resources Curriculum
- College Orientation Classes
- Arts and Communication Projects
- Horticulture/Environmental Projects
- Healthcare Projects
- Renovation Technologies
- Credit Recovery
- ESL classes
- Basic skills/pre-GED integrated into Structured Work Experience
- Teen Parent Business Technologies Training
- Contracted mini-proposals (may include additional types of academic enrichment)

Numbers of Youth: 780 (65%)

- b. Describe how your program will integrate work and classroom experiences.

Experiences in work and classroom will be integrated in the following ways:

- * curriculum coordination between instructors and worksite supervisors
- * job specific skills competencies that incorporate applied academics
- * academics applied to project-related tasks
- * work experience that directly utilizes skills learned in classes

c. **Describe how your program will provide continuity of SYETP services into the regular school year.**

Continuity between SYETP service and regular school year services will be maintained and provided through the following:

- * required and elective credits earned for summer activities
- * year-round in-school program services (STEP)
- * year-round out of school program services
- * year-round projects contracted through school districts
- * tracking of youth following summer to promote and track return to school

D. PERFORMANCE GOALS

1. **Identify the performance goals your SDA will meet; and,**

TPIC has established a performance goal of 85% positive outcomes for all youth participating in SYETP. The following results (D.2.) define a "positive outcome":

2. **Indicate the positive outcomes youth will achieve as a result of program participation.**

- a. Entered employment
- b. Successfully completed a basic/remedial education component -- for in-school or dropout youth, and for high school completers.*
- c. Completed at least one youth employability competency -- for in-school or dropout youth and for high school completers.
- d. Remained in school after completion of the SYETP -- for in-school youth only.
- e. Returned to school after completion of SYETP -- for youth who were school dropouts at the time of entry into the SYETP.

- f. Earned credits toward high school completion -- for in-school or dropout youth.
- g. Successfully completed a work based learning experience (work experience, job shadowing, career exploration, etc.) -- for in-school or dropout youth, and for high school completers.*
- h. Completed a major level of education -- for in-school or dropout youth.

* TPIC has defined "successfully completed" as an eighty-five percent (85%) attendance rate for youth participating in a basic-remedial education component or work based learning experience, when coupled with another positive outcome.

3. Identify which youth competencies will be applicable to the Title II-B participants.

Youth competencies applicable to Title II-B are PET/Work Maturity, Job Specific Skills, and Basic Skills.

E. ASSESSMENT

1. Describe the process and the test instruments used to assess the reading and mathematics skill levels of participants. Indicate when assessment is performed and if it is done in groups or individually.

If the assessment will be conducted by another education or training program, identify the agencies or programs that will furnish the assessment.

Include a planned estimate of expenditures for this activity.

In-school youth will be assessed for Basic Skills abilities using standardized test(s), (TABE or BASIS), or through normal/traditional school processes using standardized testing, normed to grade level. These scores will be obtained from respective school districts, will be documented by TPIC, and will be less than one year old.

Out-of-school youth will be individually assessed using the BASIS test.

All SYETP participants will be assessed and tested within the first two (2) weeks of the program. The testing may occur individually or in a group

setting. Both in-school and out-of-school youth will complete a job interest inventory.

Partnering agencies who could conduct the assessment component of SYETP are School Districts, Contract Partners, Youth Service Centers.

Estimated expenditures: \$12,000.

2. Describe how support service needs of participants are determined and when the determination is made. Also describe the types of support services available for participants.

Participants will receive an assessment within the first two (2) weeks of SYETP. One component of this assessment is the completion of the Summer Activity Plan (SAP). As barriers are identified that adversely impact retention/completion of high school or its equivalent or entry into the workforce, TPIC will determine if support services are needed to help eliminate those barriers. Support services may include the following:

- * Needs Based Payments
- * Child Care
- * Tools
- * Clothing
- * Personal Care
- * Transportation
- * Emergency Assistance
- * Medical, Dental, Optical, Hearing-related
- * Counseling (for specific barriers such as drug/alcohol)
- * Job Retention - related support services include all the above plus classes or training needed for job retention.

3. Describe how the Title II-B program will develop participant service strategies to provide the basic and remedial education activities and support services identified in the assessment results. What criteria are used to determine who receives basic and remedial education services?

In-school youth who are identified through our year-round STEP program as being one to four years behind their grade level in reading and/or math will receive basic skill/remediation in the appropriate areas. These youth will be assessed using standardized test information obtained from the schools they attend.

Other youth who enroll in the summer program will be assessed using the TABE or BASIS test. Basic skills/remediation upgrade services may be provided to those youth who test as being in need of such services.

F. SCHOOL COLLABORATION

1. Describe the collaboration arrangements with schools to encourage the activities cited above.

TPIC has developed many partnerships and activities, and participates in many planning committees which address the SJTCC goal of collaboration with schools. Some of TPIC's collaborative activities include:

- * STEP
- * BRIDGE
- * Return-to-school tracking activities
- * Working with alternative schools within various school districts to provide work experience opportunities.
- * At-risk youth coordinating committees
- * Representation on TPIC's board and committees
- * Summer Partners Group
- * Arrangements with various school districts for the earning of school credit for summer activities whenever possible.

G. PRIVATE SECTOR INVOLVEMENT

1. Describe how your SDA will involve the private sector in the summer program, including the activities to be conducted with private sector employers.

TPIC sees private sector involvement as an important ingredient in program services for youth participating in SYETP. We have developed the involvement of employers through the following activities:

- * Business Advisory Committee
- * Job Bank
- * Unsubsidized Work Experience
- * Job Development
- * Representation of TPIC's board and committees
- * Mentoring
- * Job Shadowing
- * Limited Internship
- * On-site Training
- * Leader's Roundtable

- * Youth Employment and Empowerment Project
- * Portland Works
- * Employment Enrichment Activities - speakers from the business world, informational interviews, career exploration, job readiness training

H. YEAR ROUND PROGRAMMING

- 1 & 2 If your SDA is implementing a year round youth program, describe what the Title II-B summer youth program contributes to this service strategy. Describe the linkages for In School and Out of School Programs.

TPIC's program design is based on providing a comprehensive year round set of services and/or programs for youth. The Title II-B programming is an integral part of our strategy. The II-B funds support work experience and related services to in-school, homeless, dropout, and out-of-school youth as part of a continuum of program services.

The STEP program is a four year intervention strategy for at-risk in-school youth. STEP programs are operated throughout the SDA in collaboration with nine school districts. The Youth Employment Institute provides comprehensive services for out-of-school, drop out youth throughout the program year. TPIC contracts with Mount Hood Community College and Oregon Human Development Corporation to provide comprehensive year round services for dropouts in east Multnomah County and Washington County.

I. NON-TRADITIONAL EMPLOYMENT FOR WOMEN

1. Explain how your SDA will provide this information to female participants and what efforts will be made to encourage females to participate in nontraditional employment.

During the Pre-employment orientation female participants will receive information about the benefits of pursuing non-traditional employment as their career path. In addition, for female participants, when it meets the goals of their Summer Activity Plan (SAP), a non-traditional work experience site will be established whenever possible.

J. TRANSFER OF FUNDS

1. Indicate if funds will be transferred from the CY'94 (summer 1994) Title II-B summer program allocation to the PY'93 Title II-C program.

Ten percent (10%) of the CY '94 SYETP allocation will be transferred to the PY '94 II-C program.

K. DESCRIBE ANY PLANNED SERVICES FOR 14-15 YEAR OLDS

The Private Industry Council will provide a comprehensive array of services to 14-15 year olds participating in the Title II-B program. These services will include Assessment, Basic and Remedial Education, Work Experience, Academic Enrichment, Pre-employment Training, and Job Search Assistance.

L. DESCRIBE ANY VARIANCES FROM THE GENERAL DESCRIPTION OF SERVICES AND MANAGEMENT SYSTEMS IN SECTION II.

There are currently no planned variances from the general description of services.

M. ATTACHMENTS

EXPENDITURE PLAN

TITLE II-B

CY: '94			
Fund Source	Allocation	Admin.	Program
1. Title II-B	2,526,192	378,929	2,147,263
2. Transfer to Title IIC	252,619	37,892	214,727
3. Carry in	204,657	9,956	194,701
4. Total Available	2,478,230	350,993	2,127,237
5. Planned Costs	2,478,230	350,993	2,127,237
6. Planned Carry out			

PERFORMANCE PLAN

TITLE II-B

CY '94		Total
A. Total Participants		1,200
B. Total Terminations		1,200
C. Total Youth Positive Terminations		1,020

	CY '94 GOAL	CY '94 PLAN
D. Youth Positive Termination Rate	75%	85%

DEMOGRAPHIC SERVICE PLAN

TITLE: IIB

PY 93 JTP

The Private Indust. Council

Section VI

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JUL 01 1994

Effective: 8-1-94

Modification #: 2

PY' 93

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATIVE DATA	PLANNED SERVICE LEVEL
S E X	Male		44%		44%
	Female		56%		56%
A G E	14-21		100%		100%
	22-54				
	55 & Over				
R A C E	White (Not Hispanic)		76%	*	45%
	Black		10%		35%
	Hispanic		5%		10%
	Amer. Ind/ Alaskan Native		2%		2%
	Asian/Pacific Islander		7%		7%
A A	John (AFDC)		N/A		N/A
	High-School Dropouts		N/A		N/A
O T H E R					

PY'

DEMOGRAPHICS			INCIDENCE IN ELIGIBLE POPULATION	ALTERNATE DATA	PLANNED SERVICE LEVEL
S E X	Male				
	Female				
A G E	14-21				
	22-54				
	55 & Over				
R A C E	White (Not Hispanic)				
	Black				
	Hispanic				
	Amer. Ind/ Alaskan Native				
	Asian/Pacific Islander				
A A	John (AFDC)				
	High-School Dropouts				
O T H E R					

1. Indicate the data source(s) used for the establishment of planned services levels.

2. Describe how the alternative data meets the criteria established for determining statistical reliability.

3. Provide justification and rationale for adjustments to the DEO Planning table(s).

*See Pages 13-14 for explanation of variance
in planned service level from incidence in
eligible population

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94-03.PL:01/94

JUL 01 1994

EXPLANATION OF
DEVIATION OF PLANNED SERVICE LEVELS
FROM INCIDENCE IN THE POPULATION

White (not Hispanic) is lower than the incidence in the population because the incidence of unemployment and the discouraged unemployed (those who have never worked or have given up hope of working) is disproportionately higher among racial minorities than Whites. Source: *USDOL News Bureau of Statistics and Demographic Profiles*.

Robert Masao Jiobu, In *Ethnicity and Inequality*, State University of New York Press, 1990, states:

"... if ethnicity made no difference to socioeconomic status, then we would expect the number of each group in each socioeconomic category to be proportionate to the group's size. This number, called the "expected" number, can be compared to the actual number of the group in the category.

"... Blacks are especially underrepresented in the professional, managerial, technical, and craft categories, but overrepresented in service, labor, and the underclass. In the underclass in particular, the figure is 134%, or more than twice that of any other group.

"If these percentages divide along any criterion, it is white-nonwhite. Most white groups are underrepresented or at parity in the lower strata while most nonwhite groups are overrepresented. In the underclass alone, five of the six overrepresented groups are nonwhite while eleven of the thirteen underrepresented groups are white. Except for Asians, the lowest socioeconomic categories contain the greatest disproportion of nonwhites." (see Table 2.9, page 14)

Socioeconomic Inequality

TABLE 2.9

Estimated Inequality: Percent Above or Below Parity*

<i>Ethnic Group</i>	<i>P</i>	<i>M</i>	<i>T</i>	<i>C</i>	<i>S</i>	<i>L</i>	<i>U</i>
British	24	27	5	6	-21	-19	-20
Dutch	0	20	7	9	-6	-3	-51
French	5	5	8	-4	-12	-6	-28
German	8	13	5	14	-11	-6	-43
Irish	4	16	14	-10	-4	-13	-16
Norwegian	37	20	18	-15	-8	-20	-46
Swede	17	74	10	13	-9	-37	-72
<i>Total Western European</i>	14	20	7	5	-13	-12	-29
Czech	14	31	12	-13	-10	-9	-37
Pole	13	16	20	-10	-20	-5	-44
Russian	125	57	26	-27	-33	-64	-72
<i>Total Western European</i>	43	29	20	-15	-22	-21	-51
Italian	-4	12	15	-4	-1	-9	-29
Spanish	-48	-17	4	-41	38	26	37
Asian	69	-24	2	-44	33	-3	-24
Afro American	-39	-62	-34	-41	74	37	134
Mexican	-54	-57	-46	64	31	31	59
Native American	-66	-43	-9	47	-3	35	3
<i>Total Nonwhite</i>	-33	-55	-31	-12	54	31	90
Anglo American	-49	-27	-6	16	-5	29	28
Other Hispanic	-47	-42	-23	-24	15	49	100
Other Nonwhite	-31	-58	-28	0	41	27	86
Other White	50	36	1	-14	-21	-13	-29
Missing	-23	-25	1	6	1	10	23
<i>Total Other and Missing</i>	-18	-19	-5	3	0	14	25

*Parity: the number expected based on group size. A negative number indicates below parity, a positive number indicates above parity.

Legend: P: professional; M: managerial; T: technical, C: craft, S: service, L: labor, U: underclass

Jiobu "operationalizes" the underclass by defining it as those persons in poverty and long-term unemployed (1979), 16 years of age and older, excluding those in full-time school and in institutions.

SECTION VIII

Technical Assistance/Capacity Building Plan

SECTION VIII Technical Assistance/Capacity Building Plan

1. Description of the SDA's capacity building and technical assistance strategy, including plans for:

a. designating capacity building as a staff function;

The responsibility for agency training plans is vested in the Human Resources Manager. The TPIC Management Team works with the Human Resources Manager and with other staff to plan capacity building.

b. assessing local capacity building needs;

The TPIC Management Team works with other staff to assess capacity building needs and to plan and implement capacity building.

c. developing and participating in computerized communication mechanisms which are directly related to capacity building and technical assistance activities of the national Capacity Building and Information and Dissemination Network.

When the network is developed, TPIC will decide if it is appropriate to participate.

2. Describe all projects and activities which will be funded with the Technical Assistance/Capacity Building funds. Include a description for each project/activity with the following elements addressed:

a. a summary of the project/activity;

TPIC will implement a series of staff and contractor training sessions based on implementation of the amendments to the JTPA. Training will cover operational and administrative changes that impact compliance and the achievement of performance standards. Some of the training will be provided by TPIC staff with specialized knowledge; outside presentors may be necessary for portions of the training.

b. a timeline for accomplishing the project/activity;

This training will take place during PY 1994.

- c. a statement of how the project/activity will result in enhancing the effectiveness of the JTPA program, strengthening the caliber of client services provided under the Act and other Federal, state, and local employment and training programs, and in improving the coordination among them;

The amendments have a very great impact on the operation of JTPA programs. Knowledge of the amendments and best practices will enhance effectiveness of both contracted and in-house programs. Providing the training to partner agencies will enhance coordination and local capacity.

- d. a description of any technical assistance materials that will be developed with these funds and the plan for sharing these materials with other SDAs;

If useful materials are developed, they will be shared with other SDAs.

- e. a summary of the expected results of the project/activity;

Results will include: enhanced program effectiveness, knowledge of best practices, enhanced achievement of performance standards, improved quality of services to participants, and more strict adherence to amended administrative requirements.

- f. the staff and/or other people to be involved in the project/activity;

TPIC and contractor operations and administrative staff will participate.

- g. cost of the project/activity.

The cost of the project will be \$ 26,798.

94-01-4 Technical Assistance/Capacity Building Expenditure Plan

PY '94		PY' 95
FUND SOURCE	ALLOCATION	ALLOCATION
1. TA/Capacity Bldg.	26,798	26,798
2. Carryin	0	0
3. Total Available	26,798	26,798
4. Planned Costs	26,798	26,798
5. Planned Carryout	0	0

SECTION IX

**Title III Employment and Training Assistance
for Dislocated Workers (EDWAA)**

SECTION IX Title III Employment and Training Assistance
for Dislocated Workers (EDWAA)

- A. Description of the process used to coordinate with and inform the State JTPA Administration Dislocated Worker Unit regarding any actual or potential WARN or non-WARN layoffs and closures. Included is how information about the impending layoff shall be shared, who will make initial contact to the employer and rapid response team representatives, and when or if an on-site visit to the employer will be made.

The State Dislocated Worker Unit (DWU) Coordinator notifies TPIC and the Dislocated Worker Project (DWP), TPIC's contracted Title III service provider, of all WARN notices received and TPIC does the same. When TPIC, DWP or the DWU receives a notice of any non-WARN layoffs or closures that might warrant DWU involvement, TPIC or DWP notifies the State DWU or the State DWU notifies TPIC and the DWP. The process involves either mail, fax or telephone messages.

1. Description of how the response to a plant closure or mass layoff will be coordinated in the absence of any involvement by the State Dislocated Worker Unit (DWU).

The TPIC Dislocated Worker Project (DWP) provides an immediate response to a plant closure or mass layoff. The TPIC DWP will contact the appropriate members of the local Workforce Redevelopment Committee (WRC) which is made up of members representing the Employment Division offices, TRA/TAA, labor, economic development, education, TPIC and both County governments. The WRC also meets regularly to review substate closure and layoff activities, resolve delivery concerns and plan appropriate responses. The State TRA/TAA coordinator and the State DWU Coordinator sit on this committee.

2. Description of the process for ascertaining the availability of resources for providing services recommended by rapid response teams for eligible dislocated workers within your area.

The TPIC DWP will provide early intervention services in a manner appropriate with procedures established by the State JTPA Administration. Current funding will be allocated to address plant closures and mass layoffs. Oregon Dislocated Worker Program funds are also used. If funding is insufficient, TPIC will work with the State JTPA to apply for funds or to assist in making funds available to the service provider.

3. Describe efforts to promote the formation of labor management committees at plant closure or mass layoff sites.

Early in the Rapid Response process, the DWU and/or TPIC DWP staff initiate discussions with the employers and employees regarding the formation of Labor Management Committees, the benefits gained, and possible committee models.

4. Identify activities carried out to facilitate early identification of potential plant closings or layoffs.

In the process of gathering labor market information and future employers' training needs, searching for job openings and marketing DWP services, TPIC DWP staff are attuned to clues about potential closings or layoffs. Daily attention to regional media information provides leads on potential closings or layoffs as does the network of agency, business and industry relationships TPIC DWP has developed over the years. When labor unions are involved, the labor liaison provides early identification information.

5. Describe what feedback procedures, surveys, or follow-up with dislocated workers is done to assess customer satisfaction with the rapid response process.

Participants in each workshop are asked to fill out an evaluation. Further, TPIC's participant followup assesses customer satisfaction with all program services, including the rapid response process.

- B. Description of the system for responding expeditiously to worker dislocation where the rapid response assistance required by Section 314(b) of the JTPA is inappropriate, including worker dislocation in sparsely populated areas. The system may include (but is not limited to):

1. Development & delivery of widespread outreach mechanisms;

TPIC DWP maintains a continual capacity to outreach via partnerships with organized labor, community colleges and the State Employment Division. TPIC DWP maintains an extensive network of business and industry contacts. TPIC DWP and the State Dislocated Worker Unit maintain active outreach networks. TPIC DWP maintains high visibility in the community-at-large via the media and among employment and training providers through strong ongoing coordination efforts. The capacity to provide early intervention services enables direct services to companies and workers in transition.

2. Provision of financial evaluation and counseling (where appropriate) to dislocated workers to assist in determining eligibility for services and the types of services needed;

Brief one-on-one screening at the time of the orientation session will identify financial and counseling needs as well as other types of service needs. If eligible and interested in services, the worker will be placed on a waiting list for the next available assessment workshop.

3. Initial assessment and referral for further basic adjustment and training services; and

Brief one-on-one screening at orientations enable project staff to meet with interested individuals. If eligible, dislocated workers will be put on a list for services as available. Individuals are informed of any special Trade Adjustment Act (TAA) services, and/or referred to other appropriate services.

4. Establishment of regional centers for the purpose of providing such outreach, assessment, and early readjustment assistance.

TPIC serves the Multnomah and Washington Counties Substate Area. Due to the population density and economic activity, TPIC has maintained the dislocated workers services as a discrete service for the Title III population; however, the advent of one-stop career centers may make it more beneficial to include employment and training and/or social services for other populations through the same center. TPIC is currently involved in developing such regional centers that provide one-stop access to services and information. The Multnomah County location at Mt. Hood Community College's Maywood Center provides access to JTPA, Employment Department, community college, Urban League and organized labor services for dislocated workers. The Washington County location will provide similar one-stop access to dislocated worker services. When opportunities are available for grants or other funding, and there is a demonstrated need and benefit to the participant, TPIC will consider additional locations.

- C. Description of the services and activities to be provided by your program for dislocated workers in your substate area. Include in the description the following areas:

1. The provision of early intervention services prior to enrollment.

Coordination activities are held which are aimed at bringing agencies together to provide comprehensive services such as TAA, Training Unemployment Insurance (TUI), and educational benefits to the victims of plant closures and mass layoffs.

Efforts are made to assure that workers who are dislocated as a result of plant closure or mass layoff are contacted prior to dislocation. Information is provided regarding Title III program options.

TPIC and the Employment Department may conduct a joint orientation to services. The purpose will be to detail the services available through the various participating agencies, facilitate the unemployment insurance filing process, and, based on availability of staff time, present the option of an early intervention seminar at selected worksites.

The early intervention seminar will be a three to seven hour workshop, preferably held on-site prior to layoff, that provides information about labor market, career development, and job search skills to all interested employees. The seminar will be coordinated with the Employment Department, State JTPA Rapid Response staff and TPIC. Persons identified during the seminar as most appropriate for the program will be referred to the program.

2. The provision of basic readjustment services in accordance with Section 314(c) of the JTPA;

- (a) the procedures to assess participants' current education skill levels and occupational abilities;

Individuals participate in assessment and job search workshops. In these workshops, and throughout the readjustment period, experienced instructors take participants through group and individual exercises and instruments which are designed to assess current education, skill levels, and occupational activities.

The participants are tested with a variety of tests which include BASIS and may include COPS/CAPS, Meyers-Briggs, depending on their individual needs. There also are a variety of self-assessment instruments and exercises presented in the assessment/job search workshops.

- (b) procedures to assess participants' needs, including educational, training, employment, and social services;

The assessment/job search workshops are conducted in order to assess and assure that participants' needs, including educational, training, employment and social services, are met. One-on-one and group Individual Reemployment Plan development sessions with trainer/counselors provide additional information necessary to assure quality in the services selected and to move towards successful performance.

- (c) number of planned enrollments to receive basic readjustment services;

The number of planned new enrollments to receive basic readjustment services is 100%.

3. The provision of retraining services in accordance with Section 314(d) of the JTPA;

Retraining services are provided in accordance with Section 314(d) of the JTPA and include but are not limited to classroom training, occupational skill training, relocation, basic and remedial education, literacy and English for non-English speakers, entrepreneurial training and customized training directly related to appropriate employment opportunities.

- (a) number of planned enrollments for retraining services;

The number of planned enrollments for retraining services is 90%.

4. The provision of needs related payments in accordance with Section 314(d) of the JTPA, including a description of the system for determining who will receive needs-related payments.

N/A

- D. Description of the processes used to identify, select, and verify the eligibility of program participants. Included is the Substate Area's "most in need" policy including, but not limited to, definitions, target groups, and skill levels of workers who are eligible for dislocated worker services.

Participant Identification. Priority recruitment and outreach activities are aimed at individuals who have been laid off through closures and substantial layoffs. Recruitment methods include, but are not limited to, media advertising, public service announcements, direct contact with businesses and labor organizations which have individuals in layoff status, specifically including companies undergoing Worker Adjustment and Retraining Notification Act (WARN) reductions, and Employment Division Unemployment Compensation records. Recruitment and orientation activities also will take place in-plant prior to a plant closure or substantial layoff and may be coordinated as appropriate with the State Job Training Partnership Administration DWU.

Participant Selection. The orientation to DWP and available services occurs before eligibility and allows for self-selection into JTPA. The orientation also includes an initial screening for staff to use in determining appropriateness. Appropriateness is based on information relating to the individual's need for and ability to benefit from two or more of the following services: job search training; career education/training; industry specific training; entrepreneurial training, and basic skills/ABE/GED training.

"Most in Need" Policy.

Due to personal, work history and/or educational factors, a dislocated worker is "most-in-need" who does not have the skills required to become re-employed at a job with long term potential, with a reasonable career ladder and leading to at least a wage at 90% of wage at dislocation.

Eligibility Verification. TPIC maintains an eligibility unit which functions in the same way for Title III as it does for all other titles.

- E. Identification of and description of any PIC established goals and objectives for the dislocated worker program.

TPIC meets or exceeds performance standards established by the State of Oregon, and has adopted those standards.

- F. Description of the procedures, consistent with section 107, for selecting service providers which take into account past performance in job training or related activities, fiscal accountability, and ability to meet performance standards.

There is no deviation from the procedures described in Section II.E. of the JTP.

G. Description of the coordination with the following programs, services, and systems that facilitate services to participants. Indication if a financial agreement is in place:

1. Description of any local coordination of dislocated worker programs with the Employment Service/Unemployment Insurance, including the following:

a. Description of the process and procedures which have been set up in the substate area to assure effective communication. The description includes the exchange of information regarding demand occupations for retraining and access to vocational educational programs by JTPA participants as well as representation on each other's decision or policy boards.

The Workforce Redevelopment Committee, comprised of members representing the Employment Division and its TRA/TAA staff, as well as other substate agencies and interests, will meet quarterly to share information regarding layoffs, closures and potential business openings and job creation. Frequent informal communication related to closures, layoffs or individual companies or clients occurs among all the players when needed and within existing confidentiality policies. Information regarding demand occupations for retraining is obtained from the State Employment Division.

The Employment Department does not have vocational education programs available for JTPA participants. One of the five local Employment Office managers is designated to serve on TPIC's Board. The TPIC Board has review responsibility for the Wagner-Peyser Plan of Service and provides input on local decisions and policies in this way. In addition, the TPIC Dislocated Workers Project Contractor (MHCC) subcontracts with the Employment Division for staff who will be located at the project site(s).

b. Description of how the substate area will disseminate information to potential dislocated workers regarding the local availability of program services and training activities.

The TPIC DWP will contact employers upon learning of potential layoffs and request a meeting to

inform potential dislocated workers of the services. If a meeting is denied, distribution of written information provided by the TPIC DWP is encouraged. The TPIC DWP and TRA/TAA representatives from the local Employment Offices respond as a "rapid response" team to WARN notices, along with the State DWU Coordinator, to offer services and to encourage management to allow information to be given to potential dislocated workers prior to layoffs and closures. Local Employment Department staff, including Unemployment Claims and TRA/TAA staff, have information to provide to laid off workers about services. The TPIC DWP mails service information to workers who have been collecting UI for eight weeks or more through an arrangement with the Employment Division.

- c. Description of how dislocated workers will be identified and referred to the appropriate organization from any point of entry into the Employment Service, Unemployment Insurance, or the JTPA systems.

TPIC will identify and refer dislocated workers to Title III services through its eligibility determination process. The Employment Service and Unemployment Insurance will identify dislocated workers for the Oregon Dislocated Workers Program (ODWP). Upon completion of the Career Transitions Workshop (Choice & Options) through ODWP, individuals demonstrating a need for and ability to benefit from training will be referred to Title III services. Further, due to the subcontractual relationship and ongoing partnership with the Employment Division (MHCC subcontract), as well as significant involvement on the WRC, E.D employees are kept aware of TPIC's Dislocated Worker Program and are able to make referrals to orientations for dislocated worker services.

- d. Description of how dislocated workers will be identified and referred to the State funded Choices & Options program.

The Employment Division identifies and refers potential Choices and Options participants to ODWP and, when appropriate, directly to Title III services. TPIC DWP staff also refer individuals potentially eligible for Choices and Options to

Employment Division staff for eligibility determination.

- e. Description of the local process for notification of plant closure or layoffs to the Oregon Employment Division central office and the JTPA Administration. Identify staff and their responsibilities in this process.

The TPIC staff member assigned to the Dislocated Worker Program will be responsible for notifying the State DWU Coordinator of plant closures or layoffs via phone calls or facsimile transmission. The service delivery subcontractor also will notify the State DWU Coordinator and TPIC staff of closures or mass layoffs that they know about. Local Office Managers from the Employment Division will be responsible for notifying their central office.

2. Description of the process for involving labor organizations in the development and implementation of services for dislocated workers;

Labor liaison(s), under subcontract (MHCC subcontract) with Labor's Community Service Agency, Inc. will be located at the DWP site(s) and participate in all activities and planning for dislocated workers. The Northwest Oregon Labor Council, AFL-CIO, also participates in planning, reviews program activities and direction. The Private Industry Council coordinates with specific local unions when applicable due to specific closures. and plays a key role in Labor Management Committees.

3. Description of coordination with LEOs and PICs in the dislocated worker programs;

Local Elected Officials approve all appointments to TPIC's Board of Directors, sit on the Board as voting members, review and approve the Job Training Plan, set policy and provide oversight of all programs, including the Dislocated Worker Program.

4. Description of coordination with local government in the delivery of WARN notifications to your agency;

Local units of government are requested to forward WARN notices to both the TPIC office and the Dislocated Workers Unit (DWU) at the State Job Training Partnership Administration. The Private Industry Council has agreed

to keep these organizations informed as to the services provided to the dislocated workers.

5. Description of coordination with JTPA Title II programs; e.g., basic skills/literacy training, job club activities, etc.;

During orientations and outreach, JTPA Title II services are presented as options to low income individuals not eligible for EDWAA services or who might be better served in a Title II program. All partners/contractors of TPIC maintain a variety of communications through various methods that have developed over the last ten (10) years, which keep the partners, contractors and TPIC staff in contact.

6. Description of any other coordination efforts/agreements utilized in the delivery of services to dislocated workers (if not addressed in Section II), including veteran's programs.

N/A

7. Matrix of Coordination - attached

G.7. KEY FOR COORDINATION TABLES

<u>TYPE & FREQUENCY OF INFORMATION</u>	<u>STAFF COLLABORATION AND SUPPORT</u>	<u>SERVICES TO PARTICIPANTS</u>
1. CLIENT INFORMATION	1. SHARED STAFF	1. DUAL ENROLLMENT
2. EMPLOYER INFORMATION	2. JOINT CASE MANAGEMENT	2. CROSS REFERRALS
3. CASE MANAGEMENT	3. CO-LOCATION	3. SUPPORT SERVICES
4. MEETINGS	4. MEETINGS	4. RETRAINING
5. RESOURCES BEING PROVIDED	5. JOINT STAFF TRAINING	5. OUTREACH/INTAKE
6. POLICIES, PROCEDURES, STRATEGIC PLANNING	6. PHONE CONTACT	6. ASSESSMENT
7. LABOR MARKET INFORMATION	7. TECHNICAL ASSISTANCE	7. PLACEMENT ASSISTANCE
8. SHARED MIS - SYSTEMS LEVEL	8. SHARED RESOURCES	8. CASE MANAGEMENT
9. RAPID RESPONSE	9. WRITTEN COMMUNICATIONS, NEWSLETTER	9. RAPID RESPONSE
10. FOLLOW-UP INFORMATION	10. JOINTLY OPERATED PROGRAMS	10. FOLLOW-UP SERVICES
11. PROGRAM SERVICES	11. RAPID RESPONSE	11. OTHER (DEFINE)
12. OTHER (DEFINE)	12. OTHER (DEFINE)	

FREQUENCY

- A. WEEKLY
- B. MONTHLY
- C. QUARTERLY
- C. ANNUALLY
- D. AS NEEDED

PROVIDED TO	PROVIDED BY EDWAA		
	TYPE & FREQUENCY OF INFORMATION	STAFF COLLABORATION & SUPPORT	SERVICES TO PARTICIPANTS
UI System - Employment Dept.	1A, 3A	2	1, 2
Programs Under Trade Adjustment Assistance Act - Employment Dept.	1B, 2B, 3B, 9B	2	1, 2, 4, 5, 6, 7, 8, 9, 10
State's Vocational Education System - Office of Professional Technical Ed./Oregon Dept. of Ed.			
Employment Service - Employment Dept.	1A, 3A, 4B, 5A, 9D	2, 3, 4, 5, 6, 7	1, 2, 6, 7, 8, 9
Programs Providing Services to Veterans	1D	2, 6, 7	2, 4, 8
Economic Development			
Labor Market Information Agencies - Employment Dept.			
State Education Agency - Oregon Dept. of Ed.			
Social Service Agency - Dept. of Human Resources			
Other Training Programs (PCC, MHCC, STEPS TO SUCCESS, URBAN LEAGUE, VOC REHAB	1A, 2A, 3A, 4A, 5A, 7A, 9A, 10A	2, 3, 4, 5, 6, 7, 8	1, 2, 4

PROVIDED BY	PROVIDED TO EDWAA		
	TYPE & FREQUENCY OF INFORMATION	STAFF COLLABORATION & SUPPORT	SERVICES TO PARTICIPANTS
UI System - Employment Dept.	1A, 2A	2	2
Programs Under Trade Adjustment Assistance Act - Employment Dept.	1B, 3B, 5C, 9D	2	9
State's Vocational Education System - Office of Professional Technical Ed./ Oregon Dept. of Ed.			
Employment Service - Employment Dept.	1A, 2A, 3A, 4C, 5A, 7B, 9D, 10B	2, 3, 4, 5, 6, 7	1, 2, 7, 9, 11
Programs Providing Services to Veterans	1D	6, 7	2, 4, 8
Economic Development			
Labor Market Information Agencies - Employment Dept.	2B, 5A, 7A	4, 6, 7, 9	N/A
State Education Agency - Oregon Dept. of Ed.			
Social Service Agency - Dept. of Human Resources			
Other Training Programs (PCC, MHCC, STS, URBAN LEAGUE, VOC REHAB)	1A, 2A, 3A, 5A, 11A	2, 3, 6, 7, 8	2, 4

- H. Description of the EDWAA/TAA coordination and indicate if your substate area has an EDWAA/TAA local coordination agreement. Your local EDWAA/TAA Coordination Agreement may be attached and referenced. The following should be addressed:

An EDWAA/TAA local coordination agreement is in place.
Please see attachment.

1. Description of how Title III services and TAA services will be coordinated so as to avoid duplication and fragmented delivery of services to eligible dislocated workers;

Title III services and TAA services are coordinated through the WRC and through close cooperation with the TRA/TAA staff, both locally and at the state level. Staff have become comfortable working with each other. Fragmented delivery of services to participants is avoided through coordinated case management and ongoing connection regarding specific participants and working procedures.

2. Description of coordination of the intake, referral, and assessment processes;

Individuals who are TAA eligible may have already received JTPA intake. This information, with their permission, is passed on to the TAA case manager to assure planning continuity when they begin to receive TAA services. If the person has been enrolled in JTPA, staff will decide mutually if the individual should return to JTPA at the end of training or receive Employment Division placement services. Once the participant is employed, the TAA staff will inform DWP. If the person became eligible for TAA prior to JTPA participation, the person will not be enrolled in JTPA and will become a TAA trainee until employed inasmuch as the training benefits are greater than JTPA's. However, if there should be clear benefits such as supportive services, job development or additional training to the individual through dual enrollment, s/he may be enrolled in JTPA Title III services. Because of the close working relationships developed between TRA/TAA and the TPIC DWP staff, individuals can be referred easily to the services deemed most beneficial to them.

3. Description of how decisions will be made to maximize the financial and programmatic resources of both programs regarding services to the dislocated worker based on the assessment;

If an individual is TAA eligible and wants to access training services, TAA services will be provided. If the assessment indicates that JTPA has a service or a special training that is needed by an individual and it cannot be provided through TAA, contact will be made with the TPIC DWP and resources negotiated within the limits of the budget and staff resources.

4. Discussion of how the progress of a mutual or shared client will be monitored through the training process;

For mutual clients, the case managers will communicate with each other in the most beneficial way - telephone, personal visits - throughout the training process. The case management responsibility rests with the TAA staff person through placement unless it is decided that JTPA would have greater success at placement for the individual. Because of the contractual obligations of the DWP subcontractor to TPIC for placement, the subcontractor may prefer to provide the placement services for a mutual client. However, because of the close relationship of TRA/TAA to the TPIC DWP, there is little likelihood of a client getting lost between the two systems.

5. Needs related payments will not be available to participants.
6. Description of efforts at coordination of placement services after training;

ED computers are located on site at the DWP office. TPIC DWP or ED will provide placement services as appropriate.

7. Discussion of how and when evaluation of the effectiveness of EDWAA/TAA coordination activities in the substate area will be done. Included are how the evaluation results are used and any changes made to your EDWAA/TAA agreement as a result of this evaluation.

Effectiveness will be assessed at periodic meetings of the agencies and the WRC and problems will be resolved by and among the involved staff.

- I. Description of the system utilized for issuing certificates of continuing eligibility. Indication of whether certificates of continuing eligibility issued by other Substate Grantees (both within Oregon and by other states) will be redeemed in your substate area.

In accordance with State Policy 123.6.5.4.11 Certificates of Continuing Eligibility may be issued to eligible dislocated workers. TPIC does not redeem CCEs from other Substate Grantees.

- J. Description of services to be provided to displaced homemakers, including:

1. How such service will be integrated into ongoing programs and activities under Title III;

No services for Displaced Homemakers under Title III are planned. Mount Hood and Portland Community Colleges maintain Carl Perkins funded displaced homemaker programs throughout the SDA.

2. The mechanism for managing the number of displaced homemakers served to ensure that the delivery of services to displaced workers will not be adversely affected.

Displaced Homemakers will not be served through The Private Industry Council's Title III programs (Please see part D, #1).

- K. Description of any variances from the general services and management systems in Section II.

There will be no variances from the general services and management systems in Section II.

- L. Information showing the amount of EDWAA funds supporting substate staff and EDWAA staffing levels of your organization.

Approximately \$989,126 will support 21.5 program FTE.

M. Waiver:

1. The Private Industry Council will reapply for a waiver of the 50% requirement for retraining services.
2. Two EDWAA expenditure plans are attached: (1) one plan reflecting the waiver request; and (2) a non-waiver expenditure plan.

NOTE: Submit waiver separately from Plan document in accordance with the JTPA Policy 123-6-5-3.17 instructions and timelines regarding waiver application/reapplication.

N. Attached are copies of the following forms for this program:

1. TAA Agreement
2. EDWAA Expenditure Plan (Form #93-01) - one plan with waiver and one without waiver
3. Performance Plan (Form #93-02), including the 64% entered employment rate, and the 68% retention at the 13 week follow up. (use 600 enrollments)
4. Demographic Service Plan (Form #93-03).

COORDINATION PLAN
ECONOMIC DISLOCATION
AND WORKER ADJUSTMENT ASSISTANCE ACT
and
TRADE ADJUSTMENT ACT

All parties to this document agree that it is in the interest of dislocated workers to have planning and coordination among the agencies charged by both the Economic Dislocation and Worker Adjustment Assistance Act and the Trade Adjustment Assistance Act with responding to the needs of such workers. Other entities which may provide services to assist dislocated workers will be involved in this coordination effort.

The Private Industry Council ("TPIC") contracts with Mt. Hood Community College ("MHCC"), which, in cooperation with Portland Community College ("PCC"), operates TPIC's Dislocated Worker Project ("DWP"). The Employment Division ("ED") offices involved in this agreement are: Beaverton, Gresham, Hillsboro, North Portland and Downtown.

The parties agree to the following, in order to provide coordinated, efficient and effective service delivery to dislocated workers:

1. The ED Offices, TPIC, its contractors and subcontractors, will share information to the fullest extent allowed by law to assure effective communications between and among the parties.
2. In order to disseminate information to potential dislocated workers regarding the local availability of program services and training activities, training of key staff in TPIC, DWP and ED offices will occur. These staff will in turn train other staff. Brief descriptions of ED, TPIC, DWP and Community College services will be provided to applicants, through group orientations or on a one-to-one basis. Service information will be at partners' service delivery locations. A brochure targeted at explaining the services of DWP and ED is available.
3. DWP and TPIC will identify and refer dislocated workers to the appropriate organization through their orientation and eligibility determination processes. The ED will refer to the appropriate agency through UI and Job Service application information and through self identification of dislocated workers. Training will be held to orient staff regarding workers potentially eligible for EDWAA or TAA covered under these statutes.

4. In the absence of or in addition to any involvement by the State Dislocated Worker Unit or Rapid Response Team to a plant closure or substantial layoff: each local entity to become aware of the closure or layoff will take the responsibility to notify the other appropriate entities such as TPIC, the ED office designate, DWP, Portland Development Commission Job Net staff, organized labor, etc.

DWP, in coordination with ED, shall then plan a strategy for response designed for that specific facility. The initial approach to labor and management will be made by a representative from DWP, which will present the proposal and work out an agreeable method of service. The initial meeting with affected employees will include an ED representative whenever scheduling permits. At the time of initial meeting with affected employees, copies of all appropriate application forms for TAA, EDWAA, UI and ED Job Match shall be made available. Every effort shall be made to limit further stress and to provide "one stop" assistance to workers who are being dislocated.

5. TPIC, DWP, and a representative selected by the local ED office manager will be responsible for notifying its statewide office of layoffs and closures. Names and titles of the ED specialist and alternate at each Employment Division office will be provided to the State ED and JTPA offices and updated as necessary. The DWP will notify TPIC who will contact State JTPA staff.
6. In order to assure a seamless delivery of services to eligible dislocated workers, EDWAA and TAA services will be coordinated as follows
 - A. An orientation at the facility (or off site) will be scheduled during which staff from ED and DWP (along with any other appropriate organizations) will describe the services available to the workers and have appropriate application forms available. Assistance will be provided in applying for UI, TAA, and ED Job Match. Surveys to identify needed training and services will be provided by DWP and ED staff. Up to an 8-hour workshop may be held by DWP and ED staff to provide basic job search skills information, further assess training and service needs, and help the dislocated worker prepare for the transition.
 - B. Staff from both ED and DWP will evaluate results of surveys and the workshop to discuss which services will best assist the dislocated workers.

- C. Progress of TAA/TRA or shared clients who are also enrolled in EDWAA will be monitored throughout the training process. DWP or ED will gather participant status and progress information from training institutions and share as needed. Those in training through DWP will be followed by case management staff. This staff member will discuss problems that arise with the appropriate agency—DWP or ED. Quarterly progress reports provided to ED by training institutions on TAA/EDWAA trainees will be shared with DWP as needed. Additional case file information will be provided by ED to DWP when trainees leave TAA for full involvement in EDWAA. Final outcome status reports will be shared with the other involved agencies by the organization receiving it.
- D. Job Orders are shared between DWP and the ED through contracted ED staff working at DWP. ED computers are located on site at the DWP office. DWP will provide workplace competency skill training and job search training for shared clients as needed. Placement services will be provided by the ED, or DWP, as appropriate.
7. The effectiveness of coordination activities in our area will be assessed at periodic meetings among the agencies.

Dennis Cole, President
The Private Industry Council

Date

Bev Lutz, Manager, Northwest Region
Employment Division

Date

Dr. Paul E. Kreider, President
Mt. Hood Community College

Date

Dr. Daniel F. Moriarty, President
Portland Community College

Date

BUDGET PLAN
EDWAA TITLE III-E
PY 1994 Substate Plan
WITH WAIVER

PY '94-95 Job Training Plan
The Private Industry Council, Inc.
Section IX
Page 21 of 24, Attachment 2
Revised: _____ Effective: JUL 01 199
Modification No.: _____

	PROGRAM -----	ADMIN -----	TOTAL PLAN EXPENDED -----
I. A. Carry-in	73,476	12,966	86,442
B. PY'94 Allocation	1,843,843	325,384	2,169,227
C. Total Available	1,917,319	338,350	2,255,669
II. Quarter Ending September 30, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	98,122		98,122 0
B. Retraining Services	130,829		130,829
C. Needs-Related Payment and Supportive Services	49,061		49,061 0
D. Administration		49,061	49,061
E. Total	278,011	49,061	327,072
III. Quarter Ending December 31, 1994:			
A. Basic Readjustment Services (Excl. Supportive Services)	274,064		274,064 0
B. Retraining Services	365,418		365,418
C. Needs-Related Payment and Supportive Services	137,032		137,032 0
D. Administration		137,032	137,032
E. Total	776,514	137,032	913,546
IV. Quarter Ending March 31, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	450,006		450,006
B. Retraining Services	600,008		600,008
C. Needs-Related Payment and Supportive Services	225,003		225,003
D. Administration		225,003	225,003
E. Total	1,275,017	225,003	1,500,020
V. Quarter Ending June 30, 1995:			
A. Basic Readjustment Services (Excl. Supportive Services)	575,196		575,196
B. Retraining Services	766,927		766,927
C. Needs-Related Payment and Supportive Services	287,598		287,598
D. Administration		287,598	287,598
E. Total	1,629,721	287,598	1,917,319
VI. Planned Carry-out	287,598	50,753	338,350
GRAND TOTAL	1,917,319	338,351	2,255,669

94-02 Performance Plan

JUL 01 1994

TITLE: III

I. Participation and Termination Summary

PY' 94	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	600		600	
B. Total Terminations	528		528	
C. Total Entered Employments	354		354	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	150		150	

PY' 95	TOTAL	ADULT WELFARE	ADULT	YOUTH
A. Total Participants	600		600	
B. Total Terminations	528		528	
C. Total Entered Employments	354		354	
D. Total Youth Enhancement Terminations				
E. Participant Carryover	150		150	

II. Performance Standards

	PY' 94	
A. Adults (Title III-E)	STANDARD	PLAN
Entered Employment Rate	64%	67%
B. Youth (Title II-C)		
Entered Employment Rate	41%	
Employability Enhancement Rate	36%	
C. Follow-up (Title II-A)		
Adult Employment Rate	60%	
Adult Welfare Employment Rate	46%	
Adult Average Weekly Earnings	\$228	
Average Welfare Weekly Earnings	\$207	

	PY' 95	
	STANDARD	PLAN
		67%

III. Other Measurable Performance Goals (including State Council goals and PIC established goals)

	PY' 94	PY' 95
Program	GOAL	PLAN
Title III - Retention at 13-Weeks	68%	68%
Older Worker - Entered Employment	55%	
Older Worker - Follow-up Employment Rate	51%	
Older Worker - Average Weekly Earnings at Follow-up	\$207	

	PY' 94	PY' 95
GOAL	PLAN	
		68%

SECTION X

Oregon Workforce Development Strategy

SECTION X

Oregon Workforce Development Strategy

Description of how the SDA's programs contribute to Oregon's workforce development strategy, related to the applicable benchmarks (listed below) and should focus on:

- (1) how your program design contributes to the achievement of the benchmark or moving participants farther along the mobility continuum, and;
- (2) what performance outcomes relate to the benchmark, e.g. the percentage of youth who will enter employment or percentage of youth who will attain the youth employability enhancement outcomes (please specify the actual outcomes such as "achieved a high school degree or its equivalent" or "remained in school," etc.)
- (3) discuss any other benchmarks which may apply to your programs.

TPIC participated in the various task forces and planning efforts for each of the JTPA titles. These task forces kept the benchmarks of the Workforce Development Strategy as paramount goals.

As in the previous years' plans, TPIC continues to organize its efforts around the Workforce Development Strategy of the State of Oregon. The measurable incremental success of TPIC participants documents their movement along the mobility continuum or their achievement of one or more of the benchmarks.

A. Adult Program Benchmarks

Percentage of 25 year-olds with a certificate granted in non-baccalaureate education and training programs (A.A degree or journey-person card) (#40) - WQC priority #6

In order to help meet this goal, TPIC will enroll 762 adults in IIA education and training activities. Youth are encouraged to complete school and enroll in training. TPIC carries out short-term vocational training and develops linkages with educational institutions and financial aid programs as well as with labor organizations for apprenticeship training. These training and education programs are an important means to help realize the goal of long-term employment.

Adult formal education - percentage of adults who have

completed:

- high school or an equivalent program (#43).

TPIC's adult programs provide basic skills training for participants who are assessed as needing the training, with the measurable goal of attaining a GED. This attainment helps participants realize their goals of entering and remaining in employment.

- at least one year of post-secondary education or training (#44) WQC priority #5.

TPIC plans to enroll at least 15% of adults in IIA basic skills education. GED programs and basic skills upgrade programs operated by TPIC are a significant step in preparation for employment.

- an associate degree in professional-technical education (#45).

TPIC carries out short-term vocational training and develops linkages with educational institutions and financial aid programs. Program completers are encouraged to continue their educational efforts which may lead to the attainment of an associate degree. However, TPIC's overriding adult goals remain entering and retaining employment.

- a certified apprenticeship program (journeyperson card) (#48) - WQC priority #10.

TPIC has developed and is expanding linkages with apprenticeship programs. Participants are referred according to assessed needs. Linkages have been developed with organized labor at the NEET center to facilitate entrance by participants into apprenticeships. Entrance of participants into apprenticeships greatly enhances their opportunities to gain and maintain employment.

Percentage of adults proficient at prose, document and quantitative literacy skills (#52-#54) - WQC priorities #7, 8 and 9.

TPIC provides basic skills and GED training; this is at the "basic" level or below. All enrollees are assessed as to basic skills level. TPIC either directly provides or refers to training. The acquisition of basic skills helps participants realize their goals of entering and remaining in employment.

Employment in historically under-represented occupations (e.g., management, professional, and technical occupations) - African-Americans, American Indians, Asians, Hispanics, Whites, Women (#84)

TPIC targets a high percentage of minorities in its employment training and placement programs, and this SDA has the highest minority population in Oregon. TPIC is also implementing goals for the training and placement of women into non-traditional employment. TPIC carries out employer education and consistently advocates for the employment of minorities and women in historically underrepresented occupations and has had considerable success in this area. As a consequence, TPIC is making a substantial contribution to the achievement of this benchmark and the movement of participants along the mobility continuum.

Percentage of Oregon seniors who are employed and/or volunteer at least 15 hours per week (#90).

Through a combination of JTPA and other funds TPIC is able to place a substantial number of Older workers into paid work experience and unsubsidized employment.

Percentage of Oregonians with mental illness who are employed (#94)

While TPIC does not have specific goals in this area, many participants who are experiencing mental illness are served through referral to specialized providers and subsequent enrollment into JTPA with the goal of long-term employment.

Percentage of Oregonians with development disabilities who are employed (#97).

TPIC does not have specific goals in this area. However, participants with development disabilities are served in TPIC adult programs with the goal of long-term employment. This benchmark is better addressed by TPIC youth programs; a specific summer program for in-school youth with disabilities has been developed.

Percentage of Oregonians with physical disabilities who are employed (#100).

TPIC addresses this benchmark for adults through its Older worker Program. TPIC has received additional resources to serve participants over the age of 45 with disabilities. This program is well integrated into TPIC programs, and has resulted in the purchase of a TDD and in an effort to educate employers about the benefits of hiring persons with

disabilities and the implications of the Americans with Disabilities Act. As with other adult programs, the goal is to place participants in employment and assist them in maintaining that employment. Again, this benchmark is also addressed by TPIC's youth programs.

B. Youth Program Benchmarks

The following benchmarks relate to youth programs. Urgent benchmarks:

Percentage of students who achieve established skill levels in eleventh grade composite reading and math skills and composite writing skills (#20 and #21)

TPIC In-school programs, such as STEP, have a positive effect on at risk youth, enabling them to stay in school and to graduate. The measurable JTPA outcomes for the success of these programs are Remained in School, Returned to School, and High School Completion.

Percentage of high school students with significant involvement in professional-technical, and entrepreneurial education programs (#35) - WQC priority #1.

TPIC has no program with the specific goal of enrolling high school students in vocational programs. However, it is the goal of TPIC in-school programs to keep at risk youth in school so that they can take advantage of the education and training programs offered by the schools.

Percentage of disabled high school students moving directly from high school to competitive or supported employment (#37).

TPIC serves high school students with disabilities in its summer programs, and to a lesser extent in its ongoing in-school programs. A specific summer program for in-school youth with disabilities has been developed. All TPIC programs have employment or employment-related youth competencies as a goal.

Other youth benchmarks:

Percentage of high school students enrolled in structured work experience programs (#36).

Work Experience is a major component of TPIC in-school youth programs. One of the most serious barriers to employment for young people is the lack of work experience. TPIC addresses this barrier through its summer and year-round in-school

youth programs.

High school graduation rate (#38).

TPIC in-school programs have the measurable JTPA outcome of High School Completion.

C. Dislocated Worker Program Benchmarks:

The following benchmarks are related to dislocated worker programs.

Urgent dislocated worker program benchmarks:

Percentage of displaced workers re-employed with 24 months and earning at least 90% of previous income (#51.a) - WQC priority #4.

- All workers
- Lumber and wood products workers

The TPIC Dislocated Worker Program, operated through a subcontract with Mt. Hood Community College, has the expressed goal of assuring the re-employment of dislocated workers (from any industry) within 12 months.

TPIC also has the goal of reemployment at at least the wage of the last job, through the counseling and training the program provides. The actual achievement of this goal is difficult, considering that dislocated workers are changing careers, and depends upon many factors, such as the labor market at the time of placement. TPIC's current average wage at placement in the Dislocated Worker Program is \$8.66, which is an estimated 65% of the average last wage received. For those participants not placed at or above the last wage received, the presence of a career ladder and opportunity for advancement are a part of the job placement decision.

Other dislocated worker program benchmarks:

Percentage of displaced workers actively engaged in job retraining programs or educational programs (#51.b)

- All workers
- Lumber and wood products workers

The TPIC Dislocated Worker Program provides job retraining and/or educational programs to all enrollees who are assessed as being in need of those services.

Additional Benchmarks:

There are a number of additional benchmarks, not selected for emphasis in the Job Training Plan instructions; some are perhaps more relevant to components of TPIC's services to the hard-to-serve. These are:

Benchmarks 7, 8, 9, 10, 11, and 12, dealing with Healthy Babies and Toddlers

TPIC's teen parent and alternative education have a direct relationship on this area. In addition, the Youth Employment Institute has child care and parenting skills training available.

Benchmarks 18 and 19, Health and Fitness, Percentage of students free from drugs; part b., Eleventh grade

TPIC in-school programs contain effective life skills instruction and other strategies to assist students in remaining drug-free.

Benchmark 58, Economic Participation of minority populations; Income per capita as a percentage of Oregon Median

TPIC targets a high percentage of minorities in its employment training and placement programs, and this SDA has the highest minority population in Oregon. As a consequence, TPIC is making a substantial contribution to the achievement of this benchmark.

Benchmark 62, Civic and Occupational Participation of Minority Populations; Employment of minorities in historically underrepresented occupations

In addition to the points made for Benchmark 58, above, TPIC carries out employer education and consistently advocates for the employment of minorities in historically underrepresented occupations and has had considerable success in this area.

JUL 0 1 1994

SECTION XI

Assurances and Lobbying Certification and Disclosure

SECTION XI

Assurances and Lobbying Certification and Disclosure

ASSURANCES

- I. This Job Training Plan and Economic Dislocation and Worker Adjustment Assistance (EDWAA) Act Substate Plan (Plan) is entered into between the Governor of the State of Oregon hereinafter referred to as "State" and The Private Industry Council, Inc. hereinafter referred to as the Subrecipient for the purpose of carrying out the provisions of Public Law Number 97-300, the Job Training Partnership Act (JTPA), as amended.
- II. The Subrecipient and the State hereby assure that they will fully comply with the requirements of the JTPA and any amendments thereto; rules and regulations issued under the JTPA; U.S. Department of Labor policies promulgated under the JTPA; applicable sections of the Wagner-Peyser Act, all applicable federal, State and local statutes; all Oregon Administrative Rules promulgated by the Economic Development Department of the State of Oregon; and the Oregon Job Training Partnership Administration Policy and Procedures Manual. Furthermore, the Subrecipient hereby assumes any and all financial responsibility for all JTPA funds received pursuant to this agreement to the extent allowed by the Oregon Constitution and/or local government charter. All JTPA funds received under this agreement shall be administered and managed in accordance with the rules, regulations, policies and statutes listed above. This agreement shall be governed by and construed in accordance with the laws of the State of Oregon.

It is further understood that all funding is contingent on the availability of federal funds and continued federal and State authorization for program activities, and that this Plan is subject to amendment or termination due to lack of funds or authorization. The State shall promptly provide the Subrecipient with notice of any funding or regulatory changes.
- III. This Plan establishes the conditions the Subrecipient will adhere to in the performance of its responsibilities.

This assurance section is composed of this first page and those articles which follow.

Article I Program Description

- A. The Subrecipient is authorized to undertake the work and services detailed in this Plan, and any amendments or modifications thereto.
- B. The Subrecipient shall operate the program described in this Plan in accordance with the policies and rules of the State.
- C. The Subrecipient has full authority to implement and manage the delivery of all services within the terms of this Plan.

Article II. Program Requirements

- A. The Subrecipient will ensure that no member of any council under JTPA:
 - (1) Shall cast a vote on the provision of services by that member (or any organization which that member directly represents); or vote on any matter which would provide direct financial benefit to that member. [JTPA Section 141(f); 20 CFR 627.420 (c)].
 - (2) Shall cast a vote on any matter which would provide indirect financial benefit to that member without declaring a conflict of interest prior to the vote.
- B. The Subrecipient shall be considered a governing body of a public body as defined in ORS 192.610 and shall conduct meetings pursuant to Oregon's Public Meeting Law (ORS 192.610 through 192.690) and the regulations promulgated pursuant to that law.
- C. The Subrecipient shall be considered a public body as defined in ORS 192.410 (1) and shall comply with Oregon's Public Records Law and the rules and regulations promulgated thereto.
- D. Training provided with funds made available under this Plan shall be only for occupations for which there is a demand in the area served or in another area to which the participant is willing to relocate, and consideration in the selection of training programs may be given to training in occupations determined to be in sectors of the economy which have a high potential for sustained demand or growth. [JTPA Section 141(d)(1)]

- E. No currently employed worker shall be displaced by any participant, including partial displacement such as a reduction in the hours of non-overtime work, wages, or employment benefits. No program under this Act shall impair existing contracts for services or existing collective bargaining agreements, unless the employer and the labor organization concur in writing with respect to any elements of the proposed activities which affect such agreement, or either such party fails to respond to written notification requesting its concurrence within 30 days of receipt thereof. No participant shall be employed or job opening filled when any other individual is on layoff from the same or any substantially equivalent job, or when the employer has terminated the employment of any regular employee or otherwise reduced its work force with the intention of filling the vacancy so created by hiring a participant whose wages are subsidized under this Act. No jobs shall be created in a promotional line that will infringe in any way upon the promotional opportunities of currently employed individuals. [JTPA Section 143(b)(1)(2)(3)(4); 20 CFR 627.230]
- F. The Subrecipient assures that no funds will be used to assist, promote, or deter union organizing. Where a labor organization represents a substantial number of employees who are engaged in similar work or training in the same area as that proposed to be funded under this Act, an opportunity shall be provided for such organization to submit comments with respect to such proposal. [JTPA Section 143(c)]
- G. All laborers and mechanics employed by contractors or subcontractors in any construction, alteration, or repair, including painting and decorating, of projects, buildings, and works which are federally assisted under this Act, shall be paid wages at rates not less than those prevailing on similar construction in the locality as determined by the Secretary in accordance with the Act of March 3, 1931 (40 U.S.C. 276a-276a-5), popularly known as the Davis-Bacon Act. The provisions of this subsection shall not apply to a bona fide trainee in a training program under this JTPA. The provisions of Section 167(a)(4) of the Act apply to such trainees. [JTPA Section 143(d)]
- H. Services will be provided to eligible dislocated workers. [JTPA Section 311(b)(1)(A) and (B)]

- I. Services will not be denied on the basis of State of residence to eligible dislocated workers displaced by a permanent closure or substantial layoff within the State; and may be provided to other eligible dislocated workers regardless of the State of residence of such worker. [JTPA Section 311(b)(1)(C); 311(b)(1)(B)]
- J. Services to displaced homemakers will not adversely affect the delivery of services to eligible dislocated workers, and services to displaced homemakers are to be provided in conjunction with ongoing programs for all dislocated workers. [JTPA Section 311(b)(4); 20 CFR 631.52(c)]
- K. Any program, under this Title, serving a substantial number of members of a labor organization will be established only after full consultation with such labor organization. [JTPA Section 311(b)(7)]

Article III. Records Maintenance

- A. The Subrecipient shall keep records that are sufficient to document the preparation of reports required by this Act and to permit the tracing of funds to a level of expenditure adequate to ensure that the funds have been spent in compliance with JTPA and all applicable State policies. [JTPA Section 165(a)(1)]
- B. The State, the Department of Labor, and their agents shall have access to all records and reports pertaining to the administration of this Plan. [JTPA Section 163(b); 20 CFR 627.460]
- C. The Subrecipient will include a clause in all subagreements giving the State, the Department of Labor and their agents access to all records and reports pertaining to the administration of all subagreements under this agreement.

Article IV. Monitoring and Evaluation

The Subrecipient shall monitor and document monitoring of its authorized subagreements to ensure that all assurances and standards set by the State, Department of Labor, and Subrecipient are followed. [JTPA Section 164(e)(2)]

Article V. Management Information Systems

The Subrecipient shall maintain a management information system, in accordance with guidelines prescribed by the State, designed to facilitate the uniform compilation, cross-tabulation, and analysis of programmatic, participant, and financial data, necessary for reporting, monitoring, and evaluating purposes including data necessary to comply with Section 167 of the JTPA. [JTPA Section 165(c)]

Article VI. Bonding and Insurance

- A. The Subrecipient shall have insurance or evidence of self-insurance for professional liability resulting from errors, omissions, or negligent acts of its officers, employees or agents.
- B. The Subrecipient represents and warrants that it will carry insurance appropriate for business under Oregon law, including motor vehicle insurance, property, tort, etc. The Subrecipient will require its subcontractors to also carry such insurance.
- C. The Subrecipient represents and warrants that every officer, director, agent or employee authorized to receive or deposit JTPA funds or to issue financial documents, checks or other instruments of payment of program costs, is bonded to provide protection against loss. The Subrecipient will require its subcontractors to procure bonds to cover the same losses by its officers, directors, employees or agents.
- D. The Subrecipient shall insure all JTPA property in accordance with the State policy on property. [State policy 123-6-5-3.10]
- E. All insurance policies shall list the State as an additional insured.

Article VII. Nondiscrimination, Equal Opportunity, Affirmative Action

- A. For the purpose of applying the prohibitions against discrimination on the basis of age under the Age Discrimination Act of 1975, on the basis of disability under Section 504 of the Rehabilitation Act, on the basis of sex under Title IX of the Education Amendments of 1972, or on the basis of race, color, or national origin under Title VI of the Civil Rights Act of 1964, programs and

activities funded or otherwise financially assisted in whole or in part under this Act are considered to be programs and activities receiving federal financial assistance. [JTPA Section 167(a)(1&2)]
[ORS 243.305]

- B. No individual shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in the administration of or in connection with any program administered by the subrecipient or its subcontractor because of race, color, religion, sex, national origin, age, mental or physical disability, application for Worker's Compensation benefits, political affiliation or belief, marital status, expunged juvenile record or association with any person of a particular race, color, sex, national origin, marital status, age or religion. [JTPA Section 167(a)(1&2)] [ORS 243.305]
- C. As a condition to the award of financial assistance under the JTPA from the Department of Labor, the Subrecipient assures, with respect to operation of the JTPA-funded program or activity and all agreements or arrangements to carry out the JTPA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Job Training Partnership Act of 1982, as amended, including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance. [29 CFR 34.20]

Article VIII. Worksite Standards and Safety

Health and safety standards established under State and federal law, otherwise applicable to working conditions of employees, shall be equally applicable to working conditions of participants. [JTPA Section 143(a)(2)]

Article IX Workers' Compensation

To the extent that a State workers' compensation law is applicable, workers' compensation benefits in accordance with such law shall be available with respect to injuries suffered by participants. To the extent that such law is not applicable, each Subrecipient of funds under this Plan shall secure insurance coverage for injuries suffered by such participants during program activities. [JTPA Section 143(a)(3); 20 CFR 627.310]

Article X. Grievance Procedures

The Subrecipient agrees to comply with the rules, policies and procedures adopted by the State concerning grievances and complaints, detailed in the State's Policy Manual and Oregon Administrative Rules. [20 CFR 627.501, 627.502, 627.504]

Article XI. Accounting System

- A. The Subrecipient will maintain all fiscal control, fund accounting procedures and internal controls necessary to meet applicable standards established by the American Institute of Certified Public Accountants and the State. [JTPA Section 164(a)(1); 20 CFR 627.425]
- B. The Subrecipient assures that all subcontractors meet the pertinent fiscal management standards of these assurances based on type of subcontract.
- C. The Subrecipient will have audits performed as described in State Policy 123-6-5-5.10. [20 CFR 627.480]
- D. The Subrecipient will be responsible for an annual settlement of all funds received under this Plan. Each source of funds will be reconciled separately. The State may allow the Subrecipient to amend this settlement based on audits accepted by the State.
- E. The Subrecipient shall institute procurement procedures which are in accordance with the minimum requirements prescribed by the Governor. (JTPA Section 164(a)(3); 20 CFR 627.420)
- F. The Subrecipient shall assure that cash advances from the State are maintained in accordance with the cash management procedures specified in Department of Treasury regulations at 31 CFR part 205. [20 CFR 627.430]

Article XII. Total Obligations

- A. Funds shall be distributed and expended as indicated on the Budget contained in this Plan or approved modification.
- B. The execution of this agreement does not constitute an obligation of funds to the Subrecipient. Such obligations shall be assumed in Notices of Fund Availability.

Article XIII Payment

The Subrecipient acknowledges that the amount of allowable expenditures provided by this agreement is limited to that amount authorized by the Notice of Fund Availability.

Article XIV Disallowed Costs

Disallowed costs incurred under this Plan resulting from violations of or failure to comply with federal, State or local laws and regulations and this Plan are not allowable Job Training Partnership Act expenses and must be either repaid to the State by the Subrecipient or waived pursuant to State and federal policies. [Section 164(d) and (e)] [State Policy 123-6-5-5.11]

Article XV Recovery

The Subrecipient will take aggressive steps to recover any disallowed costs. The Subrecipient will document its efforts to recover any misspent funds. [JTPA Section 164(e) (2) (d)]

Article XVI Allowable Costs

- A. The Subrecipient agrees to incur expenses for only those costs which are in compliance with JTPA and the terms of this Plan. [20 CFR 627.435]
- B. Cost allocation plans of multi-federally funded Subrecipients must be approved by the cognizant federal agency.

Article XVII Use of Funds

Funds provided under this Act shall not be used to duplicate facilities or services available in the area (with or without reimbursement) from federal, State, or local sources, unless this Plan establishes that the alternative services or facilities would be more

effective or more likely to achieve performance goals.
[JTPA Section 141(h)]

Article XVIII Liability for Own Actions

- A. The Subrecipient assumes liability for its actions and omissions under this Plan. The Subrecipient and its subcontractors will hold harmless the Governor, State of Oregon and Economic Development Department employees from any actions undertaken by a Subrecipient under this Plan to the extent permitted by the Oregon Constitution and the Subrecipient's Charter.
- B. If the Federal Government or the State establishes a debt owed by the Subrecipient as a result of the Subrecipient's violation of the JTPA, JTPA Rules and Regulations or the provisions of this Plan which occur during the term of this Plan, the Subrecipient agrees to repay such funds to the State subject to the federal and State formal resolution and appeal processes and in accordance with other related State policies. The Subrecipient shall require its agents, subgrantees, or subcontractors to agree to repay to the State, Subrecipient, or Federal Government any costs resulting from violations of the JTPA, JTPA rules and Regulations or the provisions of this Plan subject to the Subrecipient, State, and Federal resolution and appeal processes.
[Section 164 (d) and (e)]

Article XIX Termination and Modification

- A. The other sections and subsections of this Plan and any modifications thereto are subordinate to these assurances. If there is a conflict between other sections or subsections of the Plan and these assurances, these assurances will prevail.
- B. This Plan will terminate at the end of the Plan period without notice of any type to the Subrecipient.
- C. If any provision of this Plan shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision thereof.
- D. The Subrecipient may propose modifications to this Plan pursuant to the State's instructions for modifications.

- E. Changes or modifications to the terms and conditions of this Plan will be effective only if they are in writing and signed by both parties.
- F. The Recipient acknowledges and agrees that changes requiring unilateral modifications to this Plan may be necessary, both in program design and funding, due to new or revised federal and/or State legislation, and that any such changes which are necessary shall be incorporated into this Plan.

JUL 01 1994

94-05 Certification Regarding Lobbying

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS,
AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

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

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

(3) The undersigned shall require that the language of this certification be included in the award documents for all* subawards at all tiers (including subcontracts, subgrants and contracts under grants, loans, and cooperative agreements) and that all* subrecipients shall certify and disclose accordingly.

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

FORMULA

The Private Industry Council, Inc.JTPA TITLE II & III - PY 1994

Grantee/Contractor Organization

Program/Title

Dennis Cole, President

Name and Title of Authorized Signatory



Signature

6-23-94

Date

*Note: In these instances, "All," in the Final Rule is expected to be clarified to show that it applies to covered contract/grant transactions over \$100,000 (per OMB).

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Community CorrectionsDIVISION MID-COUNTY DISTRICTCONTACT CARY HARKAWAYTELEPHONE 248-3701* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD CARY HARKAWAY/JOANNE FULLERSUGGESTEDAGENDA TITLE (to assist in preparing a description for the printed agenda.)

A Budget modification to shift budgeted expenditures from Pass Thru to Other Internal Service Reimbursement in the amount of \$128,100 to pay for 28 beds at the Courthouse Jail for parole and probation violators from April 1 – June 30, 1994.

(ESTIMATED TIME NEEDED ON THE AGENDA)

2. DESCRIPTION OF MODIFICATION

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

☐ Personnel changes are shown in detail on the attached sheet

This budget modification will reduce expenditures in Pass Thru and increase expenditures in Other Internal Service Reimbursement by \$128,100 in the Federal/State Fund, Mid-County Probation/Parole Work Release Center budget. The Internal Service Reimbursement will pay for 28 beds at the Courthouse Jail @ \$50.13/bed for 3 months beginning April 1 – June 30, 1994 for probation and parole violators. The revenue will be added to the Sheriff's budget which will allow for the operation of an additional 28 beds at the Restitution Center, raising the capacity from 92 to 120 residents. It will add 5.5 Corrections Officers, .6 Corrections Sergeant, 1 Corrections Counselor, and 1 Office Assistant 2 to work at MCRC, and a Sheriff's Operations Technician and Sheriff's Operation's Technician Supervisor to work in Warrant and Detention Records. Funds for food, supplies, hiring costs, radios, and urinalysis drug testing are also included.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

Adds revenue to the General Fund in the Sheriff's Budget as an internal service reimbursement from the Federal/State Fund in Community Corrections' Budget.

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

Fund Contingency before this modification (as of _____)

\$ _____

Date

After this modification

\$ _____

Originated By

Date

4-11-94

Department Director

Date

4-11-94

Plan/Budget Analyst

Date

4/18/94

Employee Services

Date

4-11-94

Board Approval

Date

4/28/94

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 APR 19 AM 11:00

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO.

DCC 9

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

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
5.50	Corrections Officer	165,609	57,582	31,937	255,128
0.60	Sergeant	23,528	8,181	3,812	35,521
1.00	Corrections Couselor	27,311	7,065	5,636	40,012
1.00	Sheriff's Operations Tecnician	21,089	5,456	5,263	31,808
1.00	Sheriff's Operations Tecnician Supervisor	25,682	6,644	5,538	37,864
0.50	Office Assistant 2	9,573	2,477	2,573	14,623
9.60	TOTAL CHANGE (ANNUALIZED)	272,792	87,405	54,759	414,956

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium		Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY		TOTAL Increase (Decrease)
				Increase/(Decrease)		
				Fringe	Ins.	
Permanent	100-025-3946					
	Add 1.38 Corrections Officer		41,402	14,396	7,984	63,782
	Add .15 Corrections Sergeant		5,882	2,045	953	8,880
	Add .25 Corrections Counselor		6,828	1,766	1,409	10,003
	Add .25 Sheriff's Operations Technician		5,272	1,364	1,316	7,952
	Add .25 Sheriff's Operations Technician Supv		6,421	1,661	1,385	9,467
	Add .13 Office Assistant 2		2,393	619	643	3,655
TOTAL CURRENT FISCAL YEAR CHANGES			68,198	21,851	13,690	103,739

BUDGET MODIFICATION NO. DCC 9

EXPENDITURE

TRANSACTION EB GM []

TRANSACTION DATE

ACCOUNTING PERIOD 10

BUDGET FY 93-94

[illegible]

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE

ACCOUNTING PERIOD 10

BUDGET FY 93-94

Document Number	Action	Fund	Agency	Organi- zation	Activity	Reporting Category	Revenue	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		100	025	3946			6602			128,100		Federal/State Fund Int Svc Reimb
											128,100	
		400	050	7040			6600			13,690		
											13,690	
TOTAL REVENUE CHANGE										141,790	141,790	



MULTNOMAH COUNTY DEPARTMENT OF
COMMUNITY CORRECTIONS

M E M O R A N D U M

TO: Board of County Commissioners

FROM: Cary Harkaway *Cary*
Deputy Director

DATE: April 10, 1994

REQUESTED PLACEMENT DATE: April 21, 1994

SUBJECT: Budget Modification: Shifting Funds to Reimburse Sheriff for Use of 28 Beds in Courthouse Jail to Sanction Probation and Parole Violators

I. Recommendation/Action Requested

DCC requests approval of Budget Modification (DCC 9) which would reduce Pass Thru and increase Other Internal Service Reimbursement in the Mid-County District by \$128,100. The Internal Service Reimbursement will increase the Sheriff's budget by \$128,100. This transfer will give DCC access to 28 beds in the Courthouse Jail to sanction probation/parole violators and allow the Sheriff to add 28 beds to the Restitution Center.

II. Background/Analysis

DCC had budgeted \$780,888 in Pass Thru in the Mid-County District budget in anticipation of funding one or more probation/parole violation and/or work release centers. Discussions with the courts, the Sheriff, and our staff indicated a need to provide a short (5 to 15 day) jail sanction for continued drug use, consistent with our plan to support Structured Sanctions. These discussions also reached consensus on the need to expand the Restitution Center. The proposed Budget Modification will accomplish both objectives.

2

DCC will shift \$128,100 from Mid-County Pass Thru to Other Internal Service Reimbursement. Those funds will move to the Sheriff's budget. DCC will, in effect, be using State Services and Sanctions funds to access 28 beds at the Courthouse Jail to be used in our D.R.O.P. program, which provides a 5-10-15 day sanction for the first, second, and third positive drug test. The Sheriff will use the transferred funds to expand the Restitution Center from 92 to 120 beds. The Sheriff will add 5.5 Corrections Officers, .6 Corrections Sergeant, 1 Corrections Counselor, and 1 Office Assistant to work at MCRC; and 1 Operations Technician and 1 Operations Technician Supervisor to work in Warrant and Detention Records. Funds for food, supplies, etc. are also included.

III. Financial Impact

Budget Modification will add revenue to the Sheriff's budget as an Internal Service Reimbursement from the Federal/State Fund in the Community Corrections budget.

IV. Legal Issues

Authority for DCC to impose jail sanctions was granted in 1993 Oregon Laws Chapter 680.

V. Controversial Issues

N/A

VI. Link to Current County Policies

Enhances DCC ability to provide immediate consequences for continued drug use consistent with Structured Sanctions. Expansion of Restitution Center will enhance custodial options for non-violent offenders and allow Sheriff to make successful work release program available to more inmates.

VII. Citizen Participation

The Community Corrections Advisory Committee approved the 1993-95 Biennial Plan which included a custodial sanction program for probation and parole violators. The D.R.O.P. program is consistent with the Plan. Both the Community Corrections Advisory Committee and Citizen's Budget Advisory Committee were briefed as we prepared to implement the D.R.O.P. program.

VIII. Other Government Participation

This Budget Modification was developed in cooperation with the Sheriff's Office.

MEETING DATE: APR 28 1994

AGENDA NO: R-4

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Ratification of Revenue Agreement with Children's Services Division

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 28, 1994

Amount of Time Needed: 10 Minutes

DEPARTMENT: _____ **DIVISION:** Community and Family Services

CONTACT: James Edmondson/Mary Li **TELEPHONE #:** James-6390/Mary-6787
BLDG/ROOM #: 1607th 161/2nd

PERSON(S) MAKING PRESENTATION: Lorenzo T. Poe, Jr.

ACTION REQUESTED:

☐ INFORMATIONAL 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 the Community and Family Services Division, Youth Program and the State Children's Services Division for the period May 1, 1994 through June 30, 1995. The County will provide care and services for Level 7 youth in Multnomah County. The State will provide \$1,340,808 to the County.

4/28/94 Originals picked up by CAROLINNE WEBBER

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: _____

Lorenzo Poe

BOARD OF
COUNTY COMM. MEMBERS
1994 APR 20 PM 3:10
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

COMMUNITY AND FAMILY SERVICES DIVISION
YOUTH PROGRAM OFFICE
421 SW FIFTH, SECOND FLOOR
PORTLAND, OREGON 97204-2221
PHONE (503) 248-3691 FAX (503) 248-3379
COUNTY INFORMATION TDD (503) 248-3598

MULTNOMAH
COMMISSION ON
CHILDREN AND
FAMILIES

MEMORANDUM

TO: Board of County Commissioners

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

SUBJECT: Intergovernmental Agreement Between State Department of Human Resources and
Multnomah County Regarding Level 7 Services for the Period 5/1/94-6/30/95

DATE: April 20, 1994

REQUESTED PLACEMENT DATE: April 28, 1994

ACTION REQUESTED: Approval of Intergovernmental Agreement between the State Department of Human Resources and Multnomah County for transfer of funds and service responsibility for Level 7 young people and their families for the time period of May 1, 1994 through June 30, 1995.

BACKGROUND/ANALYSIS: Planning for this transfer has occurred since December 1993. Informal BCC briefing about the final plan, prior to submission to the State, occurred on March 29, 1994. At that time there was informal Board agreement to approve the plan for submission to the State. The plan was submitted and approved by the State on April 4, 1994 and the intergovernmental agreement formally executes the transfer.

FINANCIAL IMPACT: \$1,340,807.16 will enter the County as revenue to support Level 7 services as detailed in the plan. Of this amount, \$1,149,263.10 is included in the Community and Family Services Division FY 94-95 Budget Request. The remaining amount, \$191,543.85 will be allocated in FY 93-94 through budget modification.

LEGAL ISSUES: N/A

CONTROVERSIAL ISSUES: Proposed services include those for sexual minority young people and young people who are involved in the sex industry. The Youth Program Office has a history of advocating for services for these populations and is currently funding several small pilot projects. There has traditionally been some conflict among some members of the community about the appropriateness of County funded services for these populations.

LINK TO CURRENT COUNTY POLICIES: Several urgent Portland-Multnomah Progress Board benchmarks will be effected by the Level 7 plan. Services will be located at a variety of sites including Family Centers which further support their development. Through the creation of the Multnomah Commission on Children and Families the County has endorsed the process of services transfer from Children's Services Division to the County. Level 7 is the first phase of that process.

CITIZEN PARTICIPATION: The 30 member planning committee represented almost optimum diversity of population, discipline and geography. In addition, focus groups were held which significantly increased the numbers and types of people involved.

OTHER GOVERNMENT PARTICIPATION: City of Portland, Portland Public Schools, David Douglas School District, Centennial School District, Juvenile Justice Division, Child and Adolescent Mental Health, Children's Services Division.

MULTNOMAH COUNTY
CONTRACT APPROVAL FORM
(See Administrative Procedures CON-1)

Contract # 105034

Amendment # _____

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$15,000	<input type="checkbox"/> Professional Services over \$15,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input type="checkbox"/> Intergovernmental Agreement <input checked="" type="checkbox"/> Intergovernmental Revenue <div style="text-align: center;">APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-4</u> DATE <u>4/28/94</u> <u>DEB BOGSTAD</u> BOARD CLERK</div>

Department: _____ Division: CFSD Date: APRIL 20, 1994
Contract Originator: _____ Phone: _____ Bldg/Room: _____
Administrative Contact: KATHY TINKLE Phone: 248-3691 X6858 Bldg/Room: 161/200
Description of Contract: An Revenue IGA wherein CSD will pay County \$1,340,808 for care and services to Level 7 youth living in Multnomah County effective May 1, 1994 thorough June 30, 1995.

RFP/BID #: N/A Revenue IGA Date of RFP/BID: _____ Exemption Expiration Date: _____
ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name: <u>CHILDREN'S SERVICES DIVISION</u> Mailing Address: <u>500 SUMMER ST NE, 4TH FLR, HR BLDG</u> <u>SALEM OR 97310-1017</u> Phone: <u>378-4121</u> Employer ID# or SS#: <u>N/A</u> Effective Date: <u>MAY 1, 1994</u> Termination Date: <u>JUNE 30, 1995</u> Original Contract Amount: \$ _____ Total Amt of Previous Amendments: \$ _____ Amount of Amendment: \$ _____ Total Amount of Agreement: \$ <u>1,340,808.00</u>	ATTN: <u>Richard Schoonover</u> Remittance Address (if different) _____ Payment Schedule Terms <input type="checkbox"/> Lump Sum \$ _____ <input type="checkbox"/> Due on Receipt <input type="checkbox"/> Monthly \$ _____ <input type="checkbox"/> Net 30 <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Other <input type="checkbox"/> Requirements contract - Requisition Required Purchase Order No. _____ <input type="checkbox"/> Requirements Not to Exceed \$ _____ Encumber: Yes <input type="checkbox"/> No <input type="checkbox"/>
---	---

REQUIRED SIGNATURES:
Department Manager: *Lorenzo Paez* Date: 4/20/94
Purchasing Director: _____ Date: _____
(Class II Contracts Only)
County Counsel: *[Signature]* Date: 21 Apr 94
County Chair/Sheriff: *[Signature]* Date: April 28, 1994
Contract Administration: _____ Date: _____
(Class I, Class II Contracts Only)

VENDOR CODE				VENDOR NAME				TOTAL AMOUNT: \$			
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/REV SRC	SUB OBJ	REPT CATEG	LGFS DESCIP	AMOUNT	INC DEC IND
01	156	010	0160						REVENUE-2315	1,340,808	

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

DISTRIBUTION: Contracts Administration, Initiator, Finance

STATE OF OREGON INTERGOVERNMENTAL AGREEMENT

CSD-Contract Number: 3-1590

Date: April 11, 1994

This agreement is between the State of Oregon, acting by and through its Department of Human Resources, Children's Services Division, hereinafter referred to as the "Division" and MULTNOMAH COUNTY COMMISSIONERS hereinafter referred to as the "County or Contractor". The Division's supervising representative for this agreement is Betty Uchytel.

Effective Date and Duration: This agreement shall become effective on MAY 1, 1994 (or on the date at which every party has signed this agreement, and when required, the Executive Department and the Department of Justice have approved this agreement, whichever date is later). This agreement shall expire, unless otherwise terminated or extended, on AUGUST 31, 1995. Client services shall end as of JUNE 30, 1995, but the County has until AUGUST 31, 1995, to provide its final report.

Statement of Work: The statement of services to be performed and agreement provisions are contained in the following that are attached hereto and are by this reference, made a part of this agreement:

Document	Pages
SCHEDULE	4
GENERAL PROVISIONS	5
EXHIBIT 1	58
EXHIBIT 2	3

Consideration: Division agrees to pay the County an amount not to exceed \$1,340,808.00 for accomplishment of the work, including any allowable expenses. Interim payments shall be made to the County as outlined in the agreement document entitled SCHEDULE.

Amendments: The terms of this agreement shall not be waived, altered, modified, supplemented or amended, in any manner whatsoever, except by written instrument signed by the parties including, when required, the Department of Justice.

COUNTY MUST COMPLETE COUNTY DATA AND CERTIFICATION

NAME: (tax filing): _____

ADDRESS: _____

Social Security # or Federal Tax ID. # _____

Approved by the County:

By: Beverly Stein Title: Chair Date: April 28, 1994

Beverly Stein, Multnomah County
Approved by the Children's Services Division

By: _____ Date: _____

Reviewed by Contracts Officer: Rigdon B. Johnson Date: 4/15/94

Approved for Legal Sufficiency: Laurence Kressel Assist. A.G. Date: 4/14/94

REVIEWED:

LAURENCE KRESSEL, County Counsel
for ~~Multnomah~~ County, Oregon

By: [Signature]
Assistant County Counsel

Date: 21 Apr 94

By: Lorenzo D. Poe, Jr.
Lorenzo D. Poe, Jr., Director
Community and Family Services

Date: 4/20/94

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-4 DATE 4/28/94
DEB BOGSTAD
BOARD CLERK

SCHEDULE

AGENCY: MULTNOMAH COUNTY COMMISSIONERS
1994

Date: APRIL 11,

SECTION A. SERVICES TO BE PERFORMED

1. The County agrees to provide such care and services to Level 7 youth living in Multnomah County, Oregon, as described in the County's Level 7 Plan that is attached as Exhibit 1 and by this reference made a part of this agreement. Services to Level 7 youth, under this agreement begins May 1, 1994 (or the date when both parties have signed this agreement), and ends June 30, 1995.

The County agrees to provide the following services,

- a. 24 hour per day Crisis Intervention,
 - b. Emergency Respite Shelter,
 - c. Population Specific Service Access,
 - d. Assessment and Individual/Family Service Plans,
 - e. Transitional Shelter,
 - f. Population Specific Follow Up Support Services
 - g. Interagency System Coordination Team
2. The County will submit to the Division written quarterly fiscal and program reports that summarize the expenditures, services, and outcomes provided by the County to Level 7 youth during the previous calendar quarter. The County will be using the Quarterly Monitoring and Reporting Form, Exhibit 2, that is attached and by this reference made a part of this agreement, to report its quarterly activity. The Quarterly Monitoring and Reporting Form will be submitted by the following dates; August 15, 1994; November 15, 1994; February 15, 1995; and May 15, 1995. The quarterly report for the calendar quarter ending June 30, 1995, is due on August 31, 1995.
 3. The County's service will be provided within the geographic boundaries of Multnomah County, Oregon.

SECTION B. CONSIDERATION

1. As consideration for the services provided by the County during the period beginning May 1, 1994 (or the date when both parties have signed this agreement), and ending June 30, 1995, the Division will pay to the County, by check(s), an amount not to exceed \$1,340,808.00, paid as follows:
 - a. For the period beginning May 1, 1994, and ending June 30, 1994, an amount not to exceed \$191,543.88 for a maximum of 2 months of services.
 - b. For the period beginning July 1, 1994, and ending June 30, 1995, an amount not to exceed \$1,149,263.28 paid at the rate of \$287,315.82 per calendar quarter, for a maximum of 4 calendar quarters.
2. The payment shall be made after the agreement has been signed by all parties, services have started, and the County has submitted its billing and the Division has accepted the County's billing. Payments will be prorated on a monthly basis (unless otherwise specified) and disbursed quarterly beginning with the first calendar month that services to Level 7 youth are provided. The monthly prorated amount is \$95,771.94.

3. Payments shall be made according to the following schedule;
- | <u>Payment After Date</u> | <u>For Services Beginning and Ending</u> |
|---------------------------|---|
| May 1, 1994 | Beginning May 1, 1994, Ending June 30, 1994 |
| July 1, 1994 | Beginning July 1, 1994, Ending September 30, 1994 |
| October 1, 1994 | Beginning October 1, 1994, Ending December 31, 1994 |
| January 1, 1995 | Beginning January 1, 1995, Ending March 31, 1995 |
| April 1, 1995 | Beginning April 1, 1995, Ending June 30, 1995 |
4. The County must submit billings on the County letterhead to; Children's Services Division, Office of Child Welfare Programs, 500 Summer Street NE, Salem, Oregon 97310-1017, ATTN: Assistant Administrator. The County will include the following statement on their billing "CSD Contract # 3-1578".

SECTION C. PROVISIONS SPECIFIC TO THIS AGREEMENT

1. PROGRAM:

- a. Services to Culturally Diverse Children and Families: Providing equal access to and maximum benefit from services for children and youth who are members of culturally diverse groups is a priority for the Division.
- b. Program Records, Controls, Reports and Monitoring Procedures: The County agrees to maintain program records including statistical records, and to provide program records to the Division at times and in the form prescribed by the Division. The County agrees to establish and exercise such controls as are necessary to assure full compliance with the program requirements of this agreement. The County also agrees that a program and facilities review (including meetings with consumers, review of service records, review of policy and procedures, review of staffing ratios and job descriptions, and meetings with any staff directly or indirectly involved in the provision of services) may be conducted at any reasonable time by state and federal personnel and other persons authorized by the Division.
- c. Worker's Compensation: The County, its subcontractors, if any and all employers providing work, labor or materials under this agreement are subject employers under the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires them to provide workers' compensation coverage that satisfies Oregon law for all their subject workers. Out-of-state employers must provide Oregon workers' compensation coverage for all their workers who work at a single location within Oregon for more than 30 days in a calendar year.
- d. Indemnification and Insurance

Notwithstanding the hold harmless provision in the General Provisions of this agreement, the Agency and the Division shall not be responsible for any legal liability, loss, damages, costs and expenses arising in favor of any person, on account of personal injuries, death, or property loss or damage occurring, growing out of, incident to, or resulting directly or indirectly from the acts or omissions of the other party under this agreement.

Both the Division and the County shall obtain, and at all times keep in effect, comprehensive liability insurance and property damage insurance covering each respective party's own acts and omissions under this agreement. The County may satisfy these requirements in any manner allowed by ORS 30.282. The Division shall satisfy

this requirement through the Insurance Fund established under ORS 278.425. Such liability insurance, whatever the form, shall be in an amount not less than the limits of public body tort liability specified in ORS 30.270. In the event of unilateral cancellation or restriction by the insurance company of the County's insurance policy referred to in this paragraph, the County shall immediately notify the Division verbally and in writing.

As evidence of the insurance coverages and bond required by this agreement, and prior to the execution of this agreement, the County shall furnish certificate(s) of insurance to Children's Services Division, ATTN: Contracts Manager, at 500 Summer Street, NE., Salem, OR 97310-1017. The certificate form to be completed by the County's insurer and bonding company will be maintained in the Division's file of this agreement.

Each insurance policy and bond must contain a provision that there shall be no cancellation, material change, or refusal to renew such insurance policies without 30 days prior written notice to the Division.

2. PAYMENT

- a. The funds paid by the Division to the County under this agreement are restricted funds. The County agrees to expend the restricted funds strictly in accordance with its plan for services to Level 7 youth, as approved and amended by the Division.
- b. Resources provided by the State shall not be used to replace the County general fund moneys, or other federal or state funds currently being used by the County for existing programs, except when the County funding reductions are proportional to overall County spending reductions.
- c. The County and Division agree that the County will charge no more than 10%, of the total fund available under this agreement, for administering the activities and program(s) proposed by the County under this agreement. Included in these costs are any initial or ongoing planning expenses, fiscal and program monitoring activities, evaluation of outcomes, and any County indirect costs. Administrative and indirect costs proposed by the program providers should also be limited to 10% to maximize funding to the provision of direct services to children and families.
- d. The County shall not exceed, and Division will not pay, any amount in excess of the maximum compensation amount set forth above. If this maximum compensation amount is increased by amendment of this agreement, the amendment must be fully effective before County performs work subject to the amendment. The County shall notify the Division's supervising representative in writing thirty (30) days before this agreement expires of the upcoming expiration of the agreement. No payment will be made for any services performed before the beginning date or after the expiration date of this agreement. This agreement will not be amended after the expiration date.
- e. In addition to audit provisions under the General Provisions the Division reserves the right to periodically audit and review the actual expenses of the County for the following purposes:
 - 1) To document the relation between the established payments under this agreement and the amounts spent by the County.
 - 2) To document that the amounts spent by the County are reasonable and necessary to assure quality service.
- f. Fiscal Responsibility, Records, Controls, Reports and Monitoring Procedures: The County agrees to maintain fiscal records consistent with accepted accounting practices

and controls, which will properly reflect all direct and indirect costs and funds expended in the performance of this agreement, and all revenue received for programs under this agreement.

The County agrees to collect financial statistics on a regular basis and to make financial reports at times and in the form prescribed by the Division.

- g. The Division agrees that the County may subcontract with a qualified agency or individual to provide all or a portion of the treatment services described in Exhibit 1.

GENERAL PROVISIONS

1. Government Employment Status - If payments under this contract are to be charged against federal funds, the Contractor certifies that it is not currently employed by the federal government.
2. Payments under this Contract - Contractor will be responsible for any federal or state taxes applicable to any compensation or payments paid to Contractor under this contract. Contractor will not be eligible for any benefits from these contract payments of Federal Social Security, unemployment insurance, or workers' compensation, except as a self-employed individual.
3. Compliance with Applicable Law, Licensing and Program Standards - The Contractor shall comply with all federal, state and local laws and ordinances applicable to the work under this contract, including those in the ADDENDUM TO GENERAL PROVISIONS which is attached hereto and by this reference made a part hereof. Contractor agrees that the provisions of ORS 279.312, 279.314, 279.316, 279.320, and 279.555 shall apply to and govern the performance of this contract. Contractor shall comply with all applicable state, county and municipal standards for licensing, certification and operation of required facilities, shall maintain any applicable professional license or certificate required to perform the services described in this contract, and shall comply with any other standards or criteria described in this contract.
4. Safeguarding of Client Information - The use or disclosure by any party of any information concerning a recipient of services purchased under this contract for any purpose not directly connected with the administration of the Division's or the Contractor's responsibilities with respect to such services is prohibited except on written consent of the Division, or if the Division is not the recipient's guardian, on written consent of the recipient's responsible parent, guardian or attorney.
5. Equal Rights - The Contractor agrees to comply with Title VI of the Civil Rights Act of 1964, with Section V of the Rehabilitation Act of 1973, and with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub. L. No. 101-336), including Title II of that Act, ORS 659.425, and all regulation and administrative rules established pursuant to those laws.
6. Access to Records - The Division, the Secretary of State's Office of the State of Oregon, the Federal Government, and their duly authorized representatives shall have access to the books, documents, papers and records of the Contractor which are directly pertinent to the contract for the purpose of making audits, examinations, excerpts, copies and transcriptions. The Contractor agrees to include this provision in any subcontracts which may be authorized.
7. Retention of Records - The Contractor agrees to retain all books, records, and other documents relevant to this contract for three years after final payment is made under the contract or all pending matters are closed, whichever is later. If an audit, litigation or other action involving the contract is started before the end of the three year period, the records shall be retained until all issues arising out of the action are resolved or until the end of the three year period, whichever is later.
8. Subcontracting - Unless subcontracting is authorized elsewhere in the contract, the Contractor shall not enter into any subcontracts for any of the work contemplated under this contract without obtaining prior written approval from the Division, which approval shall be attached to the original contract. Prior written approval shall not be required for the purchase by the Contractor of articles, supplies and services which are incidental to the provision of residential care and related services under this contract but necessary for the performance of such work (e.g. facilities maintenance). Approval by the Division of a subcontract shall not result in any obligations to the Division in addition to the agreed rates of payment and total consideration. Any subcontracts which the Division may authorize shall contain all requirements of this contract, and the Contractor shall be responsible for the performance of the subcontractor.
9. Force Majeure - Contractor shall not be held responsible for delay or default caused by fire, civil unrest, labor unrest, acts of God and war which is beyond contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under the contract.

10. Termination

- a. This contract may be terminated by mutual consent of both parties, or by the Division upon 30 days' written notice to Contractor, delivered personally or by certified mail.
- b. The Division may also terminate this contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the Division, under any of the following conditions:
 - 1) If Division funding from state or other sources is not obtained and continued at levels sufficient to allow for the purchase of the indicated quantity of services as required in this contract. The contract may be modified to accommodate the change in available funds.
 - 2) If state laws, regulations or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this contract or are no longer eligible for the funding proposed for payments authorized by this contract.
 - 3) If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this contract is for any reason denied, revoked, not renewed or changed in such a way that the Contractor no longer meets requirements for such license or certificate.

Termination under this paragraph b. shall be without prejudice to any obligations or liabilities of either party already reasonably incurred prior to such termination.

- c. Contractor's timely and accurate performance in accordance with the requirements and delivery schedule set forth in this contract is of the essence of this contract. The Division, by written notice to the Contractor, may immediately terminate the whole or any part of this contract under any of the following conditions:

- 1) If the Contractor fails to provide services called for by this contract within the time specified or any extension thereof.
- 2) If the Contractor fails to perform any of the other requirements of this contract or so fails to pursue the work so as to endanger performance of this contract in accordance with its terms, and after receipt of written notice from the Division specifying such failure, the Contractor fails to correct such failure within 15 calendar days or such other period as the Division may authorize.

If the contract is terminated under this paragraph c., the Division's obligations shall be limited to payment for services provided in accordance with the contract prior to the date of termination, less any damages suffered by the Division. The rights and remedies of the Division in this section related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided to the Division by law or under this contract.

11. Enforcement of Contract - The passage of the contract expiration date shall not extinguish or prejudice the Division's right to enforce this contract with respect to any default or defect in performance that has not been cured.

12. Waiver of Default - The failure of the Division to enforce any provision of this contract shall not constitute a waiver by the Division of that or any other provision.

13. Severability - The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

14. Dual Payment - Contractor shall not be compensated for work performed under this contract by any other agency of the State of Oregon.

15. Fees Prohibited - The Contractor will not impose or demand any fees from any person or agency for services provided and paid for under this contract, unless the fees have been approved in advance by the Division.

16. State Tort Claims Act - Contractor is not an officer, employee, or agent of the state as those terms are used in ORS 30.265.

17. Hold Harmless Provision - Contractor shall defend, save and hold harmless the State of Oregon, the Department of Human Resources, the Division and their officers, agents and employees from all claims, suits or actions of whatsoever nature resulting from or arising out of the activities of the Contractor or its subcontractors, agents or employees under this contract, including failure of contractor to comply with the nondiscrimination requirements of section 5.

18. Assignment of Contract - Successors in Interest - The Contractor shall not assign or transfer its interest in this contract without prior written approval of the Division which shall be attached to the original contract. Any such assignment or transfer, if approved, is subject to such conditions and provisions as the Division may deem necessary. No approval by the Division of any assignment or transfer of interest shall be deemed to create any obligation of the Division in addition to the agreed rates of payment and total contract consideration. The provisions of this contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

19. Funds Available and Authorized - The Division certifies that at the time the contract is written that sufficient funds are authorized and available for expenditure to finance costs of this contract within the Division's current appropriation or limitation.

20. Recovery of Overpayments - If billings under this contract, or under any other contract between the Contractor and the Division, result in payments to the Contractor to which the Contractor is not entitled, the Division, after giving written notification to the Contractor, may withhold from payments due to the Contractor such amounts, over such periods of time, as are necessary to recover the amount of the overpayment.

21. Other Agency Approvals - If the amount of this contract, including all amendments thereto, exceeds \$25,000, approval for legal sufficiency by the Attorney General is required. If this contract provides for the provision of professional service to the benefit of the Division and is not exclusively for the benefit of Division clients or other third party entities, approval by the Executive Department is required. All such approvals, when required, shall be obtained before any work may begin under this contract.

22. Controlling State Law - The provisions of this contract shall be construed and enforced in accordance with the provisions of the laws of the State of Oregon. Any action or suit involving any question arising under this contract must be brought in the appropriate court of the state of Oregon.

23. Ownership of Work Product - All work products of the Contractor which result from this contract are the exclusive property of the Division.

24. Equal Employment Opportunity - If this contract, including amendments, is for more than \$10,000, then Contractor shall comply with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60). OMB Circular A-102, ¶ 14.c.

25. Clean Air, Clean Water, EPA Regulations - If this contract, including amendments, exceeds \$100,000, then Contractor shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 U.S.C. 1857(h)), Section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR Part 15), which prohibit the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA List of Violating Facilities. Violations shall be reported to the Division and to the U.S.E.P.A. Assistant Administrator for Enforcement (EN-329). All subcontracts, including amendments, which exceed \$100,000 shall include this language. OMB Circular A-102, ¶14.i.

26. Energy Efficiency - Contractor shall comply with applicable mandatory standards and policies relating to energy efficiency which are contained in the Oregon energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-165). OMB Circular A-102, ¶ 14.j.

27. Truth in Lobbying - The Contractor certifies, to the best of the Contractor's 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 any such officer, employee or member in connection with this federal contract, grant, loan or

cooperative agreement, the undersigned shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying" in accordance with its instructions.

c. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

d. The undersigned is solely responsible for all liability arising from a failure by the undersigned to comply with the terms of this certification. Additionally, the undersigned promises to indemnify the Division for any damages suffered by the Division as a result of the undersigned's failure to comply with the terms of this certification.

This certification is a material representation of fact upon which reliance was placed when this contract was made or entered into. Submission of this certification is a prerequisite for making or entering into this contract 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.

28. Merger Clause - THIS CONTRACT WHICH INCLUDES ALL ATTACHED OR REFERENCED EXHIBITS, CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES AND WHEN REQUIRED THE EXECUTIVE DEPARTMENT AND DEPARTMENT OF JUSTICE. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. CONTRACTOR, BY SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES THAT IT HAS READ THIS CONTRACT, UNDERSTANDS IT, AND AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

ADDENDUM TO GENERAL PROVISIONS

CONTRACTOR AGREES TO BE IN COMPLIANCE WITH APPLICABLE LAW AS FOLLOWS:

279.312 Conditions of public contracts concerning payment of laborers and materialmen, contributions to Industrial Accident Fund, liens and withholding taxes. Every public contract shall contain a condition that the contractor shall:

- (1) Make payment promptly, as due, to all persons supplying to such contractor labor or material for the prosecution of the work provided for in such contract.
- (2) Pay all contributions or amounts due the Industrial Accident Fund from such contractor or subcontractor incurred in the performance of the contract.
- (3) Not permit any lien or claim to be filed or prosecuted against the state, county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished.
- (4) Pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

279.314 Condition concerning payment of claims by public officers. (1) Every public contract shall also contain a clause or condition that, if the contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the contractor or a subcontractor by any person in connection with the public contract as such claim becomes due, the proper officer or officers representing the state, county, school district, municipality, municipal corporation or subdivision thereof, as the case may be, may pay such claim to the person furnishing the labor or services and charge the amount of the payment against funds due or to become due the contractor by reason of such contract.

- (2) The payment of a claim in the manner authorized in the section shall not relieve the contractor or the contractor's surety from obligation with respect to any unpaid claims.

279.316 Condition concerning hours of labor. (1) Every public contract shall also contain a condition that no person shall be employed for more than eight hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services as defined in ORS 279.051, the laborer shall be paid at least time and a half pay for all overtime in excess of eight hours a day and for work performed on Saturday and on any legal holiday specified in ORS 279.334.

- (2) In the case of contracts for personal services as defined in ORS 279.051, the contract shall contain a provision that the laborer shall be paid at least time and a half for all overtime worked in excess of 40 hours in any one week, except for individuals under these contracts who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. sections 201 to 209 from receiving overtime.

279.320 Condition concerning payment for medical care and providing workers' compensation. (1) Every public contract shall also contain a condition that the contractor shall promptly, as due, make payment to any person, copartnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such contractor, of all sums which the contractor agrees to pay for such services and all moneys and sums which the contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.

- (2) Every public contract also shall contain a clause or condition that all employers working under the contract are subject employers that will comply with ORS 656.017.

RECYCLING

As required by ORS 279.555, in the performance of this contract the Contractor shall use, to the maximum extent economically feasible, recycled paper.

Multnomah Commission on Children and Families

Level 7 Planning Committee Report

on

Service Plan and Allocation Recommendations

March 1994

DEPARTMENT OF
HUMAN
RESOURCES



CHILDREN'S
SERVICES
DIVISION

Helping
children and
families

Metro Region Office

March 29, 1994

Bill Carey, Administrator
Children's Services Division
500 Summer Street N.E.
Salem, Oregon 97310

Dear Bill:

On behalf of the Metro Region of Children's Services Division, I would like to wholeheartedly voice my support for the Multnomah Commission on Children and Families' (MCCF) *Level 7 Planning Committee Report on Service Plan and Allocation Recommendations*.

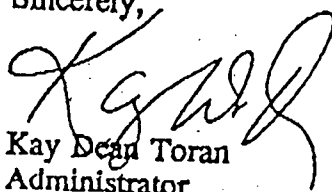
My staff have been involved with the committee and the planning process since its inception and have been impressed with the inclusivity of the committee's membership, their commitment to struggle with the complexities of planning for this population and the creativity and innovation used in the development of the proposed Level 7 service system.

Metro Region is committed to continued involvement with the Level 7 system through the interagency team and through the participation of existing intake staff in the multi-disciplinary teams described in the proposed county plan. The working agreement contained within the report details our commitment.

This plan has a high probability of success in achieving its outcomes. I am confident that collectively, we in Multnomah County will do a better job of serving this under and non-served population. The possibility for respect and collaborative work in serving this population among the Commission, Juvenile Court, community-based providers and Metro Region is an example of the best intent of HB 2004. I and my staff are excited by this possibility and will do all that we can to ensure that it becomes reality. We have laid solid groundwork for it through the planning process.

I commend the Commission and the County for its excellent work and look forward to our future work together. If you have any questions, please don't hesitate to contact me.

Sincerely,


Kay Dean Toran
Administrator



815 NE Davis St.
4th Floor
Portland, OR 97232-2964
(503) 731-3075
FAX (503) 731-3410
TDD (503) 731-3102



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES
JUVENILE JUSTICE DIVISION
1401 N.E. 88TH
PORTLAND, OREGON 97213
(503) 248-3460

BOARD OF COUNTY COMMISSIONERS
GLADYS McCOY • CHAIR OF THE BOARD
DAN BALTZMAN • DISTRICT 1 COMMISSIONER
GARY HANSEN • DISTRICT 2 COMMISSIONER
TANYA COLLIER • DISTRICT 3 COMMISSIONER
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

March 28, 1994

To Whom It May Concern:

On behalf of the Multnomah County Juvenile Justice Division, I support the Multnomah Commission on Children and Families' (MCCF) Level 7 Planning Report on Service Plan and Allocation Recommendations.

Division staff have been involved with the committee's planning process from inception. I am satisfied that the committee's membership was inclusive and that the process used was sound. The Division is committed to continuing to work cooperatively with the proposed Level 7 system. Staff will participate on the Interagency team and be available to work as members of the Service Access Resource Staff (SARS) teams. In addition, as detailed within the report, we will work to ensure that access to services for Level 7 young people and their families will come through the system rather than the Court whenever possible.

I am confident of the potential of this plan to reach its outcomes. The Commission has produced an excellent plan and the Division looks forward to its implementation. If you have any questions, don't hesitate to contact me.

Sincerely,

Harold Ogburn
Director, Juvenile Justice Division

AN EQUAL OPPORTUNITY EMPLOYER



Beverly Stein, Multnomah County Chair

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

March 30, 1994

To Whom It May Concern:

On behalf of the Multnomah County Board of County Commissioners, I am pleased to present the Level 7 Planning Committee Report on Service Plan and Allocation Recommendations.

The planning process which lead to the development of this plan is an example of my best vision for collaborative, community based work in the County. As we struggle to maximize our resources in creating a strong and healthy community for the children and families of Multnomah County, it is important that we have models of planning processes which successfully bring all constituencies to the table. The Level 7 initiative is one of those models.

I want to acknowledge and appreciate the cooperation of Children's Services Division's Metro Region. As a result of our experience with Level 7, we look forward to meeting the challenges of the next step in the implementation of HB 2004 and the continuing service transfer. We are committed to our on-going partnerships in this venture.

I am excited about the potential represented by this plan. My staff and I will support its implementation in any way we can. If you have any questions, please do not hesitate to contact me.

Sincerely,

Beverly Stein
Beverly Stein

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**Multnomah Commission on Children and Families
Level 7 Planning Committee Report on
Service Plan and Allocation Recommendations**

Background

Level 7 Planning Initiative

Since the creation of Children's Services Division (CSD) in 1971, the agency has struggled to deal with what they define as "an open-ended intake system and a closed-ended budget". The level system was developed as the means by which CSD would try to describe who they were serving and, who they would prioritize for service based upon available resources.

In November 1993, a joint conference was convened by CSD and the Oregon Commission on Children and Families (OCCF) to discuss a proposed initiative to transfer responsibility for services to CSD classified Level 7 young people and their families from CSD to the local county level through OCCF. Over 100 individuals from across the state attended representing juvenile justice and child welfare systems, youth service providers and local county governments. As a result of this conference, agreement was reached to move the Level 7 initiative forward through an authorization request to the Legislative Emergency Board. In December authorization was granted as the beginning of HB 2004, the Children's Care Team Agenda, implementation. Local counties were then empowered to begin planning for the transfer.

In Multnomah County, a committee was jointly appointed by County Chair Beverly Stein and Multnomah Commission on Children and Families (MCCF) Chair Pauline Anderson. Care was taken to ensure that representation from as many constituencies and stakeholders as possible was appointed. Please see attachment A for the list of appointed members. Chaired by MCCF member and juvenile court referee Nan Waller, the committee held its first meeting on December 16, 1993.

Profile of Level 7 Young People and Their Families

There are seven levels which CSD uses to describe a child or young person's vulnerability to abuse. Level 7 young people are at the lowest vulnerability to abuse to which CSD would potentially respond. Please see attachment B for a description of all seven levels.

In February 1993, CSD completed a cohort study of children, young people and their families who were in out-of-home care. From this study a profile for Level 7 young people and their families emerged. Of all out-of-home placements, 14% are Level 7. This 14% shared the following factors as contributing to the out-of-home placement:

- 62% of these young people were placed in out-of-home care because of out-of-control behavior and parent/child conflicts;

- 42% are chronically acting out and non-adjudicated;
- it costs CSD 60% more to serve a delinquent young person than an average Level 7 young person;
- 57% of this population is female; and,
- 50% come from single parent households.

The average Level 7 young person is female, lives with one parent (usually her mother), is 13 years or older and has been chronically acting out and experiencing conflict with her mother but has not necessarily been involved with the juvenile justice system.

Statewide CSD has served 2750 Level 7 eligible young people and their families which they estimate is approximately 20-30% of all eligible Level 7 young people. The success rate for family reunification has been fairly low, approximately 13%. In Multnomah County, due to the huge demand at higher levels, CSD has primarily not served the Level 7 population with other than information and referral services for the last two years. Metro branch reports approximately 20-30 requests for Level 7 services per month. 60% of these requests come from juvenile court and JJD staff.

The following table details the 13-17 year old population in the County by race in each service district.

Multnomah County 13-17 Year Old Population by Race and Service District

Service District	African American	American Indian	Asian American	Latino/ Hispanic	Other Races	European American	Total
<i>East Co</i>	114	64	238	209	74	6068	6767
<i>Mid Co</i>	147	96	427	223	89	5313	6295
<i>SouthEast</i>	202	135	724	264	110	5052	6487
<i>WestSide</i>	83	38	158	98	26	3101	3504
<i>N Portland</i>	824	109	243	178	81	1416	2851
<i>NorthEast</i>	1758	119	452	245	93	3289	5956
Total	3128	561	2242	1217	473	24,239	31,860

Based upon the percent of single headed households, both female and male, in the County it can be conservatively estimated that at least 17% of the total 13-17 population would be Level 7 eligible. This means that there are at least 5416 young people and their families who would be eligible for Level 7 services in Multnomah County. 24% are young people of color, 53% are young women and 3% are parenting young women.

Current Services for Level 7 Young People and Their Families

As stated earlier, CSD in Multnomah County has been unable to serve Level 7 young people and families for several years. In absence of that service a vacuum exists in terms of a service system for Level 7 young people and their families. There are many non-profit providers who are working with this population, albeit with the lack of overt identification of Level 7 young people. In addition to these various individual programs, there are four existing networks of service providers who deal with the Level 7 population at a systemic level. They are: the *Multnomah County Network on Teen Pregnancy and Young Parenting*; *Project LUCK*; the *Oregon Sexual Minority Youth Network (OSMYN)*; and, the *Child and Youth Center (CYC)* system.

In general, coordination and integration among the members of these specific networks is progressing while such coordination and integration does not currently exist among the networks themselves. As could be assumed, capacity through each of these networks ranges from approaching potential adequacy to highly inadequate to non-existent. More critically, despite network and provider efforts, culturally appropriate and relevant services are particularly absent for young people of color and girls and young women. Access to services is also restricted geographically.

Level 7 Planning Committee Process

The charge to the Level 7 Planning Committee had four components:

- Define the Multnomah County Level 7 population;
- Review and prioritize existing service plans for this population;
- Develop a system which utilizes both existing service models and creative new ones to provide integrated and coordinated services to this population; and,
- Make recommendations for fund allocation based upon prioritization of the system building blocks.

The committee began its work by reviewing the history of the Level 7 initiative and process, the assigned tasks and timeline; existing County service plans and the cohort study. It then progressed to the development of bottom lines.

Bottom Lines

Bottom lines were established upon which to base planning and decision making. Through discussion, agreement was reached on the following:

- The development of a system of services is critical. Services will be integrated and coordinated. Access to services and assessment will also be systemic. Young people and their families will be able to make one phone call and that one call will provide access to the entire range of services available through the system;

- Planning for wrap around services to as many young people and families as resources allow will support both the development of a system and maximum impact with individual young people and their families. Stand alone services which increase fragmentation will not be funded through the plan. Fewer overall numbers of young people and their families will be served but those that are will be served fully and well;
- Services will be culturally appropriate and relevant. Young people of color and others will be assured access to services through specific resource allocation;
- Girls will have at least 50% access to all Level 7 services; and,
- The Level 7 service system will support existing County initiatives such as integrated service districts and the Family Support System.

The committee then turned its attention to defining the County Level 7 population.

Level 7 Population Definition

Given the numbers of potential Level 7 young people in Multnomah County, the lack of current services available to them and the committee's newly formulated bottom lines it was clear that further refinement of the definition of Level 7 was necessary. With this in mind the committee identified six sub-populations within the total Level 7 population as primary ones for planning purposes. These populations are:

- Girls and Young Women;
(including pregnant and parenting young women and their children)
- Homeless Young People;
- Runaway Young People;
- Sexual Minority Young People;
- Young People of Color;
(including refugee and immigrant young people) and,
- Young People who are Acting Out and Still at Home.

While there were existing service plans for most of these populations, the committee felt strongly about ensuring current community input about unmet needs. In order to maximize input and minimize time constraints the concept of holding focus groups was conceived.

Focus Groups

It was agreed that information would be gathered from each population. Committee members convened at least one session at which consumers, providers and community members could attend and give input regarding unmet needs for Level 7 young people and their families. Members then prepared a written report summarizing feedback for that population to present to

the full committee. These sessions, while conducted in various formats and with unique agendas, were highly successful in accomplishing the task of gathering current information. Please see attachment C for the written focus group reports. Everyone who attended a focus group session was added to the committee mailing list increasing the circle of potential attendees at committee meetings. Please see attachment D for a list of focus group and other meeting attendees.

From this information the committee produced a list of prioritized services for each population to be used in the development of the Level 7 system. The list of priority services developed is as follows:

Girls and Young ♀ (including pregnant and parenting young ♀ and their children)

1. Crisis shelter for girls and young ♀ including those pregnant and parenting
2. Transitional living for girls and young ♀ including those pregnant and parenting
3. Counseling and peer support for girls and young ♀ re: teen pregnancy and parenting, domestic violence, sexual abuse, etc...

Homeless Young People

1. Emergency shelter for downtown homeless young people during winter months
2. Transitional living (long term) for younger homeless young people
3. Outreach program for homeless young people involved in the sex industry

Runaway Young People

1. Emergency shelter for runaway young people including runaway young people in East County and runaway young people of color
2. Shelter based case manager/resource/service access staff
3. Capacity at existing service providers (Child and Youth Centers) for service to runaway young people and families (priority access)

Sexual Minority Young People

1. Group services and recreation/social opportunities for sexual minority young people
2. Peer education and support for sexual minority young people re: HIV, AOD, sexual identity, etc...
3. No cost counseling for sexual minority young people and their families
4. Outreach program for sexual minority young people involved in the sex industry

Young People of Color (including refugee and immigrant young people)

1. Client services fund to purchase special services and support existing grassroot efforts in communities of color and refugee/immigrant communities
2. Capacity at existing service providers (Harry's Mother, Mainstream, Child and Youth Centers, etc...) for service to communities of color and refugee/immigrant communities (priority access)
3. Community based case manager/resource/service access staff

Young People Acting Out and Still At Home

1. School based case manager/resource/service access staff
2. Conflict resolution and family mediation

Once the committee finalized this list of services it was determined that a cost/capacity analysis needed to be done in order for decision making and planning to continue.

In addition to the focus groups, an interim work group of committee members met to discuss planning for the systemic access and assessment component for the Level 7 system. The work group's report back to the committee was enthusiastically received and adopted into the final recommendations.

Cost/Capacity Analysis

The committee spent two meetings reviewing the cost/capacity analysis and formulating the system plan. Please see attachment E for the cost/capacity analysis document. There was significant discussion revisiting the issues of Level 7 population definition and the committee's bottom lines in relation to the list of prioritized services and the analysis. The committee struggled to hold true to both their bottom lines and the great need for services in all of the identified populations. Constant assessment and reassessment of proposed services and whether they would actually reach the intended Level 7 population honed the development of and lead to the committee's final recommendations.

Recommendations

In keeping with MCCF principles, the Committee's bottom lines and in response to State Level 7 plan expectations, the committee developed a system of services and support to Level 7 young people and their families which is:

- developmentally appropriate;
- culturally appropriate and relevant;
- integrated and coordinated; and,

which seeks to provide full service to the maximum number of young people and families possible within available funding.

Major system components include:

- 24 hr crisis intervention
- Emergency respite shelter
- Population specific service access
- Assessment and individual/family service plans
- Transitional shelter
- Population specific follow up support services
- Interagency system coordination team
- Full range evaluation process

The system uses a model which provides a centralized clearinghouse/hotline for crisis intervention and a decentralized network for service access and follow up support services. What this means for young people and their families is that they can access the system with one phone call and from that call receive services at any one of multiple sites throughout the County.

The System

1. 24 Hr Crisis Intervention

Additional capacity will be built into the existing runaway hotline for access by CSD, JJD, youth services providers, schools, law enforcement, Level 7 young people and their families and others 24 hours a day. Crisis intervention services will be available either over the phone or in person, if appropriate.

The immediate responsibility of crisis intervention staff will be to assure safety and shelter for the young person and that basic short term needs are met for the night and/or weekend. If respite shelter is not available through family resources such as extended family and friends, staff will have the ability to access culturally specific emergency respite shelter through the Level 7 system.

The next working day, crisis intervention and/or emergency respite shelter staff will transfer responsibility for the young person and their family to the most appropriate service access staff.

a. Additional 2 FTE, benefits and M & S \$80,000

2. Emergency Respite Shelter

Additional capacity will be built into existing displaced youth shelter services and through the development of new emergency respite services. The goal for an average stay in respite will be 72 hours based upon the knowledge that the longer a young person stays in shelter the more that young person and their family come to believe that the solution to their conflict is for the young person to remain outside the home. Shelter will be provided through congregate care and host/proctor homes with up to 14 days total available, as appropriate. Emergency respite shelter will be utilized when family resources are unavailable and/or when culturally specific services are needed. Staff will be responsible, with crisis intervention staff, for working closely with service access staff to immediately connect the young person and their family to follow up support services.

a. Additional 5 beds @ existing runaway shelter	40,000
b. Additional 6 beds @ existing preg/parent young ♀ and child host/proctor homes	40,000
c. New 5 beds in East County	180,000
d. New 12 beds (3 beds in each community of color) host homes	<u>120,000</u>
Total:	\$380,000

3. Population Specific Service Access

The core of the proposed Level 7 system is *Service Access Resource Staff*, or SARS. SARS will be the consistent point of contact for young people and their families in the system. In addition to traditional case management activities, SARS will be responsible for identifying and supporting young people and family in their strengths, working with them to gain access to needed services and developing/leveraging resources as appropriate. Through their relationship with individual young people and their families SARS will do whatever is necessary and appropriate to keep the young person in the home. SARS will be deployed in a variety of populations and geographic locations.

Teams will be formed by SARS, CSD intake staff, Multnomah County Child and Adolescent Mental Health Program (CAMHP) mental health consultants and JJD staff for joint assessment, case planning and service provision. Shared training in strength based service provision, the Family Unity model, wrap around service philosophy, etc... will be the first activity in the formation of these teams.

Because SARS will be deployed in specific populations, the committee anticipates that individual SARS will truly be able to provide culturally appropriate and relevant services in ways not currently possible.

a. Additional 6 FTE @ each CYC	240,000
b. New 4 FTE (1 in each community of color)	160,000
c. New 1.5 FTE for young ♀ (inc. preg/parenting)	60,000
d. New .5 FTE for sexual minority young people	20,000
e. Additional .5 FTE @ existing runaway shelter	<u>20,000</u>
Total:	\$500,000

4. Assessment and Individual/Family Service Plans

Assessment will be provided at two levels: by crisis intervention staff for short term service planning; and, by SARS and their teams. Assessments will include:

- the resources and strengths of the young person and their family;
- the status of the family's meeting their basic needs;
- the safety of the young person, their family and the community; and,
- the need for specialized assessments (in collaboration with other members of the team) such as mental health, alcohol and other drugs, health, cultural issues, etc...

Individual and family service plans will be based upon the information gathered through assessment. Working agreements with CSD provide for immediate access by young people and families jointly assessed to be at higher vulnerability levels than Level 7. All agencies represented by members of the SARS teams have committed to respectful, collegial and collaborative work in making the system successful. Young people and their families will not

be shunted from one agency to another. Collective decisions will be made regarding primary agency responsibility and all will work together to ensure that any necessary transfers will put the young person and family first and the agency second.

a. See *Population Specific Service Access*, page 8

5. Transitional Shelter

Given the percentage of young women represented in the Level 7 population and the lack of existing gender specific services, transitional shelter and independent living services will focus solely on young women both those who are pregnant/parenting and their children and those who are not. Services will be provided in collaboration with existing planning initiatives in the County dealing with the transitional living needs of young women.

Services will be accessed through SARS as a part of individual and family service plans.

a. New 6 beds for homeless young ♀ (16 yrs & older) (NERPAC/LUCK plan)	65,000
b. New 8 beds for pregnant/parenting young ♀ and children (TPYPN/LUCK plan)	<u>50,000</u>
Total:	\$115,000

6. Population Specific Follow Up Support Services

Follow up support services have been designed to be as flexible and culturally specific as possible. In addition to believing in the strength of this model, the committee felt strongly that at this point it was premature to identify specific services to be purchased in specified amounts due to the lack of collective system experience in serving the Level 7 population.

Use of these funds will be at the discretion of the SARS within guidelines cooperatively developed through the interagency team. Where services were identified by a focus group specifically for its population, the committee has funded these in addition to the large pool.

a. New client services pool (\$15,000 ea CYC) for MH/AOD/misc svcs/fam support	272,000
b. Additional .65 FTE @ existing mediation program	26,000
c. Additional capacity @ existing sexual minority youth support grp/peer ed svcs	35,000
d. Additional .5 FTE @ existing homeless young people sex industry outreach svcs	20,000
e. New \$12,500 in each community of color small grants pool	<u>50,000</u>
Total:	\$403,000

7. Interagency System Coordination Team

While the committee was a task specific body of limited duration, on-going planning and maintenance of the system is clearly needed. Interagency team members will include Level 7 system providers, CSD, JJD, Multnomah County, schools and any other interested members of

the community such as business, congregations, etc... The team will function as the continuing planning and coordination body for the Level 7 system and be will be responsible for:

- services and system coordination;
- resource development;
- federal match funds allocation; and,
- on-going services and system planning;
- problem solving and conflict resolution;
- full range evaluation processes.

Dedicated staff support will be available to the team and will function as a facilitator of team development. Additional administrative funds will be used where appropriate to support the work of the interagency team and the functioning of the system. The team will work closely with the Commission through its comprehensive planning and HB 2004 implementation processes.

a. New 1 FTE coordinator	40,000
b. New electronic linkage @ 13 sites	65,000
c. New training and other L7 system expenses	10,000
Total:	\$115,000

Service Allocations

The committee made its allocations based upon two criteria:

1. The minimum package of services which must be funded in order for a system to exist; and,
2. The maximum possible funded services which are federal IV-A matchable.

Because of these two criteria, the committee has intentionally allocated funds in excess of its Level 7 allocation based upon access to federal match dollars. **Without match dollars, the proposed Multnomah County Level 7 system, as presented in this report, cannot be implemented.**

The committee understood when it chose to allocate in this manner that there was the potential that the system might have to be revised if match dollars did not become a reality. However based on conversations with state staff, the possibility of access to federal match dollars seems more than likely. The committee and the interagency team are prepared and eager to participate in whatever way necessary to access these federal matching funds. The committee has allowed for incremental implementation of its Level 7 system in order to create enough time to plan for the federal match dollars process.

State Level 7 18 Month Allocation	\$1,723,895
<u>Annual Amount</u>	<u>\$1,149,263</u>
Direct Services	1,034,337
Administration @ 10%	114,926

Level 7 Direct Service Funds

1.a	Additional 24 hr crisis intervention capacity	80,000
6.b	Additional capacity for family mediation	26,000
2.a	Additional capacity for runaway shelter	40,000
2.b	Additional capacity for parenting young ♀ and their children shelter	40,000
2.c	New capacity for East County shelter	180,000
2.d	New capacity for minority shelter	120,000
3.a,b,c,d,e	Service Access Resource Staff (SARS)	500,000
5.b	New capacity for parenting young ♀ and their children transitional shelter	50,000
Annual Cost		\$1,036,000

Level 7 Administration Funds

7.a,b,c	New capacity for interagency system coordination team	115,000
Annual Cost		\$115,000

Federal IV-A Match Funds

5.a	Additional capacity for young ♀ transitional shelter	65,000
6.a	New capacity for client services funds	272,000
6.c	Additional capacity for sexual minority youth support/peer ed groups	35,000
6.d	Additional capacity for young people involved in sex industry outreach	20,000
6.e	Small grants pool for communities of color	50,000
Annual Cost		\$442,000

TOTAL ANNUAL LEVEL 7 SYSTEM COST \$1,593,000

Difference to be met by federal match dollars (\$443,737)

Implementation Timeline

April 15, 1994-June 30, 1995

April 15 May June July Aug Sept Oct Nov Dec Jan Feb Mar Apr May June

L7 plan approved

Funds available

Phase I implemented

Phase II implemented

Phase III implemented

Phase I

- Plan approval by State April 4, 1994
 - L7 funds available April 15, 1994
 - Initial service implementation April 30, 1994
 - 1.a 24 hr crisis intervention
 - 2.a runaway shelter
 - 2.b parenting young ♀ and their children shelter
 - 6.b family mediation
 - 3.a ½ SARS
 - 6.a ¼ client services funds
- Total Phase I implementation cost: \$504,000

Phase II

- 7.a,b,c Interagency team coordinator hired July 31, 1994
 - Interagency team functioning August 31, 1994
 - Secondary service implementation August 31, 1994
 - 3.b,c,d,e ½ SARS
 - 2.c East County shelter
 - 2.d minority shelter
 - 5.b parenting young ♀ and their children transitional shelter
 - 6.c sexual minority youth support/peer ed groups
 - 6.a ¼ client services funds
- Total Phase II implementation cost: \$818,000

Phase III

- Final service implementation October 1, 1994
 - 5.a young ♀ transitional shelter
 - 6.a ½ client services funds
 - 6.d young people involved in sex industry outreach
 - 6.e small grants pool for communities of color
- Total Phase III implementation cost: \$271,000

Following plan approval by the state, specific service contract awards will be made in one of three ways:

1. Where additional capacity of an existing services is sought and there is only one current provider of that service, awards will be made based upon a sole source;

2. Where a viable inclusive provider/community network exists, a process will be convened to solicit a plan for cooperative deployment of the funds. If a plan is developed and consensus reached, awards will be made based upon that plan. If a plan can't be developed and consensus can not be reached then a competitive bid process will occur; and,
3. Where a new service is sought and there are multiple potential providers of that service or if solicited cooperative plans cannot be developed, awards will be made based upon a competitive bid process.

Evaluation

The committee is strongly committed to comprehensive evaluation of the entire system. As a new system, it is imperative that reliable information be available at all times in order to fine tune both services and the system. Without this component there will be no way to successfully implement and maintain the proposed Level 7 system, nor for its continued growth. The committee has adopted at a minimum the required Level 7 outcomes as stated. In addition to these three, the interagency team will be identifying others and working cooperatively with Portland State University to acquire necessary technical assistance in the designing of measurement tools.

The system will be fully evaluated through three levels. These levels are a part of the overall evaluation structure of the Youth Program Office (YPO). They consist of:

Data Collection

System providers will utilize both existing *Client and Great Start Tracking Systems* to track individual hours of service to individual young people and hours of service to their family. These systems provide basic demographic information in addition to service delivery information. Use of these two systems is already in place with the majority of potential Level 7 providers which will minimize start up time and because they are in use with other youth serving programs in the County, comparisons for the sake of evaluation with other similar, non-Level 7 services can be produced. Contract compliance will also be assessed at this level.

Program Quality and Process

Because of the population that will be served, the manner in which services will be delivered is almost as important as the services themselves. The system has an obligation to ensure that minimum standards are maintained regarding contracted providers and their service provision. Existing YPO Program Standards will be used. Technical assistance will be available as appropriate to support provider progress towards achieving these standards. Please see attachment F for the specific standards. Assessment will occur through the YPO Site Review Process.

Outcomes

All outcomes will be measured at 6 month intervals for at least one year. If tracking is possible past this time attempts will be made to extend it to two years and beyond. A standard outcome form will be developed to track all measures and will be completed for each young person and family at the end of service. This information will create a data base which will be combined with CTS/GSS, CSD and JJD data bases to produce statistical outcome information. When combined with demographic and service delivery information and process evaluation, a total picture of the Level 7 system and its efficacy will be produced.

1. Young people and their families will remain outside of the child welfare and juvenile justice systems or exit them.

Measure:

Number of young people and families who receive services who do not appear on caseload lists for CSD and JJD.

2. Young people will remain in their home/family living environment, where appropriate, or be in another supportive living environment.

Measure:

Number of young people who receive services who are able to identify a primary residence and to describe that residence as satisfactory in response to specific questions.

3. Young people will graduate from high school, receive a GED or be employed.

Measure:

Number of young people who receive services and are enrolled in high school, GED completion or employment programs.

Advocacy Issues

There are three advocacy issues which the committee has identified as needing additional discussion and attention beyond the scope of this plan. It is the intent of the committee that these issues be jointly referred back to the Commission and the Board of County Commissioners for their further attention.

Federal IV-A Matching Funds

As stated earlier, the committee has designed the system based upon access to these funds. Complete assurance of this has not yet come from the state. In addition to the pressing need for the Level 7 system, these funds could be available to match other existing services funded

through State and County General Fund dollars. The implications for the County in this area could be significant in terms of additional flexible direct services funds. Every effort should be made to track this issue at the state level and use whatever connections possible to advocate for the quick determination of Multnomah County as a pilot site in the exploration of match access.

Family Child Support

There are a certain number of young people and families who will be unable to continue to remain together despite the best efforts of the system. In those cases where parent(s) are unwilling or unable to care appropriately, through existing family resources, for the young person due to reasons other than financial ones, provision should be made for parental contribution towards the expense of raising that young person. This concept is hardly a new one, but the committee heard about it from enough different sources to feel that there is renewed interest in exploring it further.

Long Term Shelter for Young Homeless

The population of young people who find themselves homeless at very early ages is growing. There is currently no resource outside of an out-of-home placements through CSD for these young people. Of course, CSD lacks the resources to place all children and young people who need to be. Because of their age, they are not eligible for transitional living programs and crisis shelter on an on-going basis is not a reasonable option. The committee seriously considered service models for this population in its Level 7 plan. It came to the conclusion that this issue could not be solved solely through the funding of a settlement model program even if there were enough funds to do so and strongly urges that the appropriate players be brought together to begin to work on this issue.

Answers to State Posed Questions

1. How does your county define "Level 7 youth"?

Multnomah County defines six sub-populations as primary under Level 7. They are: girls and young women (including pregnant/parenting young ♀ and their children); homeless young people; runaway young people; sexual minority young people; young people of color (including refugee and immigrant young people); and, young people who are acting out and still living at home. Please refer to page 2 for specific demographic information.

2. How are these youth currently being served in/from the county by CSD, JJD, schools, community agencies, mental health and any other agencies and programs?

CSD for the past two years has been largely unable to serve Level 7 young people and their families. JJD has attempted to serve them through petitions for temporary custody to CSD and

through diversion to Child and Youth Centers. There are 3-4 school based integrated service center projects throughout the county and various other agencies and programs serving this population although without any clear identification as such.

3. *From the experience of agencies that have worked with these youth, what are the service needs of this population?*

Please refer to attachment C for specific focus group reports and to pages 5 and 6 for a synopsis of those reports.

4. *What priority services and local benchmarks are already identified in your county's 1993-95 comprehensive plan amendment that can be used in determining service needs and community development strategies to address Level 7 youth?*

Two of the three Commission selected benchmark would apply directly to Level 7. The teen pregnancy prevention and high school completion benchmarks both will be used in conjunction with the proposed Level 7 system. In addition, the Portland/Multnomah Progress Board has selected other benchmarks which will be useful in examining Level 7 services.

5. *What is the county's proposed plan for addressing the service needs of Level 7 youth given the information determined from questions 1-4?*

Please refer to pages 6 through 10.

6. *Comparing the service needs of Level 7 with the plan developed to serve these youth, what resources and/or specific types of services cannot be provided for Level 7 youth and why not?*

With the exception of long term shelter for younger homeless young people, the plan has attempted to provide a full services response to identified needs. In order to achieve this however, federal IV-A match funds must be made available. Because of the committee's bottom lines, the issue in Multnomah County is about numbers of young people to served with given resources, not types of services.

7. *Given the identified population of Level 7 youth in the county and the proposed service and resource plan, what percentage of Level 7 youth would be served under this plan?*

It is conservatively estimated that approximately 17% of the total County 13-17 year old population is Level 7 eligible. On an annual basis the proposed Level 7 system will serve approximately 19% of those eligible or 1040 young people and families. Please refer to page 2 for specific demographic information.

8. *How will the three required outcome measures proposed for Level 7 services be achieved by the proposed Level 7 service plan?*

Through the implementation of both the proposed Level 7 system and the services within it, the three required outcomes will be achieved. Please refer to pages 12 through 14 for specific information about evaluation.

Working Agreements

CSD and Multnomah County **Children's Services Division**

1. Provide funding for Level 7 services in Multnomah County.
2. Participate on interagency team.
3. Provide Intake staff for a minimum of 4 hours per week at each of six Child and Youth Centers.
 - East Multnomah County Branch: Eastwind and Mid County CYC
 - Midtown Branch: SouthEast CYC
 - St. John's Branch: WestSide CYC and North Portland CYC
 - N/NE Branch: NE CYC
4. Participate in joint training with SARS and CAMHP.
5. Provide cooperative assessments with SARS and CAMHP.
6. Accept referrals from Multnomah County when young people are jointly assessed to be at a higher level than Level 7 and accept responsibility for these young people by immediately assigning them to a CSD worker.
7. Participate in evaluation and data collection.
8. Help advocate for continued Level 7 funds and IV-A match.

Multnomah County

1. Accept responsibility for services to Level 7.
2. Accept referrals from CSD.
3. Fund 1 FTE coordinator for interagency team.
4. Provide 24 hr crisis intervention and access to Level 7 services.

5. Provide 13 FTE SARS.
6. Fund joint training for SARS/CSD/CAMHP teams.
7. Provide cooperative assessments with CSD and CAMHP.
8. Provide services to 1040 children and families.
9. Provide evaluation and data collection processes.
10. Advocate for continued funding and IV-A match.

JJD and MCCF

Juvenile Justice Division

1. Ensure juvenile court counselors and other staff access services for Level 7 young people and their families through the Level 7 system rather than through court petition for temporary custody to CSD.
2. Participate on interagency team.
3. Provide Diversion Outreach Specialists' (DOS) time for a minimum of 4 hours per week dedicated to participation with the Level 7 team at each of six Child and Youth Centers.
4. Participate in joint training with SARS, CSD and CAMHP.
5. Participate in cooperative assessments and case planning with SARS, CSD and CAMHP.
6. Participate in evaluation and data collection.
7. Help advocate for continued Level 7 funds and IV-A match.

Multnomah Commission on Children and Families

1. Accept responsibility for services to Level 7.
2. Accept referrals from juvenile court counselors/other staff.
3. Fund 1 FTE coordinator for interagency team.
4. Provide 24 hr crisis intervention/access to Level 7 services.

5. Provide 13 FTE SARS.
6. Fund joint training for SARS/CSD/CAMHP/JJD teams.
7. Provide cooperative assessments with CSD, CAMHP and JJD.
8. Provide services to 1040 children and families.
9. Provide evaluation and data collection processes.
10. Advocate for continued funding and IV-A match.

Attachments

- A. Level 7 Planning Committee Membership
- B. Level 7 Vulnerability Scale
- C. Focus Group Reports
 1. Girls and Young Women
 2. PPS Student Services Advisory Committee
 3. Homeless Youth
 4. Runaway Youth
 5. Sexual Minority Youth
 6. Young People of Color & Refugee/Immigrant Youth
 7. Young People Acting Out and Still at Home
- D. Focus Group and Other Meeting Attendees
- E. Services Options Cost/Capacity Analysis
- F. Youth Program Office Contract Program Standards

Attachments

Level 7 Planning Committee Report

March 1994

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Level 7 *vulnerability scale*

VULNERABILITY LEVEL	
1	Families in which child fatalities have occurred; severe physical abuse; abandoned/orphaned children; life-threatening neglect; child is severe danger to self; severe familial sex abuse.
2	Frequent/sequential abuse ages 0-12; imminent danger to harm others ages 0-12; familial sex abuse ages 0-12.
3	Severe emotional abuse ages 0-12; chronic neglect that could escalate ages 0-12; familial sex abuse ages 13-17; severely emotionally disturbed or MR/DD child needing residential treatment.
4	Moderate emotional abuse ages 0-12; severe emotional abuse or frequent physical abuse ages 13-17.
5	Nondelinquent child danger to property ages 3-12; mild physical or emotional abuse ages 0-12; sex abuse victims ages 0-12.
6	Chronic acting out, non-delinquent ages 3-12; moderate emotional abuse ages 13-17; sex abuse victims ages 13-17.
7	Chronic acting out and neglect; non-delinquent; ages 13-17.

REPORT ON LEVEL 7 FOCUS GROUP ON GIRLS AND YOUNG WOMEN
January 26, 1994

Facilitated by Pam Patton and Muriel Goldman

The Girls Equal Access Committee meeting of Children First for Oregon was used as the setting to collect information on this population of Level 7 youth. The group met at Boys and Girls Aid Society in Portland and outreach was made to people other than members of the Equal Access Committee to encourage attendance at the meeting. Represented at the meeting were staff from private provider agencies, CSD, the GIFT program of the Juvenile Justice Division, persons involved in school activities, and other interested citizens, child advocates, and volunteers who work with children and youth.

The following is a list of the questions used in the discussion (sent out in advance and repeated at the meeting) and the responses:

1 & 2. WHO IS CURRENTLY BEING SERVED? WHO SHOULD BE SERVED?
These questions produced a two-part response that answers questions 3 & 4 as well.

A. Those not being served:

Rosemont: Has more disturbed, acting out young women than ever before; no longer have capacity to also serve Level 7.

CSD: In Multnomah County, agency hasn't been serving Level 7 for several years -- that data is lost to them.

Youth Care Center: Serve about four or five girls. Beyond that, they get calls from parents seeking services; 65% are about girls; they don't know where to turn for help; they don't receive a unified response; need early identification; these families have been rejected by CSD and the Juvenile Department.

Professional consultant: With loss of Portland Police Youth Division several years ago, lost a caring outreach team. Pimps and drug dealers replaced police as the "outreachers" and "nurturers" for some young women.

Shelter care provider: Runaways; those returned to their home without treatment; girls who do not know how to cat out to get the attention they need.

Several girls' programs providers: It is not so much a public safety measure as it is to protect themselves when a safe place is needed.

When there is not a safe place for young women, ways in which they seek out nurturing or protection are to join a gang, or get pregnant, or engage in prostitution.

B. Currently being served

First Baptist Church in downtown Portland: opens its doors to street youth. On any evening, see 30 to 50 kids, 50% of which are Level 7 girls, ages 15 - 17, not living at home; many have runaway.

Mainstream: See lots of Level 7 kids, probably more boys than girls. Where they see the girls is where they are out-stationed at Mid-county Youth Service Center, because

families refer more girls than boys. Boys tend to come in through Juvenile Department referrals.

Boys and Girls Aid Society: Serve lots of Level 7 girls in Washington and Clackamas County (the way the territory is divided). In Multnomah County, Harry's Mother provides service to this population. B and G Aid also get girls through the pregnancy hotline and their emergency shelter for pregnant and teen mothers in Multnomah County. 1500 of the 3500 calls received last year on their statewide pregnancy hotline were from this county.

This year, they project 17 - 1800 calls, 95% of which are pregnancy-related (what to do or how to avoid).

Elizabeth House staff: Address the needs of homeless teens, especially teen mothers (are over 500 homeless teen mothers in tri-county area). Also need to address the needs of young women in battering relationships.

Kletzer Program: 60 day emergency shelter for adolescent abused girls 11-18. Serve girls in crisis who are in CSD's custody. Not a treatment facility; not staffed to handle uncontrollable girls.

3, 4 & 5: Emerging themes about needs:

- ◆ Readily available information and referral to services for parents and youth.
 - Kids get services themselves, not necessarily what's safe or appropriate. Need access to or information about where to go.
 - Parents don't know where to go for help or what to do.
 - ◆ Flexible rules to allow easy access and availability of services for Level 7 girls.
 - ◆ For the young women, a safe place.
 - ◆ Better coordination and communication between service providers as to what is available.
 - ◆ A full continuum or array of care in a variety of settings, including outreach, in-home services, counseling, shelter, crisis care, family support services, youth support services, transition services, "mutual" foster homes where teen mothers can be with their babies.
 - ◆ Funding for transitional and permanent housing for young women in battering relationships, teen moms, youth who can't go home.
 - ◆ Seeking consistent life boundaries and goals; life education, including sex education and teen parenting classes.
 - ◆ Gender proficient counseling and services.
6. Barriers to services
- ◆ Lack of gender proficient counseling and services.

- ◆ Lack of community awareness of the needs; community tends to respond to acting out, violent behavior.
- ◆ Lack of resources — services full; wait lists; inadequacy of financial resources to provide services.
- ◆ Transportation
- ◆ Cultural minorities living in abusive situations.
- ◆ Emotional reluctance to seek out services; fear.
- ◆ Lack of outreach by agencies; by the community.
- ◆ Having to go to many places to get into appropriate service serves as a deterrent.
- ◆ Lack of ID to prove no income so service fee can be waived.
- ◆ Lack of accessibility to service unless in custody of CSD or referred by some other agency.
- ◆ Language and cultural barriers for the young woman; for the parent.
- ◆ Attitude barriers on part of medical providers for girls who go in for medical services.
- ◆ Lack of help in expressing their needs.
- ◆ Unisex counseling doesn't work for girls (e.g. sex offenders mixed in with victims).
- ◆ Problems must escalate to receive service (pregnancy, delinquent behavior, substance abuse, gang-involvement).

January 31, 1994

To: Mary Li: Staff, Level 7 Committee
From: Pam Patton
Re: Level 7 discussion at PPS
Student Services Advisory Committee

The attached memo was part of the January 12th Advisory Committee meeting.

Because of time constraints the committee was only able to comment on two areas. First there was concern that the sub-populations didn't include teen parents or pregnant teens. They were also concerned that all sub-populations, especially runaway young people, need outreach to get them aware and connected to needed services.

Secondly, one immediate need area for level 7 youth at PPS is providing a Family Intervention Specialist at Jefferson High School to extend the integrated school-based SB1099 program Touchstone to the high school level. Touchstone Program is a cooperative effort between State and County Office of Alcohol and Drug Abuse Programs and PPS. Currently the project has two Family Intervention Specialists at Beach Elementary School and Ockley Green Middle School. As Middle School students graduate to high school there is not a Family Intervention Specialist to continue the support services that have been so effective at the elementary and middle school level.

Multnomah County Level 7 Planning

Homeless Youth Subcommittee Report

MOST CRITICAL UNMET NEEDS

- Long-term transitional housing and case management for youth aged 13 to 15. Current transitional living programs can not serve younger homeless youth. These youth literally have no options if they wish to leave street life. Their young age makes them highly vulnerable to physical and emotional harm.
- Homeless youth often turn to sex industry jobs for survival. This includes youth working as models, escorts, strippers, and prostitutes. These youth are at increased risk of physical and emotional violence and other life threatening issues such as HIV/AIDS.
- Homeless youth in the downtown core area do not have consistent access to programs that can meet their basic needs for safe shelter.

PROGRAM RECOMMENDATIONS

- A group home that can provide two to four years of transitional housing for younger homeless youth. Case management and 24 hour supervision would be needed. While living in the group home youth would be involved in an education program, and participate in activities to promote esteem building, anger management conflict resolution and communication skills. The goal is to transition these youth to independent living or possibly a living arrangement with a family member.
- Outreach, peer helper programs, needle exchange and HIV prevention programs for youth involved in sex industry jobs. Programs must be culturally specific for street youth, sexual minority youth and youth from racial and ethnic minority groups. Education and political support for providers will be important.
- Establish an emergency shelter program for homeless youth in the downtown area that has minimal structure and can assure safety for youth who use the shelter. The program should be closely coordinated with the Streetlight Shelter.

Multnomah County Level 7 Planning

Runaway Youth Subcommittee Report

MOST CRITICAL UNMET NEEDS

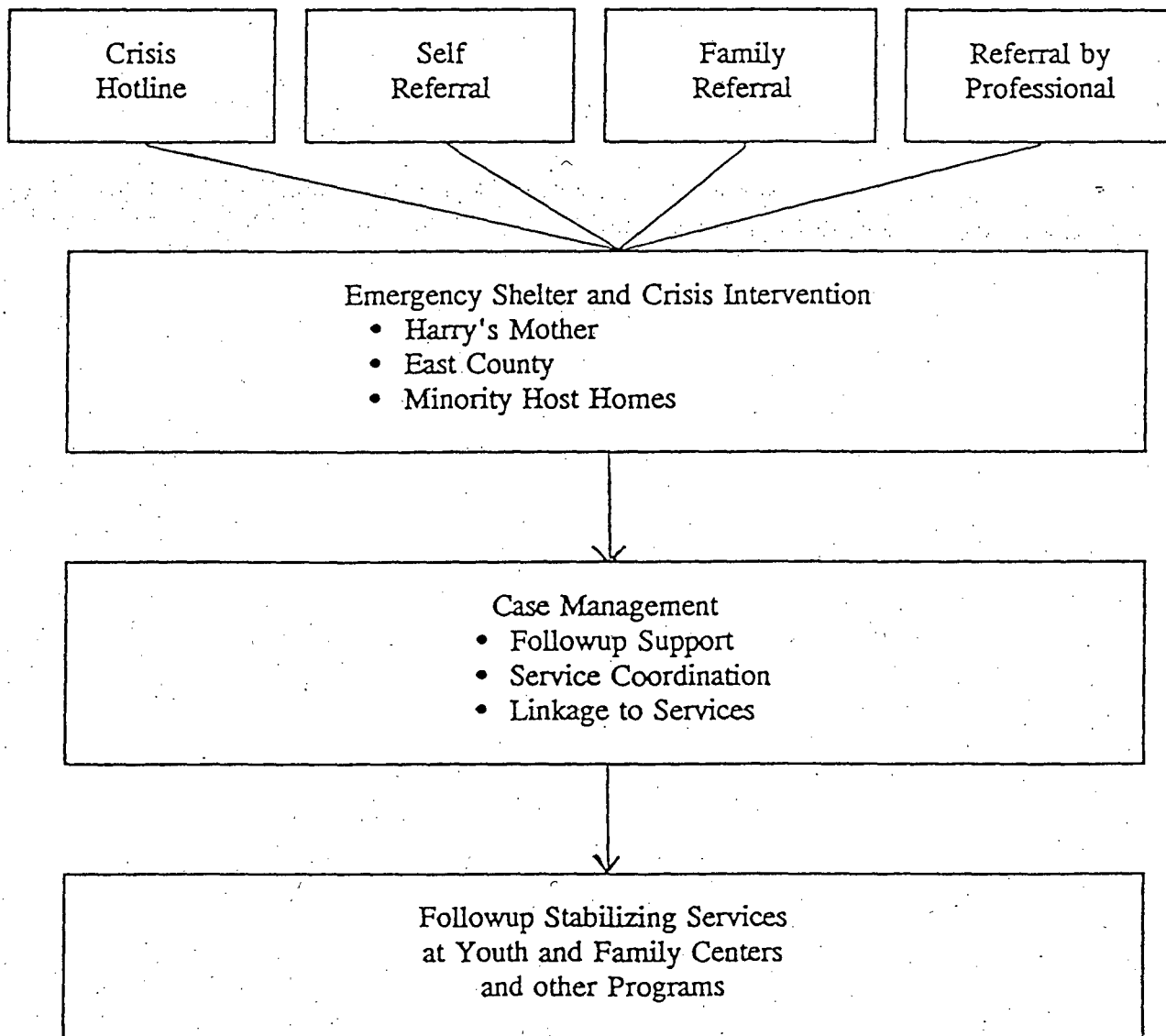
- Emergency shelter care has been reduced 20% over the past few years; Harry's Mother turns away 2 youth for every 3 youth it can place in shelter.
- Youth from East Multnomah County have poor access to crisis intervention and emergency shelter care, in part due the distance from programs and shelters located in the City of Portland.
- Youth from racial and cultural minority groups are frequently reluctant to go to shelters in predominately white neighborhoods and where most of the staff are white.
- Approximately 40% of runaways served in emergency shelters return to their family home, down from 80% ten years ago.
- It is often difficult to link youth who receive shelter and crisis intervention services with longer term stabilizing services, in part because existing programs are constantly full and immediate access is usually not possible, and longer term family support and followup is not available. The consequence is repeat runaway incidents and escalating problem behavior.

PROGRAM RECOMMENDATIONS

- Change program policies and practices to involve all family members immediately in services whenever possible.
- Increase current emergency shelter capacity at Harry's Mother to 10 beds.
- Establish congregate care (group home) short term emergency shelter program in East Multnomah County.
- Establish programs providing culturally specific short term shelter for youth from racial and cultural minority groups (probably in host homes).
- Establish a crisis intervention program in East Multnomah County.
- Provide case management services for youth who receive crisis intervention and short term shelter services at Harry's Mother. Case Managers will provide followup support, service coordination and linkages to assure that families access needed services.
- Provide case management services for youth who receive crisis intervention and short term shelter in East Multnomah County.

- Provide case management for youth from racial and cultural minority groups who receive short term shelter and crisis services.
- Enhance service capacity at Youth and Family Centers to assure immediate access for youth receiving case management services.
- Improve linkages between schools and the system of crisis intervention, emergency shelter and case management services.

Overall Service System Integration



The system would be coordinated and managed by an interagency team with representation from each of the participating agencies. This team and the coordinated system would be provided staff support to facilitate problem solving and coordinate the network.

PHOENIX RISING FOUNDATION

February 1, 1994

TO: Level 7 Planning Committee

FROM: Valerie Whittlesey, Facilitator
Sexual Minority Youth Focus Group

Attached, please find a summary of our focus group discussion. The meeting was attended by both youth and adults who work with sexual minority youth.

The youth presented some compelling information for our review in the planning process. I have also attached some information on sexual minority youth from the Hedrick-Martin Institute in New York City, and have available copies of the U.S. Department of Health and Human Services Report of the Secretary's Task Force on Youth Suicide, which provides further information on these youth.

Thank you.

REPORT FROM THE SEXUAL MINORITY YOUTH FOCUS GROUP

OVERVIEW

Sexual minority youth may experience severe cognitive, social and emotional isolation in all areas of their lives. While these young people comprise a representative percentage of virtually all adolescent groups, issues arising from their sexual orientation require specific interventions and services unique to them. There is a world where physical and emotional safety cannot necessarily be found in school, in the home, with other youth, or through direct service providers.

These adolescents often experience overt hostility, insensitivity, or denial of their sexual orientation from the very people in their lives from whom validation and services should be provided. Parents' reactions may range from extreme homophobia to fear for their child's safety, and they may be unable to reconcile their child's sexual identity with religious, cultural, and moral values. Social service professionals may view a child's disclosure as a stage, a lifestyle that can be changed, or unrelated to presenting problems such as homelessness, alcohol or drug abuse, or depression.

Many sexual minority youth perceive themselves as different by the age of nine. The risk of suicide (2-3 times that of heterosexual youth, for sexual minority youth of color, the risk is 12 times that of heterosexual youth) is greatest the first year that an adolescent comes out. It is safer for an adolescent to remain closeted, than to come openly to terms with his or her sexual orientation. While schools may provide educational services to these youth, they are often unsafe environments. Group homes may be equally as dangerous, and youth may find homelessness a viable option to homophobic service environments.

The U.S. Department of Health and Human Services, Report of the Secretary's Task Force on Youth Suicide states:

Perhaps no risk factor is as insidious or unique to the suicidal behavior of gay and lesbian youth than receiving professional help. The large number of gay youth who have had contact with mental health and social work services during their turbulent adolescent years would seem to be a positive indicator for improving their stability and future outlook. This is sadly not often the case. Many helping professionals still refuse to recognize or accept a homosexual orientation in youth despite growing evidence that sexual orientation is formed by adolescence (15). They continue to insist that homosexual

feelings are just a passing "phase", while making the goal of treatment arresting or changing those feelings and experience.

TARGET POPULATION

The target population for the purposes of this focus group was self-identified gay, lesbian, or bisexual youth, ages 13-17, residing in Multnomah County. The focus group also would ideally like to include youth 12 and under, 18 and over, and youth who are undecided about their sexual orientation, and have not self-identified. The group expressed numerous concerns around in/outness, and would like to see services available to a wider range of adolescents.

CURRENT SERVICES

There are some existing services for sexual minority youth in Multnomah County, including four weekly drop-in support groups, and a drop-in space for one evening per week. The focus group found that these existing services were underfunded, had age restrictions, and that there were barriers to follow-up services, such as availability, access, funding heterosexism/homophobia, safety, and late exposure to meager options. Other barriers to existing services are: safety issues regarding stigma, invisibility and outing, youth turned away from services due to their involvement with sex work, drugs/alcohol, staying out past curfew, and ignorance from service providers regarding sexual minority youth specific issues.

There are no currently funded services for family counseling for sexual minority youth. Key family issues that the group felt needed to be addressed included information for parents that homosexuality cannot be changed or fixed, that it is not the parents' fault a child is gay, lesbian, or bisexual, understanding that difficulties are due to heterosexism and not sexual identity, coming out support, recognition that homophobia is child abuse, and refusal of caretakers or parents to discuss these issues, shut down, and either isolate youth, or kick them out of the home. Isolation is also a key issue for accepting parents.

KEY PROGRAM ELEMENTS

The focus group proposed that existing services for gay, lesbian, bisexual youth be funded and expanded. These existing services were identified as the four weekly support groups and the weekly drop-in space. In addition, counseling and peer education services should be funded. Peer education would be extended to other sexual minority youth, youth not self-identifying as gay, lesbian or bisexual, homeless youth, parents, teachers, youth with language barriers, and those who are hearing impaired. Peer education would cover a variety of topics, including HIV, drugs/alcohol, high risk behaviors, homophobia/heterosexism, and self defense classes. Self defense

classes would build boundaries, enhance decision making skills and personal strength.

The purpose of expanded services would be to decrease risk factors for sexual minority adolescents by decreasing isolation, providing a place of acceptance and belonging, and providing an opportunity to deal with the repression, heterosexism, depression, sex work, alcohol or drug use, and other pertinent issues. Other positive outcomes would be achieved by having information available to youth specific to them, and by providing links to the public schools.

LEVEL 7 FOCUS GROUP ON SEXUAL MINORITY YOUTH
PROPOSED PROGRAMS AND BUDGET

1. Expand existing support groups and drop-in center services:	
*Awakenings	\$5,000
*Drop-in Center	\$5,000
*Urban League	\$5,000
*VOICES	\$5,000
*Windfire	\$5,000
Sub-total	\$25,000
2. Support the development of streetwork and outreach services for youth working in sex industry.	\$20,000
3. Conduct community education for sexual minority youth, parents and providers.	\$5,000
4. Support peer education concerning high risk behaviors (HIV, alcohol and drugs, etc.)	\$10,000
5. Support low cost/no cost psychological counseling and support for sexual minority youth and their significant adult(s).	\$40,000
TOTAL	\$100,000

FACTFILE

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POPULATION

Age of Awareness Many gay men and lesbians sensed something "different" about themselves as early as age four or five. The age at which most acknowledge their homosexuality is between 14 and 16 years for males and between 16 and 19 years for females.

Source: Saghir MT, Robins E, Walbian B, *Male and Female Homosexuality*, Baltimore, MD: Williams & Wilkins, 1973.

Among Adolescents The Kinsey study found that from puberty to age twenty, 28% of boys and 17% of girls had one or more homosexual experiences.

Source: Kinsey AC, Pomeroy WB, Martin CE, *Sexual Behavior in the Human Male*, 1948 and *Sexual Behavior in the Human Female*, 1953, Philadelphia: W.B. Saunders.

Among Adults During adulthood, 37% of Americans have homosexual experiences. Ten percent are predominantly homosexual. (This is the source of the commonly accepted 10% figure.)

Source: Kinsey, op cit.

STRESS FACTORS

Isolation Eighty percent of lesbian, gay, and bisexual youth report severe isolation problems. They experience social isolation (having no one to talk to), emotional isolation (feeling distanced from family and peers because of their sexual identity), and cognitive isolation (lack of access to good information about sexual orientation and homosexuality).

Source: Hetrick ES, Martin AD, "Developmental Issues and Their Resolution for Gay and Lesbian Adolescents," *Journal of Homosexuality*, 14(1/2):25-43, 1987.

Family Difficulties Half of all lesbian and gay youth interviewed report that their parents rejected them due to their sexual orientation.

Source: Remafedi G, "Male Homosexuality: The Adolescent's Perspective," *Pediatrics*, 79: 326-330, 1987.

Substance Abuse In a study of gay male adolescents, 68% reported alcohol use (with 26% using alcohol once or more per week), and 44% reported drug use (with 8% considering themselves drug-dependent). Among young lesbians, 83% had used alcohol, 56% had used drugs, and 11% had used crack/cocaine in the three months preceding the study.

Source: Rosario M, Hunter J, Rotheram-Borus MJ, Unpublished data on lesbian adolescents, HIV Center for Clinical and Behavioral Studies, New York State Psychiatric Institute, 1992.

SUICIDE

Incidence Gay youth are two to three times more likely to attempt suicide than heterosexual young people. It is estimated that up to 30% of the completed youth suicides are committed by lesbian and gay youth annually.

Source: Gibson P, LCSW, "Gay Male and Lesbian Youth Suicide," *Report of the Secretary's Task Force on Youth Suicide*, U.S. Department of Health and Human Services, 1989.

Multiple Attempts In a study of 137 gay and bisexual males, 29% had attempted suicide, almost half of whom reported multiple attempts.

Source: Remafedi G, Farrow JA, Delsher RW, "Risk Factors for Attempted Suicide in Gay and Bisexual Youth," *Pediatrics*, 87(6), June 1991.

HIV/AIDS

Prevalence in Youth

Sixty percent of young adult cases of AIDS are among men who have had sex with men. Because HIV has an average incubation period of 10.5 years before the onset of AIDS, this statistic indicates that these young people were infected as teenagers.

Source: Centers for Disease Control, 1992.

A San Francisco study of gay and bisexual men revealed that 14% of the men between ages 17 and 22 were HIV positive—a figure four percent higher than young men in the 23 to 25 age group.

Source: AIDS Office, Bureau of Epidemiology and Disease Control, San Francisco City Clinic Special Programs for Youth and San Francisco Department of Welfare, "The Young Men's Survey: Principal Findings and Results," San Francisco, CA, June 1991.

Risk of Infection

The factors that place lesbian and gay youth at very high risk for HIV transmission include: having to exchange sex for money, unsafe sex, substance abuse, and denial of sexual identity.

Source: HIV Center for Clinical and Behavior Studies, New York State Psychiatric Institute, 1992.

VIOLENCE

Physical Assault

In a study of self-identified lesbian and gay youth in New York City, 41% reported suffering violence from their families, peers, or strangers. Of the violent incidents, 46% were directly gay-related and primarily perpetrated by family members.

Source: Hunter J, "Violence Against Lesbian and Gay Male Youths," *J. Interpersonal Violence*, 5(3) Sept. 1990, Sage Publications.

In the Schools

Forty-five percent of gay males and 20% of lesbian females experience verbal or physical assault in high school. Twenty-eight percent of these youth are forced to drop out of school because of harassment resulting from their sexual orientation.

Sources: National Gay and Lesbian Task Force, "Anti-Gay/Lesbian Victimization," New York, 1984; and Remafedi G, "Male Homosexuality: The Adolescent's Perspective," *Pediatrics*, 79: 326-330, 1987.

HOMELESSNESS

Expulsion from Families

Twenty-six percent of gay youth are forced to leave home because of conflicts with their families over their sexual identities.

Sources: National Gay and Lesbian Task Force, "Anti-Gay/Lesbian Victimization," New York, 1984; and Remafedi G, "Male Homosexuality: The Adolescent's Perspective," *Pediatrics*, 79: 326-330, 1987.

Survival Sex

Up to half of the gay/bisexual males forced out of their homes engage in prostitution to support themselves, greatly increasing their risk for HIV infection.

Source: Savin-Williams RC, "Theoretical Perspectives Accounting for Adolescent Homosexuality," *J. Adol. Health Care*, 9(2):95-104, March 1988.



ABOUT THE HETRICK-MARTIN INSTITUTE

Founded in 1979, the Hetrick-Martin Institute is an education, social service, and advocacy organization that offers services to lesbian, gay, and bisexual youth, ages 13 to 21, in New York City and nationally.

Hetrick-Martin Institute

401 West Street New York, New York 10014
TEL: 212.633.8920 Fax: 212.989.6845 TTY: 212.633.8926
Frances Kunreuther, Executive Director

MULTNOMAH COUNTY LEVEL 7 PLANNING

Young People of Color & Refugee/Immigrant Youth

The Young People of Color and Refugee/Immigrant focus group discussed the needs of SE Asian, Native American, Latino, African American, and Russian youth. Advocates agreed that although each cultural group has its own distinctive needs and issues, several strong similarities existed.

For the majority of these groups there was agreement that few services currently exist for Level 7 youth. Those services that do exist are either operated through small grassroots efforts - which are coordinated by volunteers and cannot be relied upon on a long-term basis, or are part of the mainstream service delivery system and are not culturally accessible or appropriate for these youth.

For each group of these Level 7 youth, problems often stem from cultural conflict and a fracturing of familial relationships. The most effective way of keeping these youth out of the criminal justice system is to strengthen the sense of cultural identity and preserve the family unit.

Definition of Service Success:

- Family Preservation/Reunification
- Emotionally Healthy Young Person with
 - a sense of self
 - an ability to interact with others
 - social skills and ability to think/reason/problem solve
 - sense of cultural values/pride
- Healthy Community

What's Working Now:

- Small intensive grassroots efforts that provide:
 - parent support and training
 - team building & skill building
 - recreation
 - cultural connections

Central Recommendations:

- ♦ Discretionary pools of \$\$ to small support grassroots projects in each community
- ♦ Funding to culturally appropriate community agencies to provide support and back-up for when more intensive services are needed
- ♦ Community members involved in deciding which programs are funded
- ♦ Priority access for these projects at other mainstream providers (A & D, respite, shelter, counseling, crisis support)

-OVER-

Detailed Needs:

- Support for community volunteers to continue their leadership
- Small, grassroots, specialized projects
- Education-based bilingual services
- Parent support and skill building
- Recreation opportunities for both youth and families
- Bi-lingual & bi-cultural staff and projects
- Information and resources about current services
- Year-round support for current small community-based efforts
- School/Education relevant and connected to these youth

Unresolved issues:

- How do people access resources?
- Once we fund small projects, how do we measure their success?

Roosevelt Community Family Resource Center

6941 N. Central St.
Portland, Oregon 97203

(503) 248-3909

February 1, 1994

To: Level 7 Planning Committee

From: Janice Grattori *JG*
Judith Mayer *JM*

Subject: Response of Youth and Families to needs of Level 7 Youth

Attached are the findings of a survey that was distributed to the following:

- Roosevelt High School Students
- Community Youth
- Community Families
- Roosevelt Cluster Citizens's Advisory Board
- Service Providers
- Children's Services Division

At a staff meeting of the North Portland Youth and Family Center the following three areas were highlighted as needs for Level 7 Youth: Supervision, Employment and Health Care.

Also identified is the need to have someone in the schools to link students/families to educational alternatives and social services.

A
Joint
Project
Of



Department
of Human
Resources



Multnomah
County
Oregon



Portland
Public
Schools

wp/win/jm/surveyr

LEVEL 7 SURVEY RESULTS

Number of respondents: 14

1. Are you receiving any community services to assist with severe conflict in your home? If so, what type of services?

No: 13

No response: 1

2. Which of these groups should be served by the community? Check the three most important to you.

11 marked families of youth with increasing home conflict

10 marked families with limited income

7 marked homeless

6 marked runaway

3 marked racial, cultural minority

2 marked sexual minority

2 marked girls and boys equally

0 marked boys only

0 marked girls only

3. Who is being turned away from services and why?

Comments:

Young teenage parents.

Many racial and cultural minority children and families, due to lack of resources.

Homeless because they have no homes, or medical insurance. (4)

Those that have limited knowledge about social services available (2)

Young children that act out..

No response. (1)

I don't know. (3)

Children with serious medical problems.

4. What support and services are parents seeking?

Comments:

Low income housing

I'm getting good support, others are not.

Nothing.

Culturally appropriate counseling services for families.

Skill building for parents dealing with teens.

Support group with other parents having difficulties with kids and personal problems.

Goal setting (4)

Conflict mediation.

Respite

Supervision

Follow through by high school on Education Plan

Anger Management

Teen Parent Classes

5. What support and services are young people seeking?

Comments:

Camps with structured activities. (2)
Help in school.
Better social life. (2)
Safe place to be away from home.
Alternative Education
Conflict Mediation (2)
Respect
Realistic Goals
Peer Groups
Support (3)
Counseling (2)

6. What gets in the way of your getting services?

Comments:

Age
Time and where to go if school is closed.
Don't want to see or talk to outsiders.
Language and cultural barriers.
Limited knowledge regarding resources. (3)
Heavy caseloads.
Good foster homes.
Money. (4)
Motivation.
Embarrassed to get help due to lack of education.
Lack of support systems.

Respondents by...

Parents (5) Youth (9)
Service Seeker (7) Service Provider (1) No Response (4) Neither (2)

Males (4) Females (8) No Response (1)

African -American (1) Asian (2) White (10) No Response (1)

Results from Survey given to Roosevelt High School Students

Number of respondents: 48

1. Are you receiving any community services to assist with severe conflict in your home? If so what type of service?

No = 43

Yes = 4 Responses: Counseling, ADC, Financial Help, Drug/Alcohol, Personal Counseling

No Response = 1

2. Which of these groups should be served by the community? Check the three most important to you.

__37__ homeless

__0__ boys only

__20__ runaway

__0__ girls only

__3__ racial, cultural minority

__18__ girls and boys equally

__2__ sexual minority

__33__ families of youth with
increasing home conflict

__25__ families with limited income

3. If you wanted help for your family what would that be?

Counseling 6

No Response 8

Financial 5

None 13

Don't Know 5

Comments:

Anything that helps them

Depends on what the problem is

Help with a drinking problem

Communication

I would want them to help us if we were ever to become homeless

To get a house (2)

To be closer

4. What would keep you from getting this help?

Money (2)
My mom
No response (18)
Pride (2)
Afraid
Society (2)
Pressure/Stress
Nothing (12)
I don't know (4)
Wouldn't know where to go (2)

Comments:

Parents losing their jobs
Not seeing each other
Hassle, being put on hold, transferred and running out of a place to call
Not being able to find one that's affordable
Not having the funds for it

I am a male respondents (18) female respondents (29) No response (1)

My ethnic heritage is:

African-American (7)	Hispanic (2)
Asian (4)	Native American (1)
White (30)	Pacific Islander (1)
No response (2)	
African-American, Native American and White (1)	

FOCUS GROUP AND OTHER MEETING ATTENDEES

Deb Abek
Krona Adair
Michael Balter, Director of Boys & Girls Aid Society
Ron Bloodworth
Juvenile Justice Division
Aaron Bong
Renee Boucher, YFC
Jim Clay
Heidi Eagle, Serendipity Center
Serendipity Center
James Edmondson, Manager of CAMHP
Marie Eighmey
Jerry Fest, Street Light Youth Shelter
Warren Fluker, Serendipity Center
Ruth Gibian, Network Mental Health
Shannon Gilbert, Friendly House
Lynn Greenwood, BGAS
Fred Gresham
Mashinda Hedgmon
Nancy Hoevet, Centennial School District
Dennis Kenna, BGAS
Howard Klink
Malcolm T. Lewis
Stefani Lewis
Mingus Mapps
Kenneth Martin, G.I.F.T
Judy Mayer
Judi McGavin, Harry's Mother
Shala Moaydei, Urban league
Emily Munro, BGAS
Rick Nitti, Volunteers of American
Kathy Oliver, Outside In
Stacy Ozer, Citizen Review Board
Clara Padilla-Andrews
James Peterson, Director of Mainstream
Carolyn Piper, Human Solutions
Lorenzo Poe, Director of CFSD
Mark Stucker, Outside In
Mandy Sturgill
Patti Swanson, Eastwind Center
Judith Valjean, Portland Public Schools
Patricia Williams, GIFT

Level 7 Planning Committee Services Options Cost/Capacity Analysis

Access and Assessment System

Current Services: Janus Youth Programs (Harry's Mother) 24 hr crisis line; Boys and Girls Aids Society (BGAS) 24 hr crisis line; Metro Crisis 24 hr crisis line; School Clusters (Roosevelt, David Douglas, etc...); Child and Youth Centers (6 sites)

Component	Target Population	Key Program Elements	Staffing	Access	Coordination/Linkages	Annual Cost Est.
1	All	Add additional capacity to existing runaway crisis line	Add 2 FTE crisis intervention staff	Telephone (clearinghouse)	With emergency shelter, family mediation, Service Access Resource Staff, other community services	\$80,000 (includes additional phone lines, equipment and training)
2	All (specific population identified/focused)	Service Access Resource Staff (SARS) based in a variety of locations and populations provide assessment, referral, system access, family support, etc...	12-15 FTE (CYC-3 FTE; School Clusters-3/4 FTE; Harry's-1/2; Minority-5 FTE; Girls-1/2 FTE)	Telephone SARS sites walk-in (clearinghouse)	With CSD, client services fund, priority access to L7 system providers, other community based services	\$480,000-600,000 (includes base @ \$26,000; fringe/benefits @ 30%; M&S @ 25%; \$40,000 per FTE)
3	All	Interagency team for service/system coordination, planning, resource development, conflict resolution, provider support, evaluation	1 FTE (team staff support, other participation from SARS and provider staff)	Monthly meeting	With all L7 system providers, CSD, JJD, etc...	\$40,000 (from Mult Co L7 admin \$ or in-kind through existing YPO staff)
4	All	Working agreements for reciprocal/priority referrals	N/A	N/A	With all L7 system providers, CSD, JJD, etc.	None

(5)

Emergency and Respite Shelter

Current Services: Janus Youth Programs (Garfield House) group shelter for runaway, 5 beds/(Streetlight Shelter) group shelter for homeless, 30 beds; Boys and Girls Aid Society (BGAS) host home shelter for CSD referrals, 15 "beds"/(Safe Place) host home shelter for parenting young ♀ and their children, 3 "beds"

Component	Target Population	Key Program Elements	Staffing	Access	Coordination/Linkages	Annual Cost Est.
1	Runaway, girls (not parenting), racial/cultural minorities	Add additional capacity to existing runaway shelter for total of 10 beds	Add 1.75 FTE shelter staff	Clearinghouse	With crisis staff and family mediation while in shelter; referrals to SARS after	\$40,000
2	Parenting young ♀ and their children	Add additional capacity to existing host homes for 6 "bed" total/24 hr access	Add .5 FTE Program Coordinator	Clearinghouse	With referral to County case management services	\$40,000 (includes host home per diem)
3	East Co runaway, girls (not parenting), racial/cultural minorities	<ul style="list-style-type: none"> • Group facility (4-5 beds) in East co • Double coverage 4pm-11pm weekdays; 1pm-11pm weekends • Max. LOS = 14 days 	5 FTE (Shelter staff-4 FTE; Crisis staff-1 FTE; Shelter Coordinator-1 FTE)	Clearinghouse	With crisis staff and family mediation while in shelter; referrals to SARS after	\$180,000
4	Racial/cultural minorities	<ul style="list-style-type: none"> • Culturally specific host homes • Staff recruit/train/support homes & provide crisis intervention while in shelter; referral to SARS after • Maximum LOS = 14 days 	2 FTE (Host home coordinators)	Clearinghouse	With CSD, client services fund, priority access to L7 system providers, other community based services	\$120,000 (includes \$40,000 per FTE/\$40,000 host home per diem; 2,222 nights @ \$18)
5	Homeless	<ul style="list-style-type: none"> • Downtown crisis group facility • Basic needs/only open evening • Double coverage 	4.2 FTE (Shelter staff)	Clearinghouse; drop-in	With existing homeless services/case management	\$90,000

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Independent Living Transitional Housing and Case Management

Current Services: Outside-In (apartment model, 17 beds); Janus Youth Programs (Willamette Bridge) group home, 7 beds/(Changes) apartment model, 6 beds; House of Umoja (group home, 13 beds); MYCAP (group home, 5 beds); BGAS (Safe Place) host home shelter for parenting young ♀ and their children, 3 "beds"/(HomeSafe) apartment model for parenting young ♀ and their children, 20 beds

Component	Target Population	Key Program Elements	Staffing	Access	Coordination/Linkages	Annual Cost Est.
1	Younger homeless	<ul style="list-style-type: none"> • 6 bed group home • Maximum LOS = 30 months 	5 FTE (Shelter staff-4 FTE; Program coordinator/case manager-1 FTE)	Case managers; other homeless programs; public/private agencies	With other homeless services, CSD, JJD, other community based providers	\$160,000
2	Homeless young ♀ (16 yrs & older)	<ul style="list-style-type: none"> • Apartment model • 6 additional beds • Maximum LOS = 18 months 	1 FTE (Case manager)	Case managers; other homeless programs; public/private agencies	With other homeless services, CSD, JJD, other community based providers	\$65,000 (includes rent and utility subsidies)
3	Homeless young ♀ (Pregnant/parenting and their children) (16 yrs & older)	<ul style="list-style-type: none"> • "Quint" group home • 5 units • On-site supervision 5pm-9am 7 days/wk • Maximum LOS = 18 months 	3 FTE (Case manager-1 FTE; Night supervisor-1 FTE; Weekend supervision-1 FTE)	Case managers; other homeless programs; public/private agencies	With other homeless services, CSD, JJD, other community based providers	\$50,000

(5)

Followup, Stabilizing/Support Services

Current Services: Child and Youth Centers (6 sites, service access, counseling, diversion, etc...); Mainstream Youth Program (6 sites AOD assessment, referral, treatment); Various Mental Health Agencies, TCYSC Family Mediation Program, Various Community Based Agencies

Component	Target Population	Key Program Elements	Staffing	Access	Coordination/Linkages	Annual Cost Est.
1 (either 1 or 2)	Runaway youth, girls and young women, racial and cultural minority youth, sexual minority youth	Pool of funds that can be accessed by case managers and program staff to pay for counseling, skill building, alcohol and drug services, etc.	N/A	Through case managers	Case managers use client services fund to maximize effectiveness of existing resources, services and programs	\$100,000-150,000
2 (either 1 or 2)	Same as above	Same as above, but with a guaranteed minimum allocation (\$15,000) to Child and Youth Centers	N/A	Same as above	Same as above	\$150,000
3	Out-of-control youth, runaway youth, racial and cultural minority youth	<ul style="list-style-type: none">• Recruitment, training and support for volunteers• 20-25 volunteer mediators• 180 families per year• Mediation can occur at many sites in the community• Special emphasis on recruiting mediators from minority populations	.65 FTE (Trainer/Coord.)	Clearinghouse and referral by case managers or other community agencies	Linked closely with case managers and made available to community agencies	\$26,000
4	Sexual minority young people	Add additional capacity to existing support groups/drop-in center	1.25 FTE (approx. .25 FTE to each of 5 programs)	Clearinghouse; drop-in	With all L7 system providers, CSD, JJD, etc.	\$25,000

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Followup, Stabilizing/Support Services, cont.

Component	Target Population	Key Program Elements	Staffing	Access	Coordination/Linkages	Annual Cost Est.
5	Sexual minority young people	Add additional capacity to existing peer education and support re: high risk behaviors (HIV, AOD, etc...)	.5 FTE	Clearinghouse	With all L7 system providers, CSD, JJD, etc.	\$10,000
6	Sexual minority young people, homeless (involved in sex industry)	Add additional capacity to existing outreach program	1 FTE	Clearinghouse	With all L7 system providers, CSD, JJD, etc.	\$20,000
7	All (specific population identified/focused)	Access to no/low cost mental health services including AOD through additional capacity at existing providers, client services fund dedicated to mental health services, working agreements for priority referrals	3 FTE (.5 FTE mental health specialist in each of 6 populations)	Clearinghouse	With all L7 system providers, CSD, JJD, mental health networks, schools, etc...	\$284,000 (4680 hrs @ \$50/hr; \$50,000 client services fund)
8	Racial minorities	Small grant pool to support existing community based volunteer efforts	N/A	Clearinghouse, SARS	With all L7 system providers, CSD, JJD, etc.	\$100,000

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YOUTH PROGRAM OFFICE

CONTRACT PROGRAM STANDARDS

Programs that are funded through the Youth Program Office (YPO) are expected to meet professional standards in their provision of services to the community. The following is an outline of the program attributes and related performance standards that will be evaluated by YPO staff to ensure quality services are provided.

I. Program Philosophy and Service Methodology

The program and/or treatment philosophy should be defined and reflected in the method of service provision. Service methods should ensure adequate documentation of client and service data.

- Program philosophy and service methodology is documented and available to both staff and consumers.
- Client case files developed and maintained by programs will include the following:
 - Signed statement of confidentiality
 - Signed release of information
 - Intake form
 - Treatment/Individual Service Plan
 - Current (up to date) case notes
 - Termination summary (if case is closed)
 - Minimum State/Federal case file requirements, if applicable

II. Client Rights

Established policies and procedures should exist which protect the rights of clients.

- Programs providing direct service to clients will have client confidentiality statements which describe how the program protects the client's right to privacy. Those programs that have individual case files will have signed and dated confidentiality statements in each case file.
- Program policies and procedures exist which ensure confidential client information is protected.
- A process is available and accessible for clients to lodge grievances regarding services received through the program.

III. Personnel

Policies and procedures should exist which ensure direct service staff possess the qualifications and receive ongoing support necessary to enable performance of job responsibilities.

- Each staff position will have a written job description, and a list of necessary qualifications that relate to the identified tasks of the position.
- Evidence of current staff qualifications will be documented.
- Supervision will be received in frequency and manner which addresses the needs of direct service staff.
- Program staff will reflect the racial and ethnic diversity of the communities in which services are provided.
- Personnel policies will be available for all staff in written form. These policies will include processes for hiring, grievances, promotion and termination.

IV. Service Availability and Accessibility

Services should be available and accessible to any member of the service population identified under program contract.

- A process exists to ensure key community members have accurate information on program services and intake procedures.
- Eligibility requirements and intake procedures ensure equity in availability and accessibility of services to all members of the identified service population.

V. Commitment to Diversity

Service providers, through staff, service design/implementation, and organizational structure should reflect values of diverse representation. Programs should have the ability to serve and be accessible to children, young people and their families from all racial and cultural identities.

Staff providing services to children and young people of color must be both trained to do so appropriately, and racially/culturally reflective of those children and young people. Regardless of identified service population or geographic area, people of color and other culturally diverse people should be present and involved as role models in contract agencies for any child or young person of any racial/cultural identity who comes into contact with that agency.

- Program will have a documented plan with implementation strategies which complies with the CCYSC Cultural Diversity Policy and Workplan including agency's current status and goals for addressing identified issues of diversity.

VI. Community Relations and Referral Network

A process should exist to ensure the development and maintenance of program relationships with relevant public institutions and private agencies in order to facilitate referrals to and from the program, and to enhance service delivery.

- Providers will have a plan and process to ensure local public and private service providers are knowledgeable about the program and how to access its services for potential clients.
- When appropriate, written referral agreements will be developed and utilized between service providers to enable successful coordination of service for clients.

S I T E R E V I E W C O M P O N E N T S

1. Facility Tour (if appropriate)
2. Director Interview
3. Case File Review
4. Required Document Review
5. Data Collection and Reporting Process Review
6. Program Observation (if appropriate)
7. Board Member Interview
8. Staff Member Interview
9. Client Survey
10. Collegial Survey

YPO/tarr/July 1990

LEVEL 7

QUARTERLY MONITORING AND REPORTING FORM

County: _____

☐ July-September

☐ October-December

☐ January-March

☐ April-June

Phone

Date

Name

Signature

Number of Level 7 Youth Served During the Quarter:

Asian	African American	Hispanic	Native American	White	Bi-Racial	Unknown

During the Quarter: _____

Non-Grant Activities:

m:

Number of Volunteers: _____

Total Volunteer Hours: _____

c/Private Cash Donations: (Itemize, use additional sheets if necessary)

Donor: _____
Donor: _____
Donor: _____

nations:

Donor/Item: _____
Donor/Item: _____
Donor/Item: _____

f Outcome Data:

Total Number of Closures: _____

of services, the number of youth:

ing on CSD or Juvenile Department Caseloads:

CSD or Juvenile Department Caseloads:

Total:

le home environments or productive independent living situations

stable home environments or productive independent living situations

y involved in education and/or employed

tively involved in education and/or employed

at the information in this report is true and accurate, and that detailed records are kept in accordance with laws, rules and contractual obligations and are open for inspection.

Name and Title

Date

LEVEL 7 QUARTERLY PROGRESS REPORT

Year: 19_____

County: _____

Quarter: ☐ July-September

☐ October-December

☐ January-March

☐ April-June

Report on any program highlights, issues or problems which occurred during the quarter.
(Attach a separate sheet if necessary.)

MEETING DATE: APR 28 1994

AGENDA NO: R-5

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Appointing Animal Control Hearings Officers

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: 15 min

DEPARTMENT: Environmental Services DIVISION: Animal Control

CONTACT: David R. Flagler TELEPHONE #: x4056
BLDG/ROOM #: 324

PERSON(S) MAKING PRESENTATION: David R. Flagler

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

This item is to appoint 27 people as Animal Control Hearings Officers for the Administrative Hearings Program, pursuant to Ordinance 8.10.010(H). Letters of credentials are attached.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Betsy H. Williams

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

0516C/63

6/93

DAVID R. FLAGLER
COUNTY CLERK
1994 APR 19 AM 11:14
MULTNOMAH COUNTY
OREGON

GREGORY L. ABBOTT

1020 S.W. Taylor Street, Suite 550 Portland, Or 97205 Telephone: (503) 223-4969

EMPLOYMENT

- **Sole Practitioner;** Portland, OR Dec. 1993 to Present
Independent practice of law. Emphasis in tort litigation, contracts, business law, and bankruptcy.
Pro bono work for Volunteer Lawyers Project.
- **Law Clerk;** Bullivant, Houser, Bailey, Pendergrass & Hoffman, Portland, OR Oct. 1991 to Jan. 1994
Compiled, edited, and maintained Compendium of environmental insurance cases from all state and federal jurisdictions. Focused on Comprehensive General Liability policy issues raised in a pollution context. Also researched and wrote memorandums of law for attorneys and clients, and a paper for presentation at a Defense Research Institute seminar. Extensive use of computers and Westlaw.
- **Mediator;** Multnomah County Small Claims Court, Portland, OR June 1992 to Oct. 1993
Pro bono work as mediator in Multnomah County Small Claims Court.
- **Tutor;** Northwestern School of Law of Lewis & Clark College, Portland, OR Spring 1992
Tutored minority students in specific topics according to their individual needs.
- **Law Clerk;** Richard Yugler, Portland, OR Dec. 1990 to May 1991
Researched real estate law, evidence, fraud, and damage award issues for trial attorney.
Summarized depositions, researched county records, and created database of case documents.
- **Off-Floor Options Trader;** Naiditch Associates, Chicago, IL Mar. 1987 to Oct. 1987
Developed and maintained a portfolio of CBOE equity and index options.
Used approximately \$500,000 capitalization. Hired and supervised clerical assistance.
- **General Partner;** Bonnybrook Associates, Chicago, IL Dec. 1984 to Mar. 1987
Member of CBOE and Midwest Stock Exchange. Maintained a \$1,000,000 + portfolio.
Concentrated on option spreading and trading stock as a Market-Maker and Specialist.

EDUCATION

- **Northwestern School of Law of Lewis & Clark College, Portland, OR**
J.D. May 1993
GPA 3.34
 - **American Jurisprudence Award for Outstanding Academic Achievement - 1992-93**
 - **First Place - 1990 Lewis & Clark Moot Court Mock Trial Competition.**
 - **Second Place Trial Notebook - 1991 Lewis & Clark Moot Court Mock Trial Competition.**
 - **Lewis & Clark Moot Court Honor Board - 1991, 1992.** Organized and administered Mock Trial Competition at both local and regional levels.

MEMBERSHIPS

- American Inns of Court - Gus J. Solomon Chapter
- Multnomah County Bar Association
- Oregon State Bar Association - OSB # 93196
- Oregon Trial Lawyers Association (OTLA)
- U.S. District Court for the District of Oregon

CERTIFICATIONS

- NASD/NYSE Registered Representative (Series 7)
- NASD/NYSE Registered Stock Principal (Series 24)
- NASD/NYSE Registered Options Principal (Series 4)

PERSONAL SKILLS AND INTERESTS

Canoeing: Accomplished canoeist experienced in both short and extended treks down numerous rivers and throughout the Boundary Water's Canoe Area in Minnesota and southern Ontario. Helped found a canoeing club.

Emergency Medical Assistance: Volunteer EMT on city Rescue Squad for four years, and volunteer teacher of Advanced First Aid and CPR for American National Red Cross and for the American Heart Association in Illinois.

Nineteenth Century American History: Particular interest in American Civil War and the Oregon Trail. Personal library contains approximately 3500 volumes and provides an in depth research capability.

Personal Computers: Knowledgeable and experienced user of MS/DOS based systems. Interest includes development of both hardware and software, as well as trouble-shooting. Am actively developing programming ability.

Travel: Avid and experienced traveler throughout England, Scotland, Canada, United States, Western Mexico, Hawaii, Fiji, and New Zealand.

Gregory L Ballinger

Attorney at Law

1500 S.W. First, Suite 700
Portland, OR 97212
(503) 222-4151

February 10, 1994

Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 SW 5th Avenue
Portland, OR 97204

Re: MBA YSL Animal Control Project

Dear Ms. Serrurier:

I would like to be considered for a hearings officer position with the YLS Animal Control Project. My resume is enclosed.

Since being admitted to the Oregon Bar in April, 1993, I have opened an office and am developing a practice as a sole practitioner concentrating in domestic relations law. I am always looking for ways to broaden both my experience and outreach in the community, and this program appears to provide an excellent opportunity to do both.

I would welcome an opportunity to speak with you about this program and learn more about the responsibilities of the hearings officer.

Sincerely,


Gregory L Ballinger

FEB 14

GREGORY L BALLINGER

3133 NE Thompson Portland, Oregon 97212

(503) 288-2145

RECORD OF ACHIEVEMENT

1992 - 1993

Research Assistant - Attorney Rod Grafe, Portland, OR

Volunteer Law Clerk - Legal Aid Services, Portland, OR

Conducted legal research of Oregon statutes and case laws on issues relevant to recognition of domestic partnerships and powers of attorney; prepared memoranda used to advise clients of potential claims and defenses. Researched case law, state statutes and administrative rules to determine relevant due process requirements; prepared material to be used by attorneys providing pro bono representation of public school students in suspension and expulsion hearings.

1988 - 1991

Purchasing Manager - Marling Distributors, Janesville, WI

Maintained finished goods inventory of five product lines: responsible for daily purchases from multiple vendor sources; negotiated favorable contracts with alternative suppliers that resulted in savings to the company; monitored supplier schedules to assure timely receipt of required goods; developed backup sources for emergency inventory needs; negotiated damage claims with suppliers and carriers, reducing company losses.

1986 - 1988

Registered Representative - Prudential Life Insurance, Milwaukee, WI

Developed and marketed individualized investment and retirement plans consisting of mutual fund and insurance portfolios. NASD Series 6 and Blue Skies Series 63 Securities Licenses.

1985 - 1986

Self Employed Attorney, Milwaukee, WI

Staff Attorney - UAW-GM Legal Services Plan, Janesville, WI

Provided debt collection services for business clients: investigated and located debtors; drafted complaints, summonses, motions; represented clients in court; conducted post-judgement relief efforts (supplemental hearings, executions, liens). Provided legal counsel on estate planning and consumer issues: drafted wills, trusts, marital property agreements; created Grandparent Trust forms for computerized wills program; developed expertise in Wisconsin's Marital Property Act; recommended new service guidelines reflecting change in law.

EDUCATION

University of Dayton School of Law Dayton, Ohio
Juris Doctorate Degree

Manchester College North Manchester, Indiana
Bachelor of Science Degree, Business Administration
Associate of Arts Degree, Broadcast Media

Admitted to Oregon State Bar - April 1993.

MULTNOMAH COUNTY

**LEGAL
AID
SERVICE**

900 BOARD OF TRADE BUILDING
310 S.W. FOURTH AVENUE
PORTLAND, OREGON 97204

Terry Ann Rogers, Executive Director
Richard C. Baldwin, Director of Litigation

(503) 224-4086 (Main Office; TDD)
(503) 295-9496 (FAX)

March 30, 1993

Re: Greg Ballinger

To whom it may concern:

This letter is to confirm that Greg Ballinger worked with our program on a volunteer basis during the summer months of 1992. Greg did a substantial amount of legal research for us on issues relating to school discipline cases and the due process rights of students. He carefully and thoroughly researched issues assigned to him and exercised good judgment in analyzing those issues. I relied on his research to prepare training materials for a pro bono education advocacy project sponsored primarily by Oregon Lawyers for Children.

Based on the legal research that Greg did for our office, I would recommend him for a position with a law firm or as in-house counsel for a private or public employer.

Please feel free to contact me if I can be of any further assistance.

Sincerely,



RICHARD C. BALDWIN
Director of Litigation

RCB:elh

RODNEY H. GRAFE
ATTORNEY AT LAW

1285 Lloyd Center Tower
825 N.E. Multnomah
Portland, Oregon 97232
(503) 233-6833

High Rocks Tower Center
82nd Drive, Suite 47B
Gladstone, Oregon 97027
(503) 655-7555

JON S. HENRICKSEN
Of Counsel

March 9, 1993

To Whom it May Concern:


RE: Greg Ballinger

I have had the pleasure of working with Mr. Greg Ballinger over the past fourteen months. During that time we were involved as parent-volunteers in organizing Concordia Montessori Pre-school, including review of CSD regulations. In addition I have employed Mr. Ballinger on two occasions for ad-hoc legal research.

My experience with Mr. Ballinger has shown him to be a well organized and thorough individual. I have been greatly satisfied with his efforts and would recommend him highly to anyone considering him for a position.

Should you have any questions or desire more complete information than that provided in this letter, I would welcome your phone call.

Very truly yours,



Rodney H. Grafe

RHG:ms

Stephen S. Brier
1633 NE Knott Street
Portland, Oregon 97212
(503) 288-4163 (home)
(503) 294-9584 (office)

EDUCATION

George Washington University, J.D., with highest honors (1987), Articles Editor, George Washington Law Review (1986-87), Order of the Coif; University of Minnesota, Ph.D. (1979); Carnegie-Mellon University, M.S. (1970); Cooper Union, B.S. (1968).

PROFESSIONAL MEMBERSHIPS

Oregon State Bar, admitted 1987; admitted to practice before the United States Tax Court, 1989; American Bar Association, Taxation and Business Sections; Oregon State Bar Association, Taxation Section.

LEGAL EXPERIENCE

Stoel Rives Boley Jones & Grey, Associate, 1987-present

Primary practice area: Federal income taxation.

-- Provide advice, structure transactions and draft documents for a wide range of business transactions, including organizing and liquidating subchapters C and S corporations and nonprofit corporations; organizing and terminating partnerships; stock and asset acquisitions; bankruptcy reorganizations; and tax-exempt bond offerings.

-- Represent individuals, corporations, and partnerships in tax controversies at the audit, appeals, and Tax Court levels; matters handled range from "innocent spouse" cases to large-case corporate audits and Section 482 international pricing cases.

Fried Frank Harris Shriver & Jacobson, Summer Associate, 1986

OTHER EXPERIENCE

Assistant Professor of Operations Research, George Washington University, 1983-84; Assistant Professor of Statistics, University of Iowa, 1978-83; Instructor of Mathematics, Wichita State University, 1970-73.

PROFESSIONAL AND CIVIC ACTIVITIES

Chair, OSB Tax Section PLF Loss Prevention Subcommittee (appointed 1994); Legislative Subcommittee of OSB Taxation Section, 1989, 1991; OSB Insurance and Bar Sponsored Benefits Committee, 1988-91; Board of Directors, Irvington Community Association, 1988-91; Mediator, Multnomah County District Court, 1989-92.

RESUME
EMILY S. COHEN
5319 S.W. Westgate, Suite 260
Portland, Oregon 97221
(503) 297-5434

EDUCATION

J.D., Northwestern School of Law of Lewis and Clark College, 1987

B.S., Humanities, Oregon State University, 1974

B.S., Animal Science, Oregon State University, 1974

EMPLOYMENT

SOLE PRACTITIONER, 1988 to present, Portland, Oregon
Practice areas: Juvenile Dependency, representation of parents and children in cases of abuse and neglect; General Civil Litigation.

BONNEVILLE POWER ADMINISTRATION, Law Clerk, Office of General Counsel, 1985-1988.

NORTHWESTERN SCHOOL OF LAW, Alumni Office Student Employee, 1983-1985.

AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, 1982-1983, Elected Official and Field Representative.

BAR MEMBERSHIP

OREGON STATE BAR, 1987 to present.

Served on Subcommittee of the Civil Rights Section on Alternative Dispute Resolution of Employment Cases, 1988

OTHER MEMBERSHIPS

MULTNOMAH BAR ASSOCIATION, 1987 to present.

NATIONAL PANEL OF CONSUMER ARBITRATORS, 1988 to present.

OREGON WOMEN LAWYERS, 1990 to present.

Spring Conference Planning Committee, 1991-92.

SOLE PRACTITIONERS NETWORK, 1992 to present.

Committee chairperson and member of founding committee.

VOLUNTEER LAWYERS PROJECT, 1987 to present.

Board of Directors, 1991 to present.

Vice President, 1993

Resume of Martin Faveluke

- 1978-present I do real property management and development work in Clark County Washington, for my own account and for several partnerships.
- 1988-present House Counsel to Hobbs & Hopkins, Ltd., an erosion control firm in Portland, OR - limited commitment.
- 1982-1992 Mult. County District Court Pro Tem Judge.
- 1989-1991 Mult. County Traffic Court Commissioner. Six to fifteen days per month. Jury and Court trials for misdemeanors, traffic crimes, DUIIs, traffic infractions, small claims court, FEDs and Animal Court as a District Court Pro Tem Judge.
- 1981-1988 Partner: Martindale & Faveluke. Civil trial practice heavy trial schedule doing collection work for a major chain of Hospitals and others.
- 1979-1980 Shared space with Bill Brunner. General civil practice, still did some civil trial work for old firm.
- 1975-1979 Partner: Bloom, Chaivoe, Ruben, Marandas & Berg. Mostly a civil trial practice, gave up Criminal appointments in 1978.
- 1973-1975 Shared space with Dorothy Martindale, Ted Bloom and John Marandas. Some personal injury, heavy in Criminal defense, Juvenile Court defense; in court two or three times per week.
- 1971-1973 Legal intern Mult. County DAs Office, doing trials.
- 1972-1973 Assistant to House Counsel Georgia-Pacific Corp. mostly product liability defense.

Education

- 1970-1973 Northwestern School of Law: J.D.
1971 University of Washington Law School
1965-1967 U. of Oregon & Portland State MBA programs
1961-1962 Army Security Agency School
1960-1961 Lewis & Clark: BA Economics & Business
1957-1960 Reed College: Math-Physics-Economics

Memberships

Oregon State Bar Asso., Multnomah County Bar Asso., American Water Works Asso., Manufactured Housing Communities of Washington Asso.

References

Bill Brunner, Attorney
Security Pacific Plaza
(503) 228-6449

Donald H. Londer, Judge
Mult. County Courthouse
(503) 248-3846

DAVID COPLEY FORMAN
5056-G Foothills Drive
Lake Oswego, Oregon 97034
(503) 636-2788

EDUCATION

UNIVERSITY OF MICHIGAN LAW SCHOOL

J.D. 1988

Senior Judge, 1987 - 1988:

Instructor, teaching legal skills (research, advocacy and writing) to first year law students.

CASE WESTERN RESERVE UNIVERSITY SCHOOL OF LAW

Attended September 1985 to May 1986

Selected for Law Review

American Jurisprudence Book Awards in Criminal Law I and Civil Procedure I

Health Matrix, 1985 - 1986:

Special Projects Editor - Writing reviews of cases related to the health care industry.

UNIVERSITY OF MICHIGAN

B.A. 1985; major: Economics

INSTITUTE FOR ECONOMIC AND POLITICAL STUDIES, London
January - May 1984; Economics, Political Science, and Political Philosophy

WASHINGTON SEMESTER PROGRAM, THE AMERICAN UNIVERSITY
September - December 1983; Economic Policy Semester

EXPERIENCE

1993 to Present

FIRST PORTLAND CORPORATION (Portland, OR)

General Counsel -- Negotiate bank credit and security agreements, negotiate and draft corporate documents, including acquisition agreements, negotiate and draft lease documents, supervise litigation matters and legal staff, participate in the development of strategic goals, and coordinate with outside counsel when necessary and appropriate. (FPC, its subsidiaries and affiliates, lease equipment, manufacture circuit boards for super computers, and sell golf cars. FPC has offices located in Oregon and California, \$30-\$40 million in annual sales, and 150 employees).

1990 to 1993

ANDERSON KILL OLICK & OSHINSKY, P.C. (NYC)

Bankruptcy and Restructuring Group --

Representations included official and ad hoc bondholders' committees, unsecured creditors' committees, secured and unsecured lenders, debtors-in-possession, and chapter 11 trustees. Negotiated restructuring and trading claims documents. Drafted motions and objections and presented argument in court. Participated at depositions. Drafted relevant bankruptcy papers and pleadings, including disclosure statements and plans of reorganization. Researched and drafted memoranda on various bankruptcy topics.

1988 to 1990
Summer 1987

WINTHROP, STIMSON, PUTNAM & ROBERTS (NYC)
Bankruptcy and Workout Group -- Representations included unsecured creditors' committees, secured lenders, and debtors-in-possession. Drafted relevant bankruptcy papers and pleadings. Researched and drafted memoranda on various bankruptcy topics.
Corporate Group and Litigation Group -- Researched and drafted memoranda on various health care and environmental topics.

September to
December 1983

CONGRESSIONAL BUDGET OFFICE, U.S. CONGRESS (D.C.)
Intern -- Conducted economic analysis of proposed cargo preference legislation for the U.S. maritime industry. Constructed computer models used to simulate costs for the U.S. economy under alternative assumptions. Results used in several reports and briefings for the United States Congress.

ADMITTED

States: Oregon, New York
Federal; S.D.N.Y., E.D.N.Y., D. Or.

INTERESTS

Sports law, health care policy, music and reading.

FRANCIS T. GIERINGER

2910 S.E. Main Street • Portland, OR 97214 • (503) 238 4338

In Re: Hearings Officer Selection

EDUCATION

JD Lewis & Clark 1993. Top 25%.
BA George Washington University 1970.
U.S. Air Force Academy 1965.

EXPERIENCE

November 1993-Present. Sole practitioner. Debtor-creditor and consumer law practice.

May - December 1992. Researcher. Lewis & Clark Attorney Services, a non-profit company organized as part of the Paul Boley Library.

July 1984 - September 1989. Bartender, Princeton University Faculty Club. Editor, Faculty Club Newsletter.

June 1983 - July 1984. Temporary editorial and sales assignments in publishing and advertising. Personnel Pool/Career Services, Inc. 500 5th Avenue, New York City.

September 1981-September 1982. Laboratory Assistant. University of Washington Hospital.

1978-Present. Playwright. Staged readings in New York and Los Angeles. Productions in Seattle and Los Angeles.

FEB 16

POZZI WILSON & ATCHISON

DONALD ATCHISON
LAWRENCE BARON†
GREGORY A. BUNNELL
KIMBERLEY CHAPUT
DANIEL C. DZIUBA*§
SUSAN L. FRANK
SHERI B. GREENBAUM*
DAVID A. HYTOWITZ
TIMOTHY J. JONES
KEVIN KEANEY†
JEFFREY S. MUTNICK
ROBERT J. NEUBERGER
LORI E. DEVENY
PETER W. PRESTON
RICHARD S. SPRINGER
JOHN S. STONE
KEITH E. TICHENOR
ROBERT K. UDZIELA
DONALD R. WILSON

ATTORNEYS AT LAW
14TH FLOOR STANDARD PLAZA
1100 S.W. SIXTH AVENUE
PORTLAND, OREGON 97204-1087
TELEPHONE (503) 226-3232
FAX (503) 274-9457
OREGON WATS # 1-800-452-2122

OF COUNSEL
FRANK POZZI
WM. A. GALBREATH
RAYMOND J. CONBOY
(1930-1988)
PHILIP A. LEVIN
(1928-1967)

* ALSO CALIFORNIA BAR
† ALSO WASHINGTON BAR
§ ALSO NEW YORK BAR
‡ ALSO MICHIGAN BAR

February 9, 1994

Ms. Penny Serrurier
Attorney at Law
900 S.W. Fifth Avenue, Suite 2300
Portland, Oregon 97204

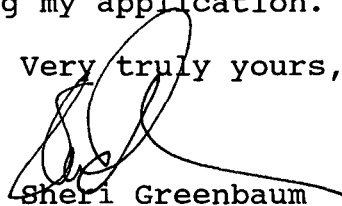
Dear Ms. Serrurier:

I write to you in response to your notice in the Multnomah Bar Association Bulletin.

I am interested in serving as a Hearings Officer for the MBA YLS Animal Control Project. Enclosed please find a copy of my resume.

Thank you for considering my application.

Very truly yours,



Sheri Greenbaum

SG:mjs
Enclosure

FEB 10

Sheri B. Greenbaum
Attorney at Law
1905 S.E. 55th Avenue
Portland, Oregon 97215
(503) 236-5377

ADMITTED Supreme Court of Oregon (September 18, 1992)
Supreme Court of California (June 8, 1992)
U.S. District Court for the Northern District of California (June 8, 1992)
U.S. Court of Appeals for the Ninth Circuit (June 8, 1992)
U.S. District Court for the District of Oregon (June 19, 1993)

EDUCATION

Legal **Washington College of Law, The American University**
Juris Doctor, 1991
Moot Court Competition, 1989
Environmental Law Society, 1990-1991
Women's Law Society, 1988-1991

College **Boston University**
B.A., International Relations, 1988
Magna Cum Laude
Phi Beta Delta International Relations Honor Society
International Relations Alumni Award
Spanish Language Tutor

Overseas **Oxford University, St. Catherine's College, Spring 1987**
Modern British Politics and History
Study Abroad Program in Salamanca, Spain, Summer 1987
Spanish language and writing

EXPERIENCE

Pozzi, Wilson and Atchison, Portland, Oregon
Associate, October 1992- Present

Boutin, Lassner, Gibson and Delehant, Sacramento, California
Associate, September 1991-May 1992

United States Department of Justice, Washington, D.C.
Lands and Natural Resources-Environmental Enforcement Division
Law Clerk, 1990-1991

Bancroft, Avery & McAlister, San Francisco, California
Law Clerk, Summer 1990

Professor Candace Kovacic, J.D., Washington College of Law
Dean's Fellow, Fall 1989

Claxon, Ackeret, Anthony, and Lynch, San Rafael, California
Law Clerk, Summer 1989

Massachusetts State House, Office of the Third Reading of the Bill
Researcher and Clerk, Fall 1984

COMMUNITY INVOLVEMENT

Oregon Women Lawyers
Volunteer Lawyers Project
Oregon Trial Lawyers Association
Portland Area Women's Political Caucus
The Women's Foundation of Oregon

INTERESTS

Photography, Travel, Running, Tennis, Bicycling, and Politics

LINDA G. HUTCHINSON

Attorney at Law
Suite 550
1020 S.W. Taylor Street
Portland, OR 97205-2512
Telephone (503) 223-5041
Fax (503) 228-1140

February 25, 1994

Penny Serrurier
Stoel, Rives, Boley, Jones, & Grey
Suite 2300
900 SW 5th Avenue
Portland, Oregon 97204

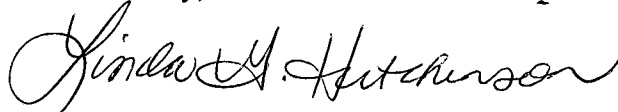
RE: Volunteer Hearing Officers for Multnomah County Animal Control Hearings

Dear Penny Serrurier:

I am very interested in volunteering as a hearing officer for the Multnomah County Animal Control Hearings. As a newly admitted attorney, I look for opportunities to obtain experience and currently do pro bono work for Volunteer Lawyers Project in addition to working at establishing a client base as a sole practitioner. Please let me know if you are aware of other volunteer work.

Enclosed is a copy of my resume as requested in the announcement in Multnomah Lawyer. Please call or write if you need any additional information. Thank you.

Sincerely,



Linda G. Hutchinson

FEB 28

LINDA HUTCHINSON

1020 SW Taylor, Suite 550
Portland, OR 97205-2512
(503) 223-5041

EMPLOYMENT

SOLE PRACTITIONER, Portland, Oregon November 1993-to present

- Law Practice focusing on Domestic Relations, Victim's Rights Issues, Social Security/SSI, Business Collections, Tort Litigation, Sexual Harassment, and Civil Rights
[Pro Bono: Domestic Relations and SSA/SSI; Pro Bono: Civil Rights Case - U.S. District Court]

NORTHWESTERN SCHOOL OF LAW, LEWIS AND CLARK COLLEGE 1990-1993

- **Teaching Assistant, Legal Writing and Research Dept. 1991-1993**
Assisted Legal Writing Instructor, conducted research, assisted students in research and writing projects, wrote bench briefs, judged end of year oral advocacy competitions.
- **Tutor, Academic Support Program 1990-1993**
Conducted tutorial seminars for the affirmative action program in first year subjects; designed, administered, and graded exams; Individual tutoring for minority students
- **Tutorial Coordinator 1992-1993**
Designed and ran workshops teaching others to be effective tutors, taught tutors how to map courses and how to conduct tutorial seminars.
- **Researcher, Attorney Services May 1990-October 1990.**
Researched specific points of law for attorney clients.

INDEPENDENT RESEARCH Summer 1992

- **Researcher, John Klor Attorney at Law, Portland OR**
Verdict research for Jones Act and Admiralty Jurisdiction cases

SOCIAL SECURITY ADMINISTRATION 1981-1989

- **SSI Claims Specialist** Vancouver, WA and Portland, OR
Interviewed disabled and elderly persons for Supplemental Security Income eligibility. Researched regulations, designed training packets, trained and tutored co-workers.

EDUCATION

NORTHWESTERN SCHOOL OF LAW, LEWIS AND CLARK COLLEGE, Portland, OR
GPA 3.22 J.D. May, 1993

ACTIVITIES & HONORS

Cornelius Honor Society Award May 1993

Moot Court Honor Board 1991-1993

Organized and administered the 1992 Regional Mock Trial Competition; Helped organize and run the 1993 Client Counseling competition; Client Counseling Coach at the Regional Competition 1993

Student Bar Association

Student Representative on Faculty Committee 1991-1993; Staff Writer for SBA student paper; Budget Committee

Phi Delta Phi

Graduate of the Year Award 1993; Executive Board Member 1991-1993; Organized initiation ceremonies for new members biannually, 1991-1993; Chaired Membership Committee; Worked with Mentoring, Alumni, and Bylaws Committees

Peer Counselor, Orientation for first year and transfer students

Foster Parent

PROFESSIONAL ASSOCIATIONS

Oregon State Bar Association - OSB #93316
US District Court for the District of Oregon
Cornelius Honor Society
American Inns of Court - Gus J. Solomon Chapter
Oregon Trial Lawyers Association
Multnomah Bar Association
Sole Practitioners' Group

CIVIC ACTIVITIES

Volunteer Lawyers Project SSA/SSI, domestic relations
Federal Bar Pro Bono List appointed to represent indigent plaintiff
Mock Trial Judge Oregon High School Mock Trial Competition 1993-1994; Northwestern School of Law of Lewis & Clark Mock Trial Competition 1993
Crime Victims United
Oregon State Parole Board - Victim Task Force

LAW FIRM OF
ROBERT E.L. BENNETT

ROBERT E.L. BENNETT
MARSHA M. JENKINS

1614 Washington
Vancouver, Washington 98660

JENNIFER L. BROWN
Legal Assistant

Telephone (206) 695-0770
Facsimile (206) 695-3216

February 23, 1994

Penny Serrurier
Attorney at Law
900 S.W. 5th Avenue
Portland, OR 97204

Re: Hearings Officer
MBA YLS Animal Control Project

Dear Ms. Serrurier:

Please consider this letter and the enclosed resume as my application to serve as a Hearings Officer for the Multnomah County Bar Association Young Lawyers Section Animal Control Project.

I am a second year associate with the law firm of Robert E.L. Bennett in Vancouver, Washington and I reside in northwest Portland. I am a member in good standing with both the Washington and Oregon Bars; a Young Lawyer for Clark and Multnomah Counties; and a member of the American Immigration Lawyers Association and Washington State Trial Lawyers Association. I have both civil and criminal trial experience.

If you have any questions or are in need of additional information, please do not hesitate to contact me.

Yours very truly,



Marsha M. Jenkins

MMJ/jlb

Enclosure

FEB 25

Marsha M. Jenkins
10225 N. W. Engleman Street
Portland, Oregon 97229
(503) 297-0145

Education

Northwestern School of Law at Lewis & Clark College
Portland, Oregon
J.D. -- May 1991

University of Oregon
Eugene, Oregon
B.A., English and Political Science -- June 1986

Employment

Robert E.L. Bennett, Law Firm
1614 Washington Street
Vancouver, Washington 98660
Associate Attorney -- November 1991 to Present

Associate Attorney. Small general practice firm. Experience in many areas of law with full spectrum of legal responsibilities, which include: Substantial client contact and witness interviewing; civil and non-felony criminal case development; pleading and motion practice, including extensive ex-parte conferences in District Court and Superior Court; arbitration, pre-trial conference and District Court trial experience; personal injury practice; and business law.

Robert E.L. Bennett, Law Firm
1614 Washington Street
Vancouver, Washington 98660
Legal Intern -- July 1990 to November 1991

Rule 9 certified legal intern. Rigorous utilization of Rule 9 limited practice; in all areas of civil and non-felony criminal practice.

Northwestern School of Law at Lewis & Clark College
10015 S.W. Terwilliger Boulevard
Portland, Oregon 97219
Tutor, Academic Support Program -- August 1989 to May 1990

Tutor first-year law students in federal civil procedure.

Associations

Member, Washington State Bar Association
Member, Oregon State Bar Association
Member, Washington State Trial Lawyers Association
Member, American Immigration Lawyers Association
Member, Phi Delta Phi Legal Fraternity
Member, Vice-President (1989-1990), Treasurer (1988-1989),
Minority Law Students Association (Asian/American)
Student Representative, Northwestern School of Law at Lewis & Clark ,
Affirmative Action Committee (1989-1990)
Secretary, Student Representative Council at Northwestern School of Law
at Lewis & Clark (1989-1990)

Transcripts

Academic transcripts available upon request.

References

Attached.

LANE
POWELL
SPEARS
LUBERSKY



February 23, 1994

Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 S.W. Fifth Avenue
Portland, Oregon 97204

Law Offices

520 S.W.
Yamhill Street
Suite 800
Portland, OR
97204-1383

(503) 226-6151

Facsimile:
(503) 224-0388

*A Partnership
Including
Professional
Corporations*

Dear Penny:

Pursuant to our telephone conversation regarding volunteer hearing officers for Multnomah County Animal Control, I am enclosing a copy of my resumé.

As I mentioned earlier, I would prefer to avoid having to don a black cap if possible.

Very truly yours,



W. Iain E. Levie

Enclosure

LPPORT1 J:\CL1\IEL\11826IEL.LTR

Anchorage, AK
Los Angeles, CA
Mount Vernon, WA
Olympia, WA
Portland, OR
Seattle, WA
London, England

FEB 24

LANE
POWELL
SPEARS
LUBERSKY



W. IAIN E. LEVIE

Portland Office

General Litigation

Admitted to Practice

*Oregon
California*

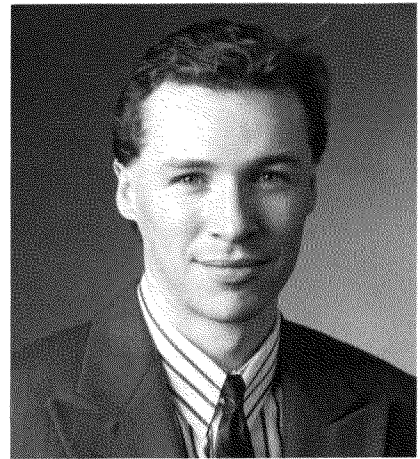
Academics

*University of Washington (LL.M., Marine Affairs, 1989)
Law Society of Scotland, Edinburgh, Scotland
(Bachelor of Law equivalent, 1988)
University of Aberdeen, Scotland (M.A., International Relations, 1984)*

Professional Experience, Affiliations and Civic Activities

*Milbank Tweed Hadley & McCloy (Los Angeles), Corporate Securities
Milne, Mackinnon & Peterkins (Aberdeen, Scotland), Maritime;
Real Estate; Commercial
Oregon State Bar
California State Bar*

Born Aberdeen, Scotland, July 9, 1963



Paul Loney
Attorney at Law
3428 S.E. Belmont, Suite 200
Portland, Oregon 97214
503-234-2694

February 9, 1994

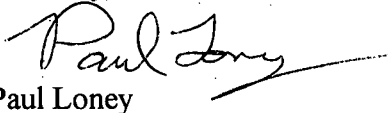
Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 SW 5th Avenue
Portland, Oregon 97204

RE: Animal Control Hearings Officers Training

Dear Ms. Serrurier:

I am interested in the Animal Control Hearing training program. Please find enclosed a resume. Feel free to contact me if you have any questions.

Sincerely,


Paul Loney

PTL/yt

enclosure

FEB 15
5

PAUL LONEY

816 S.E. 29th, Apt. 306
Portland, Oregon 97214
H (503) 233-8265 W (503) 234-2694

EDUCATION J.D. University of Oregon School of Law, May 1991
Eugene, Oregon. Natural Resources Law and
Ocean and Coastal Law certificate of completions

B.S. Parks and Recreation Resources, June 1981
Michigan State University, E. Lansing, Michigan

ASSOCIATIONS Member Oregon State Bar.

EMPLOYMENT Sole Practitioner, January 1993 - currently. General
practice in administrative, civil rights, criminal,
environmental and family law. I have appeared before
the Oregon Court of Appeals.

Policy Analyst and Research Coordinator for the Blair
Bobier for Congress campaign. June 1992 to November
1992. Responsible for writing policy statements and
researching the issues and the incumbent.

Intern, Western Environmental Law Clinic, School of Law,
University of Oregon, Spring 1991. Worked under the
supervision of faculty on environmental law cases.
Researched and drafted briefs on ESA, NEPA, FLPMA,
MBTA, and administrative law issues.

Intern, Lane County Legal Aid, Eugene, Oregon, Fall 1990.
Responsibilities included initial client interviews,
strategy, negotiation, litigation and client
communication.

Law clerk, National Wildlife Federation
Pacific Northwest Natural Resource Center, Portland
Oregon, Summer 1990. Coordinated the NWF appeal of
the Wallowa-Whitman Forest Plan including writing
specific sections and editing others. Responsible for
office response to public land mining issues.
Participated in negotiations with Forest Service
officials on Forest Plan appeals. Attended and
participated in regional environmental strategy
meetings.

Legal Intern, Inland Empire Public Lands Council, Spokane Washington, Summer 1989. Assisted with the research, coordination and writing for the appeal of the Idaho Panhandle National Forest Plan.

OTHER EMPLOYMENT Forestry Technician, Wilderness Ranger/Trail Crew Foreman Sawtooth Natural Recreation Area, Sawtooth National Forest, Idaho. 1981-1985, 1987-1988. Seasonal Position. Field management of the Sawtooth Wilderness and Backcountry areas.

ACTIVITIES Member, Board of Directors, Oregon Wildlife Federation.

Co-director, "Land, Air, Water," an independent student research organization, 1990-1991 school year.

Co-Organizer, 1991 Public Interest Law Conference. Primary responsibilities included panel formation and public relations. Specific duties were coordination of panel topics and volunteers and scheduling panels.

Staff reporter, Western Environmental Law Update, 1988-1989, 1989-1990. Interviewed attorneys and authored articles on current litigation in western natural resource law.

Volunteer, Kibbutz Tel Katzir, Israel. 1987

PERSONAL Interests include photography, hiking, literature and travel.

REFERENCES Roy E. Elicker-II,
Attorney at Law
Trust for Public Lands
1211 S.W. 6th
Portland, OR 97204
(503) 228-6620
(Formerly with NWF)

David Atkin
Attorney at Law
296 East Fifth Ave.
Suite 309
Eugene, OR 97401
(503) 342-6336

Dr. John Osborn
Coordinator, Inland Empire
Public Lands Council
P.O. Box 2174
Spokane, WA 99210
w (509) 328-4521
h (509) 328-1087

Michael D. Axline
Assistant Professor
School of Law
University of Oregon
Eugene, OR 97403
(503) 346-3823

Oregon Coalition Against Domestic and Sexual Violence

2336 S.E. Belmont St. Portland, Oregon 97214 (503) 239-4486

March 9, 1994

Penny Surrurier
Stoel, Rives, Boley,
 Jones and Grey
Standard Insurance Center
900 SW 5th
Suite 2400
Portland, OR 97204

Re: Animal Control Hearing Officer

Dear Ms. Surrurier:

Enclosed is my resume as application for Animal Control Hearing Officer. As I explained in our telephone conversation earlier today, I am presently employed with the Oregon Coalition Against Domestic and Sexual Violence as Supervising Attorney for the Legal Access Project.

Although all substantive information on my resume is accurate, the resume should be amended to reflect my current home address which is as follows:

Jessica Mindlin
3525 NE 16th
Portland, OR 97212
(503) 281-6041.

Please feel free to contact me at home or work if I can provide additional information.

Thank you for your time and effort co-ordinating this project.

Sincerely,


Jessica Mindlin

JESSICA EVE MINDLIN
3115 NW Thurman Street
Portland, Oregon 97210
(503) 248-9205

EDUCATION

J.D. (with honors), University of Washington School of Law, Seattle, WA, 1990.

B.A. (Government and Women Studies), Clark University, Worcester, MA, 1981.

LAW HONORS and ACTIVITIES

Author, "Child Sexual Abuse and Criminal Statutes of Limitation: A Model for Reform," 65 Wash. L.Rev. 189 (1990).

Order of the Coif.

Order of the Barristers.

Service Award, Seattle-King County Bar Association (Volunteer Attorney for SKCBA Family Law Project and People With AIDS Project), 1992.

Mary Ellen Krug Labor Law Award, Pacific Coast Labor Law Section, Washington State Bar, 1990.

Washington Law Review, Associate Editor, 1988 to 1990.

Moot Court Honor Board, U.W. School of Law, 1989 to 1990.

Prisoner Counseling Project, U.W. School of Law, 1988 to 1990.

EMPLOYMENT

Associate Attorney, Litigation Department, Garvey, Schubert & Barer, Seattle, WA, 1990-1992. Responsible for various aspects of civil litigation including legal research, memoranda, trial briefs, witness interview and preparation, and oral argument. Practice emphasized labor and employment, personal injury, health care and family law.

Summer Associate, Labor Department, O'Melveny & Myers, Los Angeles, CA, 1989.

Jessica E. Mindlin
Page Two

Law Clerk, Attorney General's Office (Health Sciences Division), Seattle, WA, 1988.

Trial Assistant, Metropolitan Public Defender, Hillsboro, OR, 1984 to 1987.

Responsible for client interviews, trial preparation and alternatives to incarceration for adult (felony and misdemeanor) and juvenile caseload. Appeared before juvenile court referees on behalf of MPD clients. **Support Staff Coordinator**, 1986 to 1987.

Residential Counselor, "Harry's Mother" Shelter (Janis Youth Services), Portland, OR, 1982 to 1983.

Legal Advocate and Counselor, Daybreak Shelter for Battered Women, Worcester, MA, 1979 to 1981. Provided direct emergency services to victims of domestic violence. Supervised and trained volunteers to provide legal support to shelter residents and clients in need of temporary vacate, custody and restraining orders.

Rape Crisis Counselor, Worcester Rape Crisis Program, Worcester, MA, 1978 to 1980. Crisis counselor and legal advocate for sexual assault victims, including staffing emergency hotline and supporting women through medical and/or legal process.

REFERENCES

The Honorable Barbara J. Rothstein, Chief Judge, U.S. District Court for the Western District of Washington, U.S. Courthouse, Seattle, WA 98104. (206) 553-2740.

Keven Davis, Partner, Garvey, Schubert & Barer, 1011 Western Avenue, Seattle WA 98104. (206) 464-3939.

Gilah Tenenbaum, Presiding Referee, Workers' Compensation Board, 480 Church Street SE, Salem, OR 97310. (503) 378-3308.

Additional References available upon request.

February 23, 1994

Ms. Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 SW 5th Ave.
Portland, OR 97204

A handwritten signature, possibly "MS", is written above the word "yes" which is circled in ink.

Dear Ms. Serrurier:

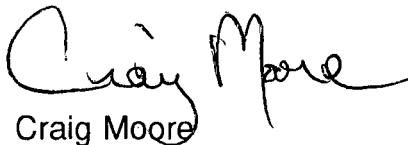
I would like to serve as a hearings officer for Multnomah County animal control matters. Enclosed is my resume which you may share with the Multnomah County Commissioners.

I have been a property owner in Multnomah County for more than three years, and expect to be here for several more years. I have neighbors with pets, and had pets as a child, so am familiar with the joys, responsibilities, and challenges of pet ownership. Through business and law school, I have developed good communication skills. I regularly analyze and apply regulations and policies to a business environment. These skills will readily transfer to a hearings officer position.

Participating as a hearings officer will also allow me to return to Multnomah County some of the benefits I have received, and will allow me to help make the county safer and healthier.

I look forward to hearing more about participation in the Animal Control Project in the near future.

Sincerely,

A handwritten signature that reads "Craig Moore".
Craig Moore

2927 SE 80th Ave
Portland, OR 97206
(503) 774-7105

FEB 24

CRAIG M MOORE
2927 SE 80th Ave.
Portland, OR 97206
(503) 774-7105

EDUCATION

LEWIS & CLARK, NORTHWESTERN SCHOOL OF LAW

Portland, Oregon
J.D., May 1993 GPA: 3.10
Deans Fellowship 1989-1993
Regional Appellate Advocacy Team 1992-1993
Moot Court Board 1992-1993
Best Oral Advocate, Appellate Advocacy Moot Court 1991-1992
Best Brier, First Year Legal Writing Course 1989-1990

BOISE STATE UNIVERSITY

Boise, Idaho
B.B.A., Finance, and B.A., Music, December 1982
Magna Cum Laude
Outstanding Finance Student 1982

WORK EXPERIENCE

WEST ONE BANCORP

Boise, Idaho and Portland, Oregon

Audits & Exams Department, 1983-present

Advanced from staff to managerial positions. Planned and conducted operational, financial, and regulatory compliance audits of branch and administrative departments. Wrote audit reports. Trained and evaluated audit staff, and conducted cross-departmental training. Participated in Directors' Audit Committee Meetings for Oregon and Washington subsidiaries. Assisted external auditors.

Real Estate Loan Servicing Department, 1979-1983

Collected past due loans. Prepared forbearance agreements. Prepared documents for foreclosures and deeds in lieu of foreclosure. Prepared past due reports for management and investors.

Parma Office & Hillcrest Office, 1974-1977

Processed customer payments and deposits. Sold financial products. Balanced cash vault.

MEMBERSHIPS

Oregon State Bar, admitted 9/23/1993
Phi Delta Phi legal fraternity
Institute of Internal Auditors (Certified Internal Auditor)
Phi Kappa Phi honor fraternity
Music Teachers National Association (private piano teacher)
U.S. Chess Federation

SMITH, FREED, HEALD & CHOCK, P.C.
ATTORNEYS AT LAW
1020 S.W. TAYLOR, SUITE 680
PORTLAND, OREGON 97205
(503) 227-2424

M. ROBERT F. SMITH
DENNIS N. FREED
JOHN H. HEALD
JAY R. CHOCK

JEFFREY D. EBERHARD*
MARSHA M. MORASCH*
*Oregon and Washington Bars

FAX (503) 227-2535
IN REPLY, REFER TO OUR
FILE NO.

February 7, 1994

Ms. Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 S.W. Fifth Avenue
Portland, OR 97204

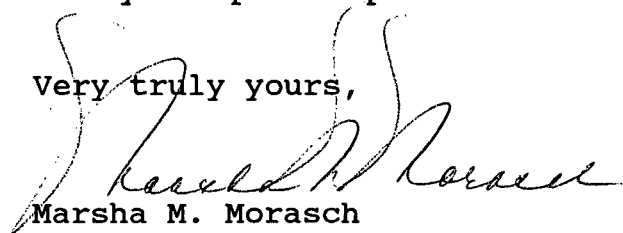
Re: Hearings Officer for Multnomah County Animal Control

Dear Ms. Serrurier:

Enclosed please find a brief resume. I am very interested in volunteering as an Animal Control hearings officer. While I was attending law school, I interned with the District Attorney's office. During that stint, I was told to do the "animal docket" on multiple occasions. Further, I am associated with an insurance defense law firm. I have participated in multiple cases involving dog attacks, where it was necessary for me to be familiar with the statutes regarding animal control.

I would appreciate the opportunity to participate in this program.

Very truly yours,


Marsha M. Morasch

MMM:dp
Enclosure

Attorney

INFORMATION NETWORK



Practice: Family law

Name: Marsha M. Morasch **D.O.B.** 07/31/53

Firm name: Smith, Freed, Heald & Chock, P.C.

Address: 1020 SW Taylor St., Suite 680 **Firm Size:** 4 Partners
Portland, OR 97205

Telephone: (503) 227-2424
Fax: (503) 227-2535

Education & Years Graduated

College: Lewis & Clark College, 1975
Law School: Northwestern School of Law, 1989
Year admitted to practice: Oregon State Bar, 1990; Washington State Bar, 1990; U.S. District Court, Oregon, 1991

Professional associations: Oregon State Bar Association, Family Law Section, Litigation Section; Multnomah County Bar Association; Washington State Bar Association, Family Law Section

Percentage of practice devoted to family law: 70 %

Other areas of practice: Insurance, personal injury, commercial litigation

Office hours: 8:00 am to 5:30 pm
Evenings, weekends by appt.

On average, how soon available for first appointment: 48 hours or sooner

After hours appointments: Yes

Personally handles cases: Yes

Associates and paralegals: Yes

Fee Information

Charge for initial consultation: Free brief initial telephone consultation; if office, 1/2 hour \$35

Hourly rate: \$90

Retainer: Yes

More often than not, family law issues bring with them disheartened spirits, crushed family relationships, and men, women and children who are struggling to deal with a difficult situation. I assist my clients in identifying their goals and we set out to accomplish them together. Whether these goals are accomplished through negotiation or litigation, my clients are fully informed about where their cases are going and why. My aim is to efficiently and cost effectively solve legal problems in such a way that future legal costs may be avoided.

Related matters include divorce, separation, custody and support orders, modifications, support enforcement issues, paternity issues, adoption, and prenuptial agreements.

I practice in both Oregon and Washington.

CATHERINE A. O'HEARN
734 S.W. Westwood Drive
Portland, Oregon 97201

EDUCATION

UNIVERSITY OF NOTRE DAME LAW SCHOOL

Notre Dame, Indiana
Juris Doctorate Degree, December 1991
GPA 3.3

COLORADO STATE UNIVERSITY

Fort Collins, Colorado
Major: B.S. Biological Sciences 1982

EXPERIENCE

DAVIS WRIGHT TREMAINE

Attorney, Member of Litigation, Education and Employment Departments
1992-1993

UNITED STATES ATTORNEY, South Bend, Indiana

Law Clerk. Researched legal issues, drafted memoranda, wrote Appellate Brief. Summer 1990 - Spring 1991

ACTION PROJECT, Washington, D.C.

Consultant. Interviewed and compiled information from senior citizens involved in a respite care project. 1988

UNITED STATES PEACE CORPS, Costa Rica, Central America

Development Consultant. Evaluated community needs and investigated funding sources, planned and executed income generating projects. Intensive study of Spanish language. 1985-1987

MARTIN AMBULANCE, St. Paul, Minnesota

Emergency Medical Technician. Provided basic life support to patients in transit. 1984-1985

WELCOME HOME, Minneapolis, Minnesota

Adolescent Counselor. Created goals, directed activities, facilitated groups, and evaluated progress of teenagers with behavioral problems. 1982-1985

ACTIVITIES

MEDIATOR, Victim-Offender Reconciliation Project (VORP)

Volunteer Mediator for Property Disputes. 1992-1993

PRO BONO, Asylum Cases, Domestic Violence Cases, Chair of NLD Pro-Bono Committee

TRAVEL, South America, Central America, Australia and Europe

Sandra J. Oster, OSB #93389

Attorney at Law
10011 S. E. Division, Suite 310
Portland, OR 97266
503/255-4503, FAX 503/252-9596
SSN 541-56-6350

Education

J.D. Lewis and Clark College, Northwestern School of Law, May, 1993
Ph.D. Linguistics, University of Michigan, 1982
M.A. Linguistics, University of Michigan, 1977
M.A. English Literature, Portland State University, 1974
B.A. English Literature, Portland State University, 1971

Legal and Legal-Related Experience

Sole Practitioner, Attorney September, 1993 - Present.

Linguistic Consultant Linguistic, rhetorical, and grammatical analysis of documents and tapes, 1984 - Present; witness preparation, 1986 - Present.

Law Clerk Bayless, Stiner, Rueppell & Lawrence. Researched in contract law, evidence, employment law, medical and legal malpractice, and corporate law issues; wrote trial memos and a pleading; October, 1992 - May, 1993. Lewis and Clark Legal Clinic. Worked with clients and attorneys on support modification, landlord and tenant and bankruptcy issues; wrote motions and legal correspondence, Summer, 1992.

Presented Papers, Including:

- "Interviewing Children: A Linguistic Perspective," at "The Child and the Law" (CLE) Portland, 1989.
- "The Language of Testimony: Presenting Yourself" at "Testimony Techniques for Mental Health Professionals" (CLE) Portland, 1989.
- "Trial and Witness Preparation" at OTLA, Sun River, 1987.

Writing, Editing, Publications, and Presentation Projects

Write, Edit, and Revise, Including:

- "Nonleading Techniques for Interviewing Children," in progress.
- Writer and editor of scientific grants, technical articles, computer user and reference manuals, and books, 1985 - 1992.
- Mentor Graphics Corporation, Senior Technical Editor. Edited and indexed computer manuals; conducted workshops; advised writers, writing managers, and editors; developed standards for documentation; supervised contract editors; June, 1990 - August, 1992.

Papers Published, Including:

- "Features of Indexes in Computer Documentation," *Technical Communication*, Winter, 1994.
- "The Uses of Tenses in 'Reporting Past Literature' in the English of Science and Technology," in *English for Academic and Technical Purposes: Readings in Honor of Louis Trimble*, Ed. Larry Selinker, et al., Newbury House, 1981.

Presented Workshops, Seminars, and Reviews, Including:

- "Editing Techniques for Computer Documentation," Mentor Graphics, 1992.
- "A Grammar Workshop for Writers at Intel," Intel, 1989.
- "Grant Writing," Neurological Sciences Institute, 1988.
- Judge for the National Technical Writing Competition, STC, 1988 and 1989.
- Book reviewer for Wadsworth Publishing Co., 1986 - 1989 and Prentice Hall, Inc., 1978; 1979.

Management/Administrative Experience, Including:

Co-coordinator The Minor in Professional Writing, Portland State University. Designed and administered the technical writing minor, curricula, and courses; advised students; taught in the program, 1987 - 1989.

Writing Coordinator The University of Michigan, The English Language Institute. Administered the writing program; supervised teachers, 1978; 1979.

Teaching Experience, Including:

Assistant Professor Portland State University, Dept. of English, Promoted from Lecturer. Developed the Minor in Professional Writing; taught courses such as technical writing, argument, linguistics, and grammar, 1982 - 1989. Linfield College, Dept. of English, Adjunct Professor; taught linguistic and technical writing courses. 1983-1984. Carnegie-Mellon University, Dept. of Rhetoric, Promoted from Lecturer; taught linguistic and technical writing courses. 1980-1982.

Professional Organizations and Other Activities

Member American Bar Association, Multnomah Bar Association, Oregon Women Lawyers, Linguistic Society of America, ATLA.

Member Oregon Holocaust Resource Center, Board Member, 1989 - Present; Congregation Neveh Shalom, 1982 - Present; Institute for Judaic Studies, Board Member, 1994 - Present.

Travels France, Germany, England, Poland, Egypt, Israel, and Brazil

WALLACE & KLOR, P.C.

ATTORNEYS & COUNSELORS AT LAW

555 BENJAMIN FRANKLIN PLAZA
ONE SOUTHWEST COLUMBIA
PORTLAND, OREGON 97258

(503) 224-8949

FAX: (503) 224-0410

(800) 447-1223

•MEMBER OREGON AND
WASHINGTON BARS

Craig D. Curtright
John L. Klor
Lawrence E. Mann*
Marjie G. Masters
Edward S. McGlone, III*
Mark W. Potter
Schuyler T. Wallace, Jr.*

February 16, 1994

Ms. Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 SW Fifth Avenue
Portland, OR 97204

Dear Penny:

RE: Multnomah County Animal Control Hearings Officer

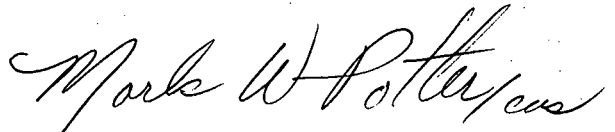
On February 15, 1994, we discussed the Multnomah County Animal Control Hearings Officer positions. As you know, I will be out of the office for the next two weeks. I am sending you a copy of my resume which has not been updated since November 1992.

The enclosed resume does not reflect my work experience since November 1992. On January 1, 1993, I joined Wallace & Klor, P.C. as an associate. At Wallace & Klor I have continued to practice primarily in plaintiff civil litigation. This has included extensive contact with clients, extensive negotiation with claims adjusters and other attorneys, drafting demand letters, complaints, affidavits, motions, and orders. I also do some workers' compensation work, both defense and claimants.

I am interested in mediation and arbitration as an efficient means of resolving disputes. Please send me additional information on the hearings officer positions.

Sincerely yours,

WALLACE & KLOR, P.C.



Mark W. Potter

MWP:cas

Enclosure

FEB 17

Mark Potter

14521 NW Joseph, Portland, Oregon 97229 (503) 645-9020

Education and Qualifications

Member - Oregon State Bar
admitted September 1992

DePaul University College of Law
Juris doctorate, May 1992
Top 25% of class - Third year G.P.A. 3.4/4.0

University of Notre Dame, May 1987
Bachelor of Arts - Program of Liberal Studies
Concentration - Economics
Academic Honors - Dean's List

Experience

Haugh & Associates - Associate - June 1992 - present (Portland, Oregon)

Manage caseload of bodily injury cases; Extensive contact with clients and insurance adjusters, Draft Settlement Proposals; Screen and interview new clients, Researched and drafted interoffice memorandum on Recovery of Attorneys' Fees under CERCLA and ORS 466, Summary Judgment, RICO, A Jury's Right to Refuse to Believe Expert Testimony, Trial Franchises under the Petroleum Marketing Practices Act, Oregon Residential Landlord Tenant Act, Lost Profits of a Business Due to Environmental Contamination, and OSPHO (a metal primer and rust treatment).

Telecommunication Advisors, Inc. - Research Assistant - January 1992 - present (Portland, Oregon)

Researched and drafted chapters on the powers and duties of the FCC and prosecuting Toll Fraud culprits for book - Toll Fraud and Telabuse; Continuing research on Toll Fraud and computer security

O'Connell, Goyak & DiLorenzo - Law Clerk - June 1991 - August 1991 (Portland, Oregon)

Provided legal research, analysis and writing for the firm's trial attorneys, including writing an appellate brief filed with the Ninth Circuit, trial memorandum filed with the Circuit Court, Motions, Orders and Interrogatories; Researched caselaw, statutory law and administrative law; Extensive bankruptcy research and research regarding duty of good faith; Significant client contact.

DePaul College of Law - Research Assistant - December 1990 - May 1992 (Chicago, Illinois)

Edit articles for the Revue du Droit Penal (International Criminal Law Review); Researched and drafted paper presented by Associate Professor Leonard Cavise at the International Institute of Higher Studies in Criminal Sciences Conference, November, 1991 - "The Protection of Human Rights in the Administration of Criminal Justice in Central and Eastern Europe and the Soviet Union"; Researched voir dire procedures and tactics, pre-trial motion procedures in all 50 states, and international environmental law.

Journal of Health and Hospital Law - August 1990 - Present (Chicago, Illinois)

Assistant Articles Editor - August 1991 - May 1992

Edit articles for substance, style and proper citations.

Assistant Casenote Editor - August 1990 - May 1991

Edit casenotes submitted by Contributing Editors; Citecheck articles for form and substance.

Southern Minnesota Regional Legal Services - Law Clerk - June 1990 - August 1990 (St. Paul, Minnesota)

Managed own case load; Researched and wrote papers filed with court and sent to clients; Participated in case management meetings and decisions; Extensive client contact.

Qualivest Capital Management - Trust Assistant - August 1987 to June 1989 (Portland, Oregon)

Managed over 800 personal trusts invested in common trust funds under direction of a Trust Officer; Researched and analyzed equities and bonds; Researched and participated in founding of family of common trust funds; Trained in all areas of the Investment Division of U.S. National Bank of Oregon.

Publications

Researched and drafted chapters of book - Toll Fraud and Telabuse
Article accepted for publication - Winter, 1992 - Journal of Health and Hospital Law - "Overbreadth and Unnecessary Disclosure of Mental Health Patients' Identities"

Activities

Moot Court

DePaul National Moot Court Team
DePaul Moot Court Society Executive Board
DePaul Illinois State Bar Association Moot Court Team
ABA Regional Negotiation Competition Finalist - Third Place
Trial Advocacy and Client Counseling Competitions.

University of Notre Dame Varsity Crew - Single sculls and team boats.

Competitive single sculler and rower

Assistant Coach - Central Catholic Women's Varsity Soccer Team

Triathlete

LAW OFFICES
CARVEY, SCHUBERT & BARER
A PARTNERSHIP OF PROFESSIONAL CORPORATIONS

SEATTLE
EIGHTEENTH FLOOR
1191 SECOND AVENUE
SEATTLE, WASHINGTON 98101-2939
(206) 464-3939

ELEVENTH FLOOR
121 S.W. MORRISON STREET
PORTLAND, OREGON 97204-3141
(503) 228-3939

FAX: (503) 226-0259

WASHINGTON, D.C.
FIFTH FLOOR
1000 POTOMAC STREET N.W.
WASHINGTON, D.C. 20007
(202) 965-7880

PLEASE REPLY TO PORTLAND OFFICE

VOICE MAIL EXT. 3129

February 22, 1994

Pendleton J. Serrurier
Stoel Rives Boley Jones & Grey
900 S.W. Fifth Ave., Suite 2300
Portland, OR 97204

Dear Ms. Serrurier:

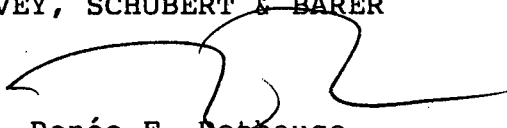
I have enclosed my resume for consideration by the Multnomah County Commission to serve as a hearings officer for the Multnomah Bar Association Young Lawyers Section Animal Control Project.

Thank you for your time and attention to this matter.

Sincerely,

GARVEY, SCHUBERT & BARER

By


Renée E. Rothauge

ew
Enclosure

44815.WP

FEB 23

LAW OFFICES

GARVEY, SCHUBERT & BARER

PORTLAND · WASHINGTON, D.C. · SEATTLE

Renée E. Rothauge

FOCUS OF
PRACTICE

Corporate and commercial litigation. Employment law and litigation.

EXPERIENCE

Ms. Rothauge has been an associate attorney with Garvey, Schubert & Barer for the past 3-1/2 years. She has litigated employment disputes relating to discrimination, wrongful discharge, torts, and employment benefits.

Ms. Rothauge's experience with commercial litigation encompasses director/officer liability, banker's blanket board claims, state security law, and collection matters.

BACKGROUND

Law Clerk, Department of Justice, Appellate and Trial Divisions, 1988-90 (researched and wrote appellate briefs and motions with an emphasis in administrative law, and wrote trial motions and researched legal issues for assistant attorney generals).

Law Clerk, Hon. Neil Goldschmidt, Governor, 1987-88 (researched responses to citizen complaints, identified client problems and conducted inquiries, and reviewed and codified executive orders).

EDUCATION

Willamette University College of Law, J.D., cum laude, 1990 (Executive Editor, Willamette Law Review); Georgetown University, B.S.F.S., 1986.

BAR MEMBERSHIP

Oregon
Washington

PROFESSIONAL
ACTIVITIES

Oregon State Bar Association
Litigation Section
Multnomah County Bar Association
Oregon Women Lawyers
National Association of Female Executives
City Club of Portland
Ballot Measure Study Committees:
Term Limitation (author of minority report)
East County Roads (presenter of minority report)
Urban Renewal Finance
American Inns of Court, Gus J. Solomon Chapter

PUBLICATIONS &
PRESENTATIONS

Multnomah Bar Association Young Lawyers Section, Law Week, 1990, 1991;
Note, Seen But Not Heard: In What Forum May High School Students Exercise First Amendment Rights After Hazelwood?, 25 Willamette Law Review 197 (1988); Who's Who Among American Law Students, 9th and 10th Editions.

STEVEN SCHARFSTEIN

S.W. 87th Avenue, Portland, Oregon
(503)-245-9406

February 23, 1994

Ms. Penny Serrurier
Stoel, Rives, Boley, Jones & Grey
Suite 2300
900 SW 5th Ave.
Portland, Oregon 97204

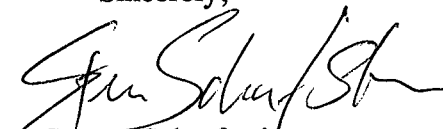
RE: Hearings Officer for MBA YLS Animal Control Project

Dear Ms. Serrurier:

Please consider me for the volunteer position mentioned in the *YLS Newsletter*. Prior to law I studied animal science and agriculture, and have always owned various sorts of animals. My legal background includes considerable administrative hearings in workers' compensation and presently a general litigation practice.

I look forward to discussing the position with you and am anxious to participate.

Sincerely,



Steven Scharfstein

STEVEN R. SCHARFSTEIN
10315 S.W. 87th Ave.
Portland, Oregon 97223
(503) 245-9406

EDUCATION:

J.D., Lewis & Clark, Northwestern School of Law; May 1993

M.B.A., University of New Mexico, Albuquerque; May 1988
Completed Masters of Management Program; August 1987

B.S., University of California, Davis
International Agricultural Development; September 1981
Emphasis in Aquaculture and Fisheries

LEGAL EMPLOYMENT:

Sole Practice Attorney, emphasis in domestic relations and personal injury. Handle workers' compensation case investigation, research and consultation on a contract basis.
October, 1993 through present.

Law Clerk, Brownstein, Rask, Sweeney, Grim, Kerr, & DeSylvia. Drafting pleadings and motions in commercial and personal injury litigation. Complete handling of workers' compensation cases including appearance at hearings and drafting appeals briefs.
October, 1991 through April, 1993

Law Clerk, Smith, Freed, Heald & Chock. Research and writing memorandum in various issues encountered in insurance defense and subrogation practice.
February, 1991 through September, 1991

GENERAL EMPLOYMENT:

Adjuster, Keenan & Associates. Investigate, handle, and negotiate conclusion to personal injury, workers' compensation, and property claims for the largest independent adjusting firm in New Mexico.
March, 1987 through August, 1990

Senior Claims Representative, Aetna Casualty & Surety, Commercial Claims Division. Primary focus toward products liability, general liability, and workers' compensation claims of significant exposure.
June, 1984 through February, 1987

Foreign Fisheries Observer, NOAA. Served on Japanese fishing fleet in the Bering Sea. Determined catch rate and species composition by sampling. Documented fishing, processing and handling methods, as well as violations.
February, 1984 through May, 1984

MEYER & WYSE

ATTORNEYS AT LAW

900 S.W. FIFTH AVENUE

SUITE 1900

PORTLAND, OREGON 97204

TELEPHONE: (503) 228-8448

FACSIMILE: (503) 273-9135

ROGER L. MEYER
SCOTT C. WYSE
ROBERT D. GREAVES
JOSHUA KADISH*
AGNES SOWLE**
THOMAS I. KRAMER
CRAIG J. DORSAY***
DANIEL C. ARMSTRONG

BAR MEMBERSHIPS IN ADDITION
TO OREGON:

* CALIFORNIA

** IDAHO

*** WASHINGTON AND NEW MEXICO

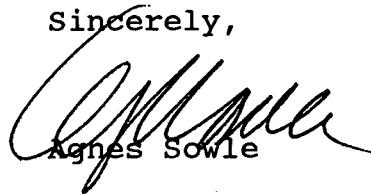
February 9, 1994

Ms. Penny Serrurier
Stoel, Rives, Boley, Jones & Grey
Suite 2400
900 S.W. Fifth Avenue
Portland, OR 97204

Dear Penny:

I am interested in serving as a voluntary hearing officer for Multnomah County Animal Control hearings. I enclose my resume for your consideration.

Sincerely,



Agnes Sowle

AS:pjm
Enc.

FEB 10

RESUME OF AGNES SOWLE

ADDRESS 900 S.W. Fifth Avenue, Suite 1900
Portland, Oregon 97204

PHONE (503) 228-8448

EDUCATION J.D., University of Idaho, College of Law 1982.
B.A., English, University of Idaho, 1979.

LEGAL EMPLOYMENT **Attorney:** Meyer & Wyse, Portland, Oregon.
10/87 to present. Business and Corporate Law,
Civil Litigation, Employment, Construction Law.

Attorney: Sole Practitioner, Moscow, Idaho. 1982-
1987. General Practice.

City Attorney: Part-time, City of Juliaetta,
Idaho. 1984-1987. General municipal work,
prosecution of misdemeanors including animal
control.

Law Clerk: Second District Court, Moscow, Idaho.
1980-1982. Research, brief and memoranda writing.

Law Clerk: Robert Kinney, Public Defender,
Orofino, Idaho. 1980-1982. Research and brief
writing.

OTHER EMPLOYMENT **Professor of Business Law:** Department of
Accounting and Business Law, Washington
State University, Pullman, Washington. 1983-1987.

Professor of Business Law: Business Department,
University of Idaho, Moscow, Idaho. 1986.

Instructor of English: Department of English,
Moscow, Idaho. 1982-1983.

BAR AND COMMUNITY ACTIVITIES Idaho State Bar, admitted 1982. Oregon State Bar,
admitted 1987. President, Latah County Bar (Idaho)
1984; Member, Multnomah County Bar Association.
President, Oregon Women Lawyers 1990-1992; Member,
Oregon State Board of Clinical Social Workers 1989
- present, serving as hearings referee on several
occasions. Idaho State Bar Exam grading, 1985.
Active in public speaking for Chamber of Commerce,
AAUW, Idaho Public Schools, fraternities and
sororities of University of Idaho and Washington
State University. Served on the Board of
Directors, Hospice of the Palouse, 1983-1985.

PRESENTATIONS Organized and moderated Idaho Trial Lawyers' Association "People's Law School," a six week public information program, 1987.

"Employment Law and Women." AAUW, Cannon Beach Chapter, 1992.

"Choice of Business Entity." Fundamentals of Business Law, Oregon State Bar, 1992.

Organized and moderated "Taking the Lead." Oregon Women Lawyers Annual Spring Conference, 1993.

"Should Your Client Incorporate?" Counseling Oregon Corporations, Oregon State Bar, 1993.

ARTICLES

"Partnerships and Unincorporated Associations." Civil Pleading and Practice, 1991 Supplement.

"Choice of Business Entity." Oregon Business Law Digest, Fall, 1992

"Partnerships, Unincorporated Associations, and LLCs." Civil Pleading and Practice (revision), 1994.

Tommye D. Spence
16869 SW 65th Avenue #157
Lake Oswego, OR 97035

February 7, 1994

Ms. Penny Serrurier
Stoel Rives
900 SW 5th Avenue, Suite 2400
Portland, OR 97204

Dear Ms. Serrurier:

I am writing in response to your announcement in the Multnomah Lawyer seeking people interested in serving as volunteer hearings officers for Multnomah County Animal Control Hearings. As per your request I have enclosed a copy of my resume, which has not yet been updated to include law experience.

My law experience thusfar has been that of a solo practitioner working primarily in the family law area, but I am very interested in gaining experience in other areas of law as well. Thus, the volunteer service you are administering is of great interest to me, and I would like to participate if you would like to have me. Please contact me if you find my resume of interest. Thank you.

Sincerely,



Tommye D. Spence

FEB 10

Ms. Tommye D. Spence

16869 S. W. 65th Avenue #157 Lake Oswego, Oregon 97035 (503) 620-7739

EDUCATION:

WILLAMETTE UNIVERSITY COLLEGE OF LAW, Salem, Oregon

Juris Doctorate 1992 OSB #93108

- Phi Delta Phi Legal Fraternity
- Women's Law Caucus, Board member
- Oregon Women Lawyers' Mentoring Program, Participant
- VITA Volunteer 1991

UNIVERSITY OF ARKANSAS, Fayetteville, Arkansas

Graduate courses for Master of Science in Operations Management 1983-85

- Management Decision Theory • Organizational Decision Making
- Public Financial Administration • Business Law & Ethics
- Applied Statistics • Industrial Cost Analysis • Human Factors Analysis

WESTERN ILLINOIS UNIVERSITY, Macomb, Illinois

Board of Governors' Bachelor of Arts Degree 1983

GEORGE WASHINGTON UNIVERSITY, Washington D. C.

Associate in Arts and General Studies 1975

EXPERIENCE:

UNITED STATES NAVY

Weapons Systems Technician 1986-88

Avionics antisubmarine warfare shop supervisor. Managed people maintaining electronics systems worth over a quarter of a billion dollars. NAS Moffett Field, CA

Avionics Instructor 1982-85

Instructed advanced avionics students in digital troubleshooting. NATTC Memphis, TN

Hospital Corpsman 1972-76 & 1979-82

Medical laboratory technician. Washington D.C. & Camp H.M. Smith, HI

AWARDS:

National Defense Service Medal

Navy Good Conduct Medal (3)

Expert Rifle Marksmanship Medal

Sea Service Deployment Ribbon

ADDITIONAL INFORMATION:

enjoy golf, swimming, tennis, personal computing and flying

Mensa member

Carrie Stilwell
2420 NW Quimby Street, #9
Portland, Oregon 97210
(503) 228-2881 (h)
(503) 230-5160 (o)

February 18, 1994

Ms. Penny Serrurier
Stoel, Rives et al
Suite 2400
900 SW 5th Avenue
Portland, Oregon 97204

Dear Ms. Serruriers:

I am writing to you to express my interest in becoming a volunteer attorney for Multnomah County Animal Control Hearings. I learned of this opportunity through the MBA Young Lawyers Section. Enclosed are a resume and list of references for your review. Please feel free to contact me at the above address and telephone number if I can provide additional information.

Thank you for your consideration.

Sincerely yours,



Carrie Stilwell

2 Enclosures

FEB 21

CARRIE STILWELL

2420 NW Quimby Street, #9
Portland, Oregon 97210
(503) 228-2881

EDUCATION

Doctor of Jurisprudence, May 1992, University of Oregon School of Law, Eugene, Oregon,
Statement of Completion in Environmental and Natural Resources Law.

Bachelor of Science, Natural Resources, June 1985, Ohio State University, Columbus,
Ohio, Summa Cum Laude with Honors, GPA 3.82.

PROFESSIONAL AFFILIATION

Member of Oregon State Bar Association, October 12, 1992

EMPLOYMENT HISTORY

Realty Technician, Advanced Data Concepts, Inc., Portland, Oregon, 3/93 to Present
Under contract with the Bonneville Power Administration, conduct the research and prepare the
documentation necessary for the acquisition of transmission line easements and wildlife habitat.

Volunteer Attorney, Domestic Violence Project, MBA Volunteer Lawyers Project, Portland,
Oregon, 8/93 to Present
Counsel and represent low income women at 21 day hearings under the Family Abuse Prevention Act,
ORS 107.716, Multnomah County Courthouse.

Legal Intern, 1000 Friends of Oregon, Portland, Oregon, 5/91 through 8/91
Conducted legal research and writing for staff attorneys, including the preparation of legal memos and
draft administrative appeals regarding various environmental and land use issues.

Legislative Assistant/Administrative Assistant, The Nature Conservancy, Government
Relations Department, Arlington, Virginia, 8/86 through 5/89
Assisted lobbyists in all aspects of the Conservancy's legislative program, including tracking
environmental legislation, reporting on congressional hearings, and preparing congressional testimony.

ADDITIONAL WORK EXPERIENCE

Special Project, Policy Initiatives Group/Transportation Alternatives Project, 9/92-1/93
Research Assistant, University of Oregon School of Law, 9/91-12/91
Legislative Intern, Oregon State Legislature, State Representative Lisa Naito, 1/91-5/91
Environmental Technician, RCP, Inc., Columbus, Ohio, 8/85 through 6/86
Student Intern, The Ohio Department of Natural Resources, Columbus, Ohio, 9/84-8/85

INTERESTS

Natural history, literature, music, bicycling, hiking, cross-country skiing.

CARRIE STILWELL

**2420 NW Quimby Street, #9
Portland, Oregon 97210
(503) 228-2881**

LIST OF REFERENCES

Mr. Nat Williams, Special Projects
The Nature Conservancy
1815 N Lynn Street
Arlington, Virginia 22209
(703) 841-7412

Ms. Carol Baudler, Director
Government Relations Department
The Nature Conservancy
1815 N Lynn Street
Arlington, Virginia 22209
(703) 841-5358

Mr. Neil Kagan, Attorney
1050 Yeon Building
522 SW 5th Avenue
Portland, Oregon 97204
(503) 223-4272

Professor David Schuman
University of Oregon
School of Law
Eugene, Oregon 97403
(503) 346-3849

Mr. Keith Bartholomew, Attorney
1000 Friends of Oregon
300 Willamette Building
534 SW 3rd Avenue
Portland, Oregon 97204
(503) 223-4396

STUART A. SUGARMAN

3428 Southeast Belmont, Suite 200, Portland, Oregon 97214

Telephone: (503) 234-2694

EDUCATION

Lewis and Clark Northwestern School of Law, Portland, Oregon.
J.D. and Environmental and Natural Resources Law Certificate, December 1991.

University of Miami, Miami, Florida.
B.S., Marine Science/Biology, May 1985.

EXPERIENCE

Environmental Attorney and Legal Advisor, Portland, Oregon.
Clients include Oregon Natural Resources Council, Rest the West. August 1991 to present.
Litigate, negotiate with state and federal administrative agencies, private parties.

Oregon Wildlife Federation, Portland, Oregon.
President and board member, October 1991 to present.
Organize, motivate, promote, and run every facet of grass roots conservation group.

National Wildlife Federation, Portland, Oregon.
Law Clerk. May 1991 to August 1991.
Researched, wrote on environmental issues, testified at hearings, ran meetings.

Oregon Department of Justice, Natural Resources Section, Portland, Oregon.
Legal Intern. January 1991 to May 1991.
Researched and wrote legal memoranda on various fish and wildlife issues.

Northwest Environmental Defense Center, Portland, Oregon.
Law Student Volunteer, Attorney. August 1988 to Present.
Researched ocean mining litigation, wrote strategy papers, filed comments.

Everglades National Park Homestead, Florida.
Fisheries Biologist. July 1985 to July 1988.
Assisted and led biological, hydrologic studies. Twice rated "outstanding".

University of Miami School of Marine Science Miami, Florida.
Research Biologist. August 1983 to May 1985.
Assisted nutrient study, operated snook hatchery, raised cormorants from hatchlings.

National Marine Fisheries Service, Pascagoula, Mississippi.
Research Biologist. June 1984 to August 1984.
Aboard research vessel, studied marine ecology, coordinated watch.

PUBLICATIONS

Sugarman, *The Failure to Achieve a High Seas Driftnet Ban: A Philosophical Problem*, International Legal Perspectives, December 1991.

Many environmental articles in Oregon Wildlife Federation and other groups' publications.

AFFILIATIONS AND SPEAKING HIGHLIGHTS

Member, Oregon state and federal bars.
Panelist for 1993 Wildlife Law Conference in Portland, Oregon
Panelist for 1993 Public Interest Environmental Law Conference in Eugene, Oregon.

March 3, 1994

Penny Serrurier
Stoel Rives Boley Jones & Grey
Suite 2300
900 SW Fifth Avenue
Portland, OR 97204

Dear Ms. Serrurier:

I spoke with your assistant, who informed me that I would be able to forward to your attention my resume regarding hearings officer opportunities after the March 1st date. Therefore, I am enclosing my resume. I am interested in applying for a position as a hearings officer for animal control matters. As my resume indicates, I have experience with judicial proceedings as a law clerk, and more recently as a litigation associate.

Thank you very much for your consideration.

Very truly yours,



Kathleen J. Tesner

MAR 04

**KATHLEEN J. TESNER
COSGRAVE, VERGEER & KESTER
121 SW MORRISON
PORTLAND, OR 97204
323-9000**

EDUCATION

**RUTGERS UNIVERSITY SCHOOL OF LAW, JD Received
with honors June, 1990 GPA 3.7/4
Order Of The Coif
PURDUE UNIVERSITY BS in Nutrition with
Distinction Received 1979 GPA 5.6/6**

EMPLOYMENT

5/93 to Present

COSGRAVE, VERGEER & KESTER, Litigation

11/92 to 2/93

**United States District Court, Extern to
Honorable Robert E. Jones**

8/90 to 9/92

**UNITED STATES DISTRICT COURT Law Clerk to
Honorable John C. Lifland, U.S.D.J.**

6/89 to 8/89

**DECHERT PRICE & RHOADS, NEW YORK CITY
Summer Law Associate**

6/88 to 8/88

**UNITED STATES DISTRICT COURT Law Intern to
Honorable Anne E. Thompson, U.S.D.J.**

6/88 to 8/88

MICHAEL E. CARSON, ESQUIRE Summer Associate

HONORS

**MORRIS GANN PRIZE for highest grade in
Evidence; Order of the Coif;
1989 Rutgers Moot Court Finalist
PURDUE: Phi Kappa Phi, Gamma Sigma
Delta, Omicron Nu**

**WRITING
AND ANALYSIS**

**Opinions, Motions, Memoranda; Co-Author
Moot Court packet and bench memorandum;
Author of Manuals for Surgical and Intensive
Care and Instruction of Dietetic Interns**

COMMUNICATIONS

**Speaker for American Cancer Society; News
Conferences for Colorado Heart Assn.;
Nutrition Classes; One-to-one counselling
with patients and families.**

**PROFESSIONAL
MEMBERSHIP**

**American Bar Association,
Multnomah and Oregon State Bar Ass., NY, NJ
State Bar Associations**

REFERENCES

**HONORABLE Robert E. Jones, U.S.D.J. 326-6333
Walter Sweek, Esq., Jeffrey Johnson, Esq.
323-9000**

Sharon L. Toncray
Associate
Miller, Nash, Wiener, Hager & Carlsen
3500 U.S. Bancorp Tower
111 S.W. Fifth Avenue
Portland, Oregon 97204-3699

Areas of Practice

Labor and employment law, representing management, including before Equal Employment Opportunity Commission, Civil Rights Division of the Oregon Bureau of Labor & Industries, National Labor Relations Board, Employment Relations Board, Wage and Hour Commission, and in state and federal courts. Matters include employment discrimination under federal and state statutes, collective bargaining, grievance and arbitration, personnel policy and manual issues, wrongful discharge, disability and workers' compensation discrimination, and reinstatement.

Education

University of Virginia, School of Law, Juris Doctor, 1990.
University of Virginia, Government and Foreign Affairs, Master of Arts, 1990.
Randolph-Macon Woman's College, Distinguished Scholar, Bachelor of Arts, 1984.

Professional Activities and Publications

Member, American Bar Association, Labor and Employment Law and
Litigation Sections
Member, Tri-County Affirmative Action
Volunteer, Oregon State Bar Mentor Program
Member, Multnomah Bar Association, Young Lawyer Section Pro Bono Committee

"Fair Labor Standards Act: Substance and Procedure," ALI-ABA Resource Materials,
Labor and Employment Law, Seventh Edition, with Louis B. Livingston, January
1994.

"Employment Actions in Contract, 1994 update," Labor and Employment Law:
Private Sector, OSB CLE, with Donald Potter, January, 1994.

Prior Experience

United Virginia Bank, Lynchburg, Virginia, 1984-86. Became a credit analyst after
year long training program in various aspects of banking, including retail and
commercial lending, collections and loan review. As a credit analyst, was responsible
for analysis of commercial loans and recommendations to the credit committee.
Involved extensive writing, research and computer projections.

SORIANO & VALENT

Attorneys at Law

Penthouse 16—Riviera Plaza
1618 S.W. First Avenue
Portland, OR 97201

Telephone: (503) 243-5385

Gregory B. Soriano*
William R. Valent
Herb Weisser*
Nyle B. Smith

*Member of Oregon and
Washington State Bars

FAX (503) 243-3846

February 10, 1994

Ms. Penny Serrurier
Stoel Rives Boley Jones & Grey
Attorneys at Law
900 SW Fifth Avenue
Suite 2300
Portland, Oregon 97204

RE: Animal Control Hearings
Officer Opportunities

Dear Ms. Serrurier:

I saw a notice in the most recent Multnomah Bar Association Newsletter that applications are being sought for attorneys to serve as volunteer hearings officers in Animal Control matters. I am interested in being considered. Enclosed herewith please find a very outdated resume. In addition to the matters set forth on my resume, please note the following:

1. From April 1989 to November, 1992 I was an associate attorney with Carrey, Buckley, Kasameyer & Hays practicing domestic relations, real estate, bankruptcy and other areas of general law.
2. From November, 1992 to the present I am an associate attorney with the firm of Soriano & Valent. I limit my practice to family law matters, including appellate work.
3. In 1990 I co-authored chapter 5 of the Oregon State Bar Family Law Desk Book regarding child and spousal support. In 1994 I co-authored the supplement to that chapter.
4. I have recently authored a "Do It Yourself Book" entitled the Divorce Guide for Oregon which was published by Self Counsel Press International, Inc.

FEB 11

February 10, 1994
Ms. Penny Serrurier
Page - 2

5. While I have no judicial experience, I have a good litigation background in the area of family law and a solid understanding of the rules of evidence.

If you have any questions or concerns, please feel free to contact me.

Very truly yours,

SORIANO & VALENT



Herb Weissner

HW/tsf
Enclosure(s)

Herbert David Weisser

2131 N.W. Glisan #4
Portland, Oregon 97210
(H) 228-5429
(W) 241-8400

EDUCATION
Law

Willamette University College of Law, Salem, Oregon
Juris Doctor, May 1985; Member, Oregon State Bar, September 1985
President, International Law Society, 1983-84 Academic Year
Instructor, People's Law School on Real Estate and Home Buying
1983-84 Academic Year
Member, Phi Alpha Delta legal fraternity
Participant, International Law Moot Court, Fall 1984; Regionals, Spring 1985
Member, Moot Court Board, 1984-85 Academic Year

Undergraduate

University of Southern California, Los Angeles, California
January 1980-December 1981
B.A. in Psychology. Additional emphasis in International Relations.
Honors: Dean's List all four semesters

University of Oregon, Eugene, Oregon
September 1977-December 1980
Majored in Psychology and Business

LEGAL EXPERIENCE

Hyatt Legal Services
April 1986-Present

Associate

General practice including family law, bankruptcy, real estate, wills, probate, criminal and landlord-tenant. Handled all aspects of cases, including litigation.

John E. Johansen, Jr., Attorney
May 1984-April 1986

Law Clerk/Associate

General business practice, research, writing, pleadings primarily in areas of commercial and construction law.

Oregon Department of Justice, Criminal Justice Division
February-March 1984

Law Clerk

Served as the assistant to the Editor of the Oregon Criminal Reports (OCR) on a temporary basis. Analyzed and briefed cases for the OCR.

Lindsay, Hart, Neil & Weigler
Summers, 1982 and 1983

Office Clerk/Legal Assistant

Dunn, Carney, Allen, Higgins & Tongue
February-April 1982

Office Clerk

ACTIVITIES

Avid mountain climber, active in Mazama Mountaineering Club, Portland. Taught various climbing classes in Mazama Schools and received several climbing awards. Member of Portland Unit of Mountain Rescue. Cross-Country and downhill skiing, running, rock climbing, golf and tennis. Travel in Mexico and South America.

MEETING DATE: APR 28 1994

AGENDA NO: R-6

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Willamette River Bridges Accessibility Project

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 14, 1994

Amount of Time Needed: 5 Minutes

DEPARTMENT: Environmental Services DIVISION: Transportation

CONTACT: Dan Layden TELEPHONE #: 248-5050 x 6998
BLDG/ROOM #: 425

PERSON(S) MAKING PRESENTATION: Dan Layden

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

Action will approve an Intergovernmental Agreement with the Oregon Department of Transportation to fund study and preliminary implementation of access improvements for the Willamette River Bridges. Part One of the agreement transfers \$40,000 of ODOT funds to the county to include two state-owned bridges in the study currently underway. Part Two provides \$80,000 from the federal Congestion Management and Air Quality program for preliminary design and implementation of projects recommended by the study.

4/28/94 ORIGINALS TO DAN LAYDEN
SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Betsy William

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
1994 APR 19 AM 11:15
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION DIVISION
1620 S.E. 190TH AVE.
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: Dan Layden, Transportation

TODAY'S DATE: March 30, 1994

REQUESTED PLACEMENT DATE: April 14, 1994

RE: Approval of Intergovernmental Agreement.

I. Recommendation/Action Requested:

Approve Intergovernmental Agreement with the Oregon Department of Transportation to partially fund the Willamette River Bridges Accessibility Project.

II. Background/Analysis:

The Willamette River Bridges Accessibility Project is a three phase project to improve bicycle, pedestrian and disabled access to the Willamette River Bridges. Phase One is a study to identify improvements and analyze engineering and planning issues. Phase One work on County bridges is funded by the Transportation Division. The Intergovernmental Agreement will transfer ODOT funds to include ODOT bridges in Phase One. Phases Two and Three will be federally funded. This agreement also transfers \$80,000 for completion of Phase Two, preliminary engineering.

III. Financial Impact:

The federal portion of the agreement will require a 20% match. There is no match agreement for the \$40,000 agreement with ODOT. The match is budgeted and will come from the County Bike Fund.

STAFFRPT.SUP/DLRJ0898.DOC

IV. Legal Issues:

There are no identified legal issues.

V. CONTROVERSIAL ISSUES:

There are no controversial issues with this agreement.

VI. Link to Current County Policies:

The Willamette River Bridges Accessibility Project addresses the need to provide safe access for bicycles and pedestrians to the Willamette River Bridges identified in Policy 33C of the Comprehensive Plan.

VII. Citizen Participation:

The Willamette River Bridges Accessibility Project has had extensive public involvement including an advisory committee and two public meetings.

VIII. Other Government Participation:

Approval of this agreement will allow for the participation of the Oregon Department of Transportation in the Willamette River Bridges Accessibility Project. The project TAC includes representatives of several agencies including the City of Portland, ODOT, Tri-Met, Metro and the Metropolitan Human Rights Commission.

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 301684

Amendment #

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-6</u> DATE <u>4/28/94</u> <u>DEB BOGSTAD</u> BOARD CLERK

Department Environmental Services Division Transportation Date April 1, 1994
 Contract Originator Dan Layden Phone 248-5050 Bldg/Room #425/Yeon
 Administrative Contact same as originator Phone 248-5050 Bldg/Room #425/Yeon
 Description of Contract Intergovernmental Agreement with Oregon Dept. of Transportation transferring \$40,000 of ODOT funds and \$80,000 of Federal funds for the Willamette River Bridges Accessibility Project. The county will pay \$16,000 in matching funds for the Federal portion of the Agreement.
 RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____
 ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ ORF

Contractor Name Oregon Dept. of Transportation
 Region 9002 SE McLoughlin Blvd.
 Mailing Address Milwaukie, OR 97222-7394

Phone (503) 653-3090

Employer ID# or SS# _____

Effective Date Upon executionTermination Date Upon completionOriginal Contract Amount \$ 120,000 Revenue

Total Amount of Previous Amendments \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ 120,000 Revenue ***REQUIRED SIGNATURES:**Department Manager Bruce B. WellerPurchasing Director (Class II Contracts Only) [Signature]County Counsel [Signature]County Chair / Sheriff [Signature]

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

* \$80,000 Federal Funding
 40,000 ODOT Funding
 16,000 County Match = \$136,000 total
 Remittance Address _____
 (If Different) _____

Payment Schedule**Terms**

- ☐ Lump Sum \$ _____ ☐ Due on receipt
☐ Monthly \$ _____ ☐ Net 30
☐ Other \$ _____ ☐ Other _____
☐ Requirements contract - Requisition required.
 Purchase Order No. _____
☐ Requirements Not to Exceed \$ _____

Encumber: Yes ☐ No ☒Date 4/4/94

Date _____

Date 4/7/94Date April 28, 1994

Date _____

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	161	030	6702			8300						
02.												
03.												
* If additional space is needed, attach separate page. Write contract # on top of page.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - CONTRACT ADMINISTRATION

CANARY - INITIATION

PINK - FINANCE

March 30, 1994

Misc. Contracts & Agreements
No. 12,179

LOCAL AGENCY AGREEMENT
CONGESTION MITIGATION AND AIR QUALITY 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 MULTNOMAH COUNTY, a home rule political subdivision of the State of Oregon, acting by and through its Elected Officials, hereinafter referred to as "Agency".

1. By the authority granted in ORS 366.770 and 366.775, State may enter into cooperative agreements with 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.

2. Under such authority, Agency plans and proposes to develop and implement alternative solutions for improving access for bicycles, pedestrians, and disabled users on the Willamette River Bridges located in Multnomah County, hereinafter referred to as "project".

3. The study portion of the project shall be funded by Agency, with the exception of the St. John's and Ross Island Bridges which are ODOT structures. ODOT shall contribute up to \$40,000 of funds available to ODOT toward the inclusion of these bridges in Agency's study.

Upon completion of the study, implementation of the improvements recommended by the study shall be conducted as a part of the Congestion Mitigation and Air Quality (CMAQ) Program under Title 23, United States Code, and the Oregon Action Plan. The CMAQ funds are currently limited to \$80,000. Agency shall be responsible for the matching funds and any portion of the project not covered by federal funds. This portion of the project must have a minimum financing of 50 percent federal funds.

4. The Special and Standard Provisions attached hereto, marked Attachments 1 and 2, respectively, are by this reference made a part hereof. The Standard Provisions apply to all federally funded portions of the project and may be modified only by the Special Provisions. The parties hereto mutually agree to the terms and conditions set forth in Attachments 1 and 2. In the event of a conflict, this agreement shall control over the attachments, and Attachment 1 shall control over Attachment 2.

5. County shall enter into and execute this agreement during a duly authorized session of its Board of County Commissioners.

Key 06899

M.C. & A. NO. 12,179
MULTNOMAH COUNTY

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

This project was approved by the Oregon Transportation Commission on March 17, 1993 as part of the 1993-1998 Six-Year Transportation Improvement Program, at which time the State Engineer was authorized to sign this agreement for and on behalf of the Commission. Said authority has been further delegated to the Program Services Manager pursuant to Subdelegation Order No. HWY-6 paragraph 11.

APPROVAL RECOMMENDED

By


Region Manager

APPROVED AS TO
LEGAL SUFFICIENCY


By

Asst. Attorney Gen.

Date

APPROVED AS TO
LEGAL SUFFICIENCY

By


County Counsel

Date

4/7/94

STATE OF OREGON, by and through
its Department of Transportation

By

Program Services Manager

Date

MULTNOMAH COUNTY, by and
through its Elected Officials

By


Chair

By

Commissioner

Date

April 28, 1994

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-6 DATE 4/28/94
DEB BOGSTAD
BOARD CLERK

ATTACHMENT NO. 1

SPECIAL PROVISIONS

1. Agency or its consultant shall work with citizen and technical advisory committees to develop alternative solutions for improving access to the Willamette River Bridges. Agency or its consultant shall then, to the extent practicable, implement the findings for improved access as part of the CMAQ program.
2. ODOT shall, upon receipt of acceptable billing from Agency, reimburse Agency for 100 percent of actual costs incurred by Agency for the study portion of the project on the St. John's and Ross Island Bridges, an amount not to exceed \$40,000.
3. Upon completion of the Study, ODOT and County shall mutually agree on all work or alternative work to be performed on ODOT's Ross Island and St. John's bridges prior to implementation of any Study findings.
4. Agency shall conform with requirements of the Oregon Action Plan, and if necessary shall appoint and direct the activities of a Citizen's Advisory Committee and Technical Advisory Committee, conduct any required public hearings and recommend the preferred alternative.
5. Agency shall, upon completion of the project, submit an annual (Federal FY) progress report to ODOT on or before November 15th. The progress report as shown on Attachment 3, attached hereto and by this reference made a part hereof, should be sent to the Region 1 Manager (9002 S.E. McLoughlin Blvd., Milwaukie, OR 97222) with copies to Region Planning (same address), Public Transit (Transportation Building, Room 131, Salem, OR 97310), and Environmental Services Manager (1158 Chemeketa St. N.E., Salem, OR 97310) in order to fulfill ODOT's requirement to report the progress and benefits of the CMAQ program to FHWA and the Oregon Transportation Commission.
6. Upon completion of the project the maintenance responsibilities shall remain the same as stated in the individual bridge construction and maintenance agreements.

Misc. Contracts & Agreements
No. 12,179
Date: March 30, 1994

ATTACHMENT NO. 2

STANDARD PROVISIONS

JOINT OBLIGATIONS

PROJECT ADMINISTRATION

1. State is acting to fulfill its responsibility to the Federal Highway Administration (FHWA) by the administration of this project, and Agency hereby agrees that State shall have full authority to carry out this administration. If requested by Agency, State will further act for the Agency in other matters pertaining to the project. State and Agency shall actively cooperate in fulfilling the requirements of the Oregon Action Plan. State and Agency shall each assign a liaison person to coordinate activities and assure that the interests of both parties are considered during all phases for all projects.

Any project that uses federal funds, in project development, is subject to PS&E review and approval by FHWA prior to advertisement for bid proposals, regardless of the source of funding for construction.

P.E. & CONSTRUCTION ENGINEERING

2. Preliminary and construction engineering may be performed by State, Agency, or others. If Agency, or others, perform the engineering, State will monitor the work for conformance with FHWA rules and regulations. In the event that Agency elects to engage the services of a consultant to perform any of the work covered by this agreement, Agency and Consultant shall enter into an agreement describing the work to be performed and the method of payment. State shall concur in the agreement prior to the beginning of any work. No reimbursement shall be made using federal-aid funds for any costs incurred by such Consultant prior to receiving authorization from State to proceed.

On all construction projects where State is the signatory party to the contract, and where Agency is doing the construction engineering and project management, Agency agrees to accept all responsibility for and defend lawsuits involving tort claims, contract claims, or any other lawsuit arising out of the contractor's work or Agency's supervision of the project.

**REQUIRED STATEMENT FOR USDOT FINANCIAL
ASSISTANCE AGREEMENT:**

3. If as a condition of assistance the Agency has submitted and the U.S. Department of Transportation has approved a Minority Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into this financial assistance agreement by reference. That program shall be treated as a legal obligation and failure to carry out its terms shall be treated as a violation of this financial assistance agreement. Upon notification to the Agency of its failure to carry out the approved program, the U.S. Department of Transportation shall impose such sanctions as noted in Title 49, Code of Federal Regulations, Part 23, Subpart E, which sanctions may include termination of the agreement or other measures that may affect the ability of the Agency to obtain future U.S. Department of Transportation financial assistance.

The Agency further agrees to comply with all applicable Civil Rights Laws, Rules and Regulations, including Section 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act.

4. The parties hereto agree and understand that they will comply with all applicable statutes and regulations, including but not limited to Title 49 CFR, Parts 23 and 90, Audits of State and Local Governments; Title 41, USC, Anti-Kickback Act; Title 23, USC, Federal-Aid Highway Act; 42 USC, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987; provisions of Federal-Aid Policy Guide (FAPG), Title 23 Code of Federal Regulations (23 CFR) 1.11, 710, and 140; and the Oregon Action Plan.

STATE OBLIGATIONS

PROGRAM REQUEST

5. State shall submit a program to the FHWA with a request for approval of federal-aid participation in all engineering, right-of-way acquisition, eligible utility relocations and construction work for the project. NO WORK SHALL PROCEED ON ANY ACTIVITY IN WHICH FEDERAL-AID PARTICIPATION IS DESIRED UNTIL SUCH APPROVAL HAS BEEN OBTAINED. The program shall include services to be provided by State, Agency or others. State shall notify Agency in writing when authorization to proceed has been received from the FHWA. Major responsibility for the various phases of the project will be as outlined in the Special Provisions. All work and records of such work shall be in conformance with FHWA rules and regulations, and the Oregon Action Plan.

AUTHORITY FOR SURVEY

6. State shall prepare an Authority for Survey which will itemize the estimate of cost for preliminary engineering services to be provided by State, Agency or others, and shall furnish Agency with a copy of such cost estimate.

FINANCE

7. State shall, in the first instance, pay all reimbursable costs of the project, submit all claims for federal-aid participation to the FHWA in the normal manner and compile accurate cost accounting records. Agency may request a statement of costs to date, at anytime, by submitting a written request. When the actual total cost of the project has been computed, State shall furnish Agency with an itemized statement of such final costs.

PROJECT ACTIVITIES

8. State shall, if the work is performed by Agency or others, review and process or approve all environmental statements, preliminary and final plans, specifications and cost estimates. State shall, if they prepare these documents, offer Agency the opportunity to review and approve the documents prior to advertising for bids. State shall prepare contract and bidding documents, advertise for bid proposals, award all contracts and, upon award of a construction contract, perform all necessary laboratory testing of materials, process and pay all contractor progress estimates, check final quantities and costs, and oversee and provide intermittent inspection services during the construction phase of the project. The actual cost of laboratory testing services provided by State will be charged to the project construction engineering expenditure account and will be included in the total cost of the project.

FREE BRIDGE DESIGN

9. State shall, as provided in ORS 366.155(h), prepare plans and specifications for the structure portion only of bridges and culverts at no expense to the counties.

RIGHT-OF-WAY

10. State is responsible for acquisition of the necessary right-of-way and easements for construction and maintenance of the project. Agency may request to perform the acquisition functions, subject to execution of a written agreement. State

shall review all right-of-way activities engaged in by Agency to assure compliance with applicable laws and regulations.

If any real property purchased with federal-aid participation is no longer needed for the originally authorized purpose, the disposition of such property shall be subject to applicable rules and regulations which are in effect at the time of disposition. Reimbursement to State of the required proportionate share of the fair market value may be required.

AGENCY OBLIGATIONS

FINANCE

11. Agency shall, prior to the commencement of the preliminary engineering and right-of-way acquisition phases, deposit with State its estimated share of each phase.

Agency's share of construction will be deposited in two parts. The initial deposit will represent 65 percent of the Agency's share, based on the engineer's estimate, and will be requested three weeks prior to opening bids on the project. Upon award of the contract, the balance of the applicant's share will be requested.

Collection of advance deposits amounting to less than \$2,500 for the P.E. and R/W phase of the project will be postponed until collectively the amount exceeds \$2,500 or until the collection of the advance deposit for construction is required.

Pursuant to ORS 366.425, the advance deposit may be in the form of 1) money deposited in the State Treasury (an option of which may be a deposit in the Local Government Investment Pool accompanied by an Irrevocable Limited Power of Attorney), or 2) an Irrevocable Letter of Credit issued by a local bank in the name of State.

12. Agency shall present properly certified bills for 100 percent of actual costs incurred by Agency on behalf of the project directly to State's Liaison Person for review and approval. Such bills shall be in a form acceptable to State and documented in such a manner as to be easily verified. Billings shall be presented for periods of not less than one month duration, based on actual expenses to date. All billings received from Agency must be approved by State's Liaison Person prior to presentation to Highway Division Accounting for payment. Agency's actual costs eligible for federal-aid participation shall be those allowable under the provisions of FAPG, 23 CFR 1.11, 710, and 140. Final billings shall be submitted to State for

processing within six months from date that costs were incurred. Partial billing (progress payment) shall be submitted to State within three months from date that costs incurred.

13. The costs records and accounts pertaining to the work covered by this agreement are to be kept available for inspection by representatives of State and the FHWA for a period of three (3) years following the date of final payment. Copies of such records and accounts shall be made available upon request. For real property and equipment, the retention period starts from the date of disposition (49 CFR 18.42).

This agreement is subject to the provisions of the Single Audit Act of 1984 (49 CFR, Part 90) as stated in Circular A-128 of the United States Office of Management and Budget.

PROJECT CANCELLATION

14. Agency agrees that should they cause the project to be canceled or terminated for any reason prior to its completion, Agency shall reimburse State for any costs that have been incurred by State on behalf of the project.

DELAYED STARTING DATE

* 15. In the event that right-of-way acquisition for, or actual construction of the facility for which this preliminary engineering is undertaken is not started by the close of the TENTH FISCAL YEAR following the fiscal year in which this agreement is executed, State may request reimbursement of the sum or sums of Federal-Aid funds disbursed to Agency under the terms of this agreement.

UTILITIES

* 16. Agency shall relocate or cause to be relocated, all utility conduits, lines, poles, mains, pipes, and such other facilities where such relocation is necessary in order to conform said utilities and facilities with the plans and ultimate requirements of the project. Only those utility relocations which are eligible for federal-aid participation under the FAPG, 23 CFR 645A, shall be included in the total project costs and participation; all other utility relocations shall be at the sole expense of Agency, or others. State will arrange for utility adjustments in areas lying within jurisdiction of State and, if State is performing the preliminary engineering. Agency may request State to arrange for utility adjustments lying within Agency jurisdiction, acting on behalf of Agency.

Agency shall, five weeks prior to the opening of construction bid proposals, furnish State with an estimate of cost for eligible reimbursable utility relocations, based on the plans for the project. Agency shall notify State's Liaison Person prior to proceeding with any utility relocation work in order that the work may be properly coordinated into the project and receive the proper authorization.

CONSTRUCTION

17. Design Standards for all projects shall meet the requirements of the Intermodal Surface Transportation Efficiency Act of 1991. In addition, all projects on the Oregon State Highway System shall be in compliance to Standards specified in the current ODOT Highway Design Manual and related references. Construction plans shall be in conformance with standard practices of State for plans prepared by its own staff. All specifications for the project shall be in substantial compliance with the most current Oregon Standard Specifications for Highway Construction.

GRADE CHANGE LIABILITY

18. Agency, if a County, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the project which may alter or change the grade of existing county roads are being accomplished at the direct request of the County.

Agency, if a City, hereby accepts responsibility for all claims for damages from grade changes. Approval of plans by State shall not subject State to liability under ORS 105.760 for change of grade.

CONTRACTOR CLAIMS

19. Agency shall provide legal defense against all claims brought by the contractor, or others, resulting from Agency's failure to comply with the terms of this agreement.

MAINTENANCE RESPONSIBILITIES

* 20. Agency shall, upon completion of construction, thereafter maintain and operate the project at its own cost and expense, and in a manner satisfactory to State and the FHWA.

WORKERS' COMPENSATION COVERAGE

21. The contractor, its subcontractors, if any, and all employers working under this (Agreement/Contract) 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.

LOBBYING RESTRICTIONS

22. Agency certifies by signing this agreement that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, 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.

- * Paragraphs 15, 16, and 20 are not applicable to any local agency on state highway projects.

ATTACHMENT 3

Please fill out and submit the following Progress Report as directed in Attachment 2, (Special Provisions). Submit a separate report for each park & ride site/CMAQ funded project.

PLEASE NOTE: If your project is a park & ride, please complete the entire report. Otherwise, complete items 1, 2, and any other applicable items.

Project name _____
(as submitted on original prospectus)

Agreement No. _____ Project year _____

PROGRESS REPORT

1. Annual VMT (Vehicle Miles Traveled) reduction _____ (VMT)
2. Actual daily emission reduction of VOC _____ (Kg/day)
NOx _____ (Kg/day) CO _____ (Kg/day)
3. Average daily SOV (Single Occupancy Vehicles) eliminated from peak traffic. Show split between Park & Ride vs. Park & Pooler.
Park & Ride _____ Park & Poolers _____
4. Average daily occupancy rate of Park & Ride vs. number of spaces in lot.
Spaces occupied _____ Spaces in lot _____
5. Percentage of filled spaces - Park & Ride vs. Park & Poolers.
Park & Ride _____ % Park & Poolers _____ %

Submitting Organization _____

Prepared by _____

Title _____ Phone _____

Date _____

MEETING DATE: APR 28 1994

AGENDA NO: R-7

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Agreement with ODOT and Tri-Met for Bus Shelters and Bicycle Storage Facilities

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 14, 1994

Amount of Time Needed: 5 Minutes

DEPARTMENT: Environmental Services DIVISION: Transportation

CONTACT: Dan Layden TELEPHONE #: 248-5050 x6998
BLDG/ROOM #: 425

PERSON(S) MAKING PRESENTATION: Dan Layden

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

Approval of Intergovernmental Agreement with the Oregon Department of Transportation and Tri-Met to provide bike racks at nine east Multnomah County Max stations and bus shelters at 25 high use locations in east Multnomah County.

4/28/94 originals to Dan Layden

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Betsy H. Willia

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION DIVISION
1620 S.E. 190TH AVE.
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: Dan Layden, Transportation Division 

TODAY'S DATE: March 30, 1994

REQUESTED PLACEMENT DATE: April 14, 1994

RE: Approval of Intergovernmental Agreement with ODOT and Tri-Met to construct bus shelters and bicycle storage facilities at high use stops

I. Recommendation/Action Requested:

Approve Intergovernmental Agreement with the Oregon Department of Transportation and Tri-Met to provide bike racks and bus shelters in East Multnomah County.

II. Background/Analysis:

The source of funds for this agreement is the Congestion Mitigation/Air Quality program, a federal transportation program designed to improve alternative transportation options to improve air quality. One of the causes of low transit ridership in East Multnomah County is the level of comfort for transit patrons. In an area with inclement weather and high winds, very few bus shelters exist. This project will install 25 bus shelters in East Multnomah County and nine bicycle racks at MAX stations in East Multnomah County.

III. Financial Impact:

The federal portion of the agreement will require a 20% match. The match of \$12,800 will come from the County Bike Fund.

DLCK0716.RPT

IV. Legal Issues:

There are no identified legal issues.

V. CONTROVERSIAL ISSUES:

There are no controversial issues with this agreement.

VI. Link to Current County Policies:

Comprehensive Plan Policy 35C refers to making improvements to public transportation corridors which enhance rider comfort.

VII. Citizen Participation:

There was limited citizen participation in the selection of shelter sites. Selection of sites was based primarily on ridership and proximity to suitable land uses.

VIII. Other Government Participation:

The shelters will be installed and maintained by Tri-Met. The County and Tri-Met worked cooperatively to develop a site list and program policies.

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 301694

Amendment # _____

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-7</u> DATE <u>4/28/94</u> <u>DEB BOGSTAD</u> BOARD CLERK

Department Environmental Services Division Transportation Date April 4, 1994Contract Originator Dan Layden Phone 248-5050 Bldg/Room #425/YeonAdministrative Contact same as originator Phone 248-5050 Bldg/Room #425
 Description of Contract Intergovernmental Agreement with Tri-Met and Oregon Dept. of Transportation to provide bus shelters and bicycle storage at high use bus stops and Light Rail Stations in East Multnomah County.

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

ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name Oregon Dept. of TransportationMailing Address 9002 SE McLoughlin Blvd.Milwaukie, OR 97222Phone 653-3090

Employer ID# or SS# _____

Effective Date Upon signatureTermination Date Upon completionOriginal Contract Amount \$ 80,000*

Total Amount of Previous Amendments \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ 80,000***REQUIRED SIGNATURES:**Department Manager [Signature]Purchasing Director (Class II Contracts Only) [Signature]County Counsel [Signature]County Chair / Sheriff [Signature]

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

* \$68,000 Federal Funds

12,000 County Match

\$80,000 Total

Remittance Address _____ (If Different) _____

Payment Schedule**Terms**☐ Lump Sum \$ _____ ☐ Due on receipt☐ Monthly \$ _____ ☐ Net 30☒ Other \$ _____ ☐ Other _____☐ Requirements contract - Requisition required.

Purchase Order No. _____

☐ Requirements Not to Exceed \$ _____Encumber: Yes ☐ No ☐Date 4/11/94

Date _____

Date 4/12/94Date April 28, 1994

Date _____

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT		INC/ DEC IND
01.	154	030	6220			8300						
02.												
03.												
* If additional space is needed, attach separate page. Write contract # on top of page.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - CONTRACT ADMINISTRATION

CANARY - INITIATION

PINK - FINANCE

LOCAL AGENCY AGREEMENT
CONGESTION MITIGATION AND AIR QUALITY 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 MULTNOMAH COUNTY, a political subdivision of the State of Oregon, acting by and through its Elected Officials, hereinafter referred to as "County"; and TRI-COUNTY METROPOLITAN DISTRICT OF OREGON, a public transit agency of the State of Oregon, acting by and through its Board of Directors, hereinafter referred to as "Tri-Met".

1. By the authority granted in ORS 190.110, 366.770 and 366.775, State may enter into cooperative agreements with counties, cities, or units of local government 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.
2. Under such authority, Tri-Met plans and proposes to construct bus shelters at 25 potential high use stops and provide bicycle storage facilities at 9 light rail stations in East Multnomah County, hereinafter referred to as "project".
3. This project shall be conducted as a part of the Congestion Mitigation and Air Quality (CMAQ) Program under Title 23, United States Code, and the Oregon Action Plan. The CMAQ funds are currently limited to \$64,000. County shall be responsible for the match for the federal funds. Tri-Met shall be responsible for any portion of the project, other than local match, which is not covered by federal funding. The project must have a minimum financing of 50 percent federal funds.
4. The Special and Standard Provisions attached hereto, marked Attachments 1 and 2, respectively, are by this reference made a part hereof. The Standard Provisions apply to all federal-aid projects and may be modified only by the Special Provisions. The parties hereto mutually agree to the terms and conditions set forth in Attachments 1 and 2. In the event of a conflict, this agreement shall control over the attachments, and Attachment 1 shall control over Attachment 2.
5. County shall enter into and execute this agreement during a duly authorized session of its Board of County Commissioners.
6. Tri-Met shall enter into and execute this agreement during a duly authorized session of its Board of Directors.

M.C. & A. NO. 12,140
MULTNOMAH COUNTY & TRI-MET

IN WITNESS WHEREOF, the parties hereto have set their hands and affixed their seals as of the day and year hereinafter written.

This project was approved by the Oregon Transportation Commission on March 17, 1993 as part of the 1993-1998 Six-Year Transportation Improvement Program, at which time the State Highway Engineer was authorized to sign this agreement for and on behalf of the Commission. Said authority has been further delegated to the Program Services Manager pursuant to Subdelegation Order No. HWY-6 paragraph 11.

APPROVAL RECOMMENDED

By


Region Manager

APPROVED AS TO
LEGAL SUFFICIENCY

By

Asst. Attorney Gen.

Date

APPROVED AS TO
LEGAL SUFFICIENCY

By


County Counsel

Date

APPROVED AS TO
LEGAL SUFFICIENCY

By

Tri-Met Attorney

Date

STATE OF OREGON, by and through
its Department of Transportation

By

Program Services Manager

Date

MULTNOMAH COUNTY, by and
through its Elected Officials

By


Chair

April 28, 1994

By

APPROVED MULTNOMAH COUNTY

BOARD OF COMMISSIONERS

AGENDA # R-7 DATE 4/28/94

Date

DEB. BOGSTAD

BOARD CLERK

TRI-MET, by and through its
Board of Directors

By

Director

Date

ATTACHMENT NO. 1

SPECIAL PROVISIONS

1. Tri-Met or its consultant shall, as a federal-aid participating preliminary engineering function, conduct the necessary field surveys, environmental studies, traffic investigations, identify and obtain all required permits and all necessary right-of-way, perform all preliminary engineering and design work required to produce final plans, preliminary/final specifications and cost estimates.
2. Tri-Met shall construct the bus shelters and bicycle storage facilities.
3. Tri-Met or its consultant shall furnish all construction engineering, field testing of materials, technical inspection and project manager services for administration of the contract.
4. County and Tri-Met shall conform with requirements of the Oregon Action Plan, and if necessary shall appoint and direct the activities of a Citizen's Advisory Committee and Technical Advisory Committee, conduct any required public hearings and recommend the preferred alternative.
5. Tri-Met shall, upon completion of the project, submit an annual (Federal FY) progress report to ODOT on or before November 15th. The progress report as shown on Attachment 3, attached hereto and by this reference made a part hereof, should be sent to the Region 1 Manager (9002 S.E. McLoughlin Blvd., Milwaukie, OR 97222) with copies to Region Planning (same address), Public Transit (Transportation Building, Room 131, Salem, OR 97310), and Environmental Services Manager (1158 Chemeketa St. N.E., Salem, OR 97310) in order to fulfill ODOT's requirement to report the progress and benefits of the CMAQ program to FHWA and the Oregon Transportation Commission.
6. Tri-Met shall, upon completion of the project, operate and maintain the bus shelters and bicycle storage facilities at their own expense.

ATTACHMENT NO. 2

STANDARD PROVISIONS

JOINT OBLIGATIONS

PROJECT ADMINISTRATION

1. State is acting to fulfill its responsibility to the Federal Highway Administration (FHWA) by the administration of this project, and Agency hereby agrees that State shall have full authority to carry out this administration. If requested by Agency, State will further act for the Agency in other matters pertaining to the project. State and Agency shall actively cooperate in fulfilling the requirements of the Oregon Action Plan. State and Agency shall each assign a liaison person to coordinate activities and assure that the interests of both parties are considered during all phases for all projects.

Any project that uses federal funds, in project development, is subject to PS&E review and approval by FHWA prior to advertisement for bid proposals, regardless of the source of funding for construction.

P.E. & CONSTRUCTION ENGINEERING

2. Preliminary and construction engineering may be performed by State, Agency, or others. If Agency, or others, perform the engineering, State will monitor the work for conformance with FHWA rules and regulations. In the event that Agency elects to engage the services of a consultant to perform any of the work covered by this agreement, Agency and Consultant shall enter into an agreement describing the work to be performed and the method of payment. State shall concur in the agreement prior to the beginning of any work. No reimbursement shall be made using federal-aid funds for any costs incurred by such Consultant prior to receiving authorization from State to proceed.

On all construction projects where State is the signatory party to the contract, and where Agency is doing the construction engineering and project management, Agency agrees to accept all responsibility for and defend lawsuits involving tort claims, contract claims, or any other lawsuit arising out of the contractor's work or Agency's supervision of the project.

REQUIRED STATEMENT FOR USDOT FINANCIAL
ASSISTANCE AGREEMENT:

3. If as a condition of assistance the Agency has submitted and the U.S. Department of Transportation has approved a Minority Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into this financial assistance agreement by reference. That program shall be treated as a legal obligation and failure to carry out its terms shall be treated as a violation of this financial assistance agreement. Upon notification to the Agency of its failure to carry out the approved program, the U.S. Department of Transportation shall impose such sanctions as noted in Title 49, Code of Federal Regulations, Part 23, Subpart E, which sanctions may include termination of the agreement or other measures that may affect the ability of the Agency to obtain future U.S. Department of Transportation financial assistance.

The Agency further agrees to comply with all applicable Civil Rights Laws, Rules and Regulations, including Section 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act.

4. The parties hereto agree and understand that they will comply with all applicable statutes and regulations, including but not limited to Title 49 CFR, Parts 23 and 90, Audits of State and Local Governments; Title 41, USC, Anti-Kickback Act; Title 23, USC, Federal-Aid Highway Act; 42 USC, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987; provisions of Federal-Aid Policy Guide (FAPG), Title 23 Code of Federal Regulations (23 CFR) 1.11, 710, and 140; and the Oregon Action Plan.

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14. Agency agrees that should they cause the project to be canceled or terminated for any reason prior to its completion, Agency shall reimburse State for any costs that have been incurred by State on behalf of the project.

DELAYED STARTING DATE

* 15. In the event that right-of-way acquisition for, or actual construction of the facility for which this preliminary engineering is undertaken is not started by the close of the TENTH FISCAL YEAR following the fiscal year in which this agreement is executed, State may request reimbursement of the sum or sums of Federal-Aid funds disbursed to Agency under the terms of this agreement.

UTILITIES

* 16. Agency shall relocate or cause to be relocated, all utility conduits, lines, poles, mains, pipes, and such other facilities where such relocation is necessary in order to conform said utilities and facilities with the plans and ultimate requirements of the project. Only those utility relocations which are eligible for federal-aid participation under the FAPG, 23 CFR 645A, shall be included in the total project costs and participation; all other utility relocations shall be at the sole expense of Agency, or others. State will arrange for utility adjustments in areas lying within jurisdiction of State and, if State is performing the preliminary engineering. Agency may request State to arrange for utility adjustments lying within Agency jurisdiction, acting on behalf of Agency.

Agency shall, five weeks prior to the opening of construction bid proposals, furnish State with an estimate of cost for eligible reimbursable utility relocations, based on the plans for the project. Agency shall notify State's Liaison Person prior to proceeding with any utility relocation work in order that the work may be properly coordinated into the project and receive the proper authorization.

CONSTRUCTION

17. Design Standards for all projects shall meet the requirements of the Intermodal Surface Transportation Efficiency Act of 1991. In addition, all projects on the Oregon State Highway System shall be in compliance to Standards specified in the current ODOT Highway Design Manual and related references. Construction plans shall be in conformance with standard practices of State for plans prepared by its own staff. All specifications for the project shall be in substantial compliance with the most current Oregon Standard Specifications for Highway Construction.

GRADE CHANGE LIABILITY

18. Agency, if a County, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the project which may alter or change the grade of existing county roads are being accomplished at the direct request of the County.

Agency, if a City, hereby accepts responsibility for all claims for damages from grade changes. Approval of plans by State shall not subject State to liability under ORS 105.760 for change of grade.

CONTRACTOR CLAIMS

19. Agency shall provide legal defense against all claims brought by the contractor, or others, resulting from Agency's failure to comply with the terms of this agreement.

MAINTENANCE RESPONSIBILITIES

* 20. Agency shall, upon completion of construction, thereafter maintain and operate the project at its own cost and expense, and in a manner satisfactory to State and the FHWA.

WORKERS' COMPENSATION COVERAGE

21. The contractor, its subcontractors, if any, and all employers working under this (Agreement/Contract) 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.

LOBBYING RESTRICTIONS

22. Agency certifies by signing this agreement that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, 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.

- * Paragraphs 15, 16, and 20 are not applicable to any local agency on state highway projects.

ATTACHMENT 3

Please fill out and submit the following Progress Report as directed in Attachment 2, (Special Provisions). Submit a separate report for **each** park & ride site/CMAQ funded project.

PLEASE NOTE: If your project is a park & ride, please complete the entire report. Otherwise, complete items 1, 2, and any other applicable items.

Project name _____
(as submitted on original prospectus)

Agreement No. _____ Project year _____

PROGRESS REPORT

1. Annual VMT (Vehicle Miles Traveled) reduction _____ (VMT)
2. Actual daily emission reduction of VOC _____ (Kg/day)
NOx _____ (Kg/day) CO _____ (Kg/day)
3. Average daily SOV (Single Occupancy Vehicles) eliminated from peak traffic.
Show split between Park & Ride vs. Park & Pooler.
Park & Ride _____ Park & Poolers _____
4. Average daily occupancy rate of Park & Ride vs. number of spaces in lot.
Spaces occupied _____ Spaces in lot _____
5. Percentage of filled spaces - Park & Ride vs. Park & Poolers.
Park & Ride _____ % Park & Poolers _____ %

Submitting Organization _____

Prepared by _____

Title _____ Phone _____

Date _____

MEETING DATE:

APR 28 1994

AGENDA NO:

R-8

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Intergovernmental Agreement with Oregon Department of
Transportation for a federal aid project to improve the
intersection of S.E. Orient Drive and S.E. 282 Avenue

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: 10 minutes

DEPARTMENT: Environmental Services DIVISION: Transportation Division

CONTACT: Robert Johnson

TELEPHONE #: 248-3588

BLDG/ROOM #: #425/Yeon

PERSON(S) MAKING PRESENTATION: Robert Johnson

ACTION REQUESTED:

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

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

Approval of the intergovernmental agreement is requested so that improvements can be made at the intersection of S.E. Orient Drive and S.E. 282 Ave. under a federal aid safety grant. The estimated total cost of the project is \$387,000. The County's share is estimated to be \$48,700 which has been included in the 94\95 DES budget.

4/28/94 originals to Robert Johnson

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: _____

Betsy H. Williams

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
CLATSOP COUNTY
OREGON
1994 APR 19 AM 11:15



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
TRANSPORTATION DIVISION
1620 S.E. 190TH AVE.
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 Nicholas/Bob Johnson, Transportation Division

TODAY'S DATE April 13, 1994

REQUESTED PLACEMENT DATE:

RE: Intergovernmental Agreement with Oregon Department of Transportation for a federal aid project to improve the intersection of S.E. Orient Drive and S.E. 282 Avenue

I. Recommendation/Action Requested:

Transportation Division requests that the Chair of the Board of County Commissioners be authorized to execute the attached Intergovernmental Agreement.

II. Background/Analysis:

The subject intersection was determined to be eligible for improvement as part of the Hazard Elimination System Program under Title 23, United States Code and the Oregon Action Plan. Federal funds have been made available through the Oregon Department of Transportation for the project.

III. Financial Impact:

The estimated total cost of this project is \$387,000. The County's share is estimated to be \$48,700 which has been included in the 94\95 DES budget. The remainder of the cost will be covered by federal funds. The County will maintain the intersection after improvements are completed.

IV. Legal Issues:

No legal issues are anticipated.

V. CONTROVERSIAL ISSUES:

N/A

VI. Link to Current County Policies:

N/A

VII. Citizen Participation:

There was an evening meeting held in the area to inform the public of the proposed road improvements.

VIII. Other Government Participation:

The Oregon Department of Transportation will award the construction contract and disperse the federal funds. The County will provide engineering and administer the contract.



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 30170-4

Amendment #

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$25,000	<input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-8</u> DATE <u>4/28/94</u> <u>DEB BOGSTAD</u> BOARD CLERK

Department Environmental Services Division Transportation Date 4/13/94Contract Originator Robert Johnson Phone 3588 Bldg/Room 425Administrative Contact Robert Johnson Phone 3588 Bldg/Room 425

Description of Contract Intergovernmental Agreement with Oregon Department of Transportation to improve the intersection and install a new traffic signal at SE Orient Drive & SE 282nd Avenue. This is a federal aid project. Authority to deposit County's share in L.G.I.P. upon request by State.

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

ORS/AR # _____ Contractor is ☐ MBE ☐ WBE ☐ ORFContractor Name OR Dept. of TransportationMailing Address 9002 SE McLoughlin BlvdMilwaukie, OR 97222-7394Phone (503) 731-8200

Employer ID# or SS# _____

Effective Date Upon ExecutionTermination Date Upon CompletionOriginal Contract Amount \$ 387,000.00

Total Amount of Previous Amendments \$ _____

Amount of Amendment \$ _____

Total Amount of Agreement \$ 387,000.00

REQUIRED SIGNATURES:

Department Manager W. no Botery WilliamPurchasing Director (Class II Contracts Only) John L. DuBayCounty Counsel John L. DuBayCounty Chair / Sheriff John L. DuBay

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

Remittance Address _____ (If Different) _____

Payment Schedule _____ Terms _____

☒ Lump Sum \$ 48,700.00 ☐ Due on receipt☐ Monthly \$ _____ ☐ Net 30☐ Other \$ _____ ☐ Other _____☐ Requirements contract - Requisition required.

Purchase Order No. _____

☐ Requirements Not to Exceed \$ _____Encumber: Yes ☐ No ☐Date 4/15/94

Date _____

Date 4/18/94Date April 28, 1994

Date _____

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/ REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	150	030	6175			8300					
02.											
03.											
* If additional space is needed, attach separate page. Write contract # on top of page.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - CONTRACT ADMINISTRATION

CANARY - INITIATION

PINK - FINANCE

LOCAL AGENCY AGREEMENT
HAZARD ELIMINATION SYSTEM 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 "State"; and MULTNOMAH COUNTY, a municipal subdivision of the State of Oregon, acting by and through its Elected Officials, hereinafter referred to as "Agency".

1. By the authority granted in ORS 366.770 and 366.775, State may enter into cooperative agreements with 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.

2. Under such authority, State and Agency plan and propose to widen and pave all four street approaches, add left-turn lanes and eight foot shoulders, and replace the existing traffic signal with a fully actuated eight-phase signal with fire pre-emption at the intersection of S.E. Orient Drive at S.E. 282nd Ave. In Gresham, hereinafter referred to as "project". 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.

3. The project shall be conducted as a part of the Hazard Elimination System Program under Title 23, United States Code, and the Oregon Action Plan. All federal-aid projects must have a minimum financing of 50 percent federal funds and may have up to a federal share of 90 percent. Agency shall be responsible for the preliminary engineering, right-of-way acquisition, the match for the federal funds and any portion of the project which is not covered by federal funding.

4. The Special and Standard Provisions attached hereto, marked Attachments 1 and 2, respectively, are by this reference made a part hereof. The Standard Provisions apply to all federal-aid projects and may be modified only by the Special Provisions. The parties hereto mutually agree to the terms and conditions set forth in Attachments 1 and 2. In the event of a conflict, this agreement shall control over the attachments, and Attachment 1 shall control over Attachment 2.

5. Agency shall enter into and execute this agreement during a duly authorized session of its Board of County Commissioners.

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. 12406
MULTNOMAH COUNTY

This project was approved by the Program Services Manager under Delegated Authority on December 10, 1993 as part of the Six-Year Transportation Improvement Program.

The Oregon Transportation Commission, by a duly adopted delegation order, authorized the State Highway Engineer to sign this agreement for and on behalf of the Commission. Said authority has been further delegated to the Program Services Manager pursuant to Subdelegation Order No. HWY-6 paragraph 11.

APPROVAL RECOMMENDED

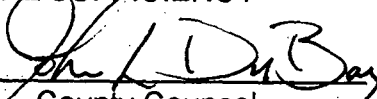
By 
Region Manager

APPROVED AS TO
LEGAL SUFFICIENCY

By _____
Asst. Attorney General

Date _____

APPROVE AS TO
LEGAL SUFFICIENCY

By 
County Counsel

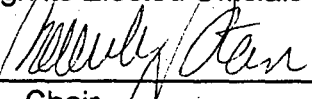
Date 4/18/94

STATE OF OREGON, by and through
its Department of Transportation

By _____
Program Services Manager

Date _____

MULTNOMAH COUNTY, by and
through its Elected Officials

By 
Chair

By _____
Commissioner

Date April 28, 1994

APPROVED MULTNOMAH COUNTY
BOARD OF COMMISSIONERS
AGENDA # R-8 DATE 4/28/94
DEB BOGSTAD
BOARD CLERK

ATTACHMENT NO. 1

SPECIAL PROVISIONS

1. Agency shall, at own expense, conduct the necessary field surveys, environmental studies, traffic investigations, foundation explorations, and hydraulic studies, identify and obtain all required permits, acquire all right-of-way, and perform all preliminary engineering and design work required to produce final plans, preliminary/final specifications and cost estimates.
2. Agency shall, upon State's award of the construction contract, furnish all construction engineering, field testing of materials, technical inspection and project manager services for administration of the contract. The State shall obtain "Record Samples" at specified intervals for testing in the State Materials Laboratory in Salem.
3. Agency shall conform with requirements of the Oregon Action Plan, and if necessary shall appoint and direct the activities of a Citizen's Advisory Committee and Technical Advisory Committee, conduct any required public hearings and recommend the preferred alternative.
4. State and Agency agree that right-of-way activities be in accord with the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970, as amended.
5. Agency shall, upon completion of the project, operate and maintain the signal at their own expense. Agency shall also pay for all electrical energy consumed by the signal at no expense to the State.

Misc. Contracts & Agreements
No. 12,406

S.E. CHASE

ROAD

AVE.

S.E. WELCH RD.

282ND

S.E. POWELL VALLEY RD.

S.E.

ORIENT

DODGE PARK BLVD.

DR.

S.E.



VICINITY MAP

SCALE: 1"=600'

Exhibit 'A'

24 1S-3E

10 1S 1E

ATTACHMENT NO. 2

STANDARD PROVISIONS

JOINT OBLIGATIONS

PROJECT ADMINISTRATION

1. State is acting to fulfill its responsibility to the Federal Highway Administration (FHWA) by the administration of this project, and Agency hereby agrees that State shall have full authority to carry out this administration. If requested by Agency, State will further act for the Agency in other matters pertaining to the project. State and Agency shall actively cooperate in fulfilling the requirements of the Oregon Action Plan. State and Agency shall each assign a liaison person to coordinate activities and assure that the interests of both parties are considered during all phases for all projects.

Any project that uses federal funds, in project development, is subject to PS&E review and approval by FHWA prior to advertisement for bid proposals, regardless of the source of funding for construction.

P.E. & CONSTRUCTION ENGINEERING

2. Preliminary and construction engineering may be performed by State, Agency, or others. If Agency, or others, perform the engineering, State will monitor the work for conformance with FHWA rules and regulations. In the event that Agency elects to engage the services of a consultant to perform any of the work covered by this agreement, Agency and Consultant shall enter into an agreement describing the work to be performed and the method of payment. State shall concur in the agreement prior to the beginning of any work. No reimbursement shall be made using federal-aid funds for any costs incurred by such Consultant prior to receiving authorization from State to proceed.

On all construction projects where State is the signatory party to the contract, and where Agency is doing the construction engineering and project management, Agency agrees to accept all responsibility for and defend lawsuits involving tort claims, contract claims, or any other lawsuit arising out of the contractor's work or Agency's supervision of the project.

**REQUIRED STATEMENT FOR USDOT FINANCIAL
ASSISTANCE AGREEMENT:**

3. If as a condition of assistance the Agency has submitted and the U.S. Department of Transportation has approved a Minority Business Enterprise Affirmative Action Program which the Agency agrees to carry out, this affirmative action program is incorporated into this financial assistance agreement by reference. That program shall be treated as a legal obligation and failure to carry out its terms shall be treated as a violation of this financial assistance agreement. Upon notification to the Agency of its failure to carry out the approved program, the U.S. Department of Transportation shall impose such sanctions as noted in Title 49, Code of Federal Regulations, Part 23, Subpart E, which sanctions may include termination of the agreement or other measures that may affect the ability of the Agency to obtain future U.S. Department of Transportation financial assistance.

The Agency further agrees to comply with all applicable Civil Rights Laws, Rules and Regulations, including Section 504 of the Rehabilitation Act of 1973 and the Vietnam Era Veterans' Readjustment Act.

4. The parties hereto agree and understand that they will comply with all applicable statutes and regulations, including but not limited to Title 49 CFR, Parts 23 and 90, Audits of State and Local Governments; Title 41, USC, Anti-Kickback Act; Title 23, USC, Federal-Aid Highway Act; 42 USC, Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1987; provisions of Federal-Aid Policy Guide (FAPG), Title 23 Code of Federal Regulations (23 CFR) 1.11, 710, and 140; and the Oregon Action Plan.

STATE OBLIGATIONS

PROGRAM REQUEST

5. State shall submit a program to the FHWA with a request for approval of federal-aid participation in all engineering, right-of-way acquisition, eligible utility relocations and construction work for the project. **NO WORK SHALL PROCEED ON ANY ACTIVITY IN WHICH FEDERAL-AID PARTICIPATION IS DESIRED UNTIL SUCH APPROVAL HAS BEEN OBTAINED.** The program shall include services to be provided by State, Agency or others. State shall notify Agency in writing when authorization to proceed has been received from the FHWA. Major responsibility for the various phases of the project will be as outlined in the Special Provisions. All work and records of such work shall be in conformance with FHWA rules and regulations, and the Oregon Action Plan.

AUTHORITY FOR SURVEY

6. State shall prepare an Authority for Survey which will itemize the estimate of cost for preliminary engineering services to be provided by State, Agency or others, and shall furnish Agency with a copy of such cost estimate.

FINANCE

7. State shall, in the first instance, pay all reimbursable costs of the project, submit all claims for federal-aid participation to the FHWA in the normal manner and compile accurate cost accounting records. Agency may request a statement of costs to date, at anytime, by submitting a written request. When the actual total cost of the project has been computed, State shall furnish Agency with an itemized statement of such final costs.

PROJECT ACTIVITIES

8. State shall, if the work is performed by Agency or others, review and process or approve all environmental statements, preliminary and final plans, specifications and cost estimates. State shall, if they prepare these documents, offer Agency the opportunity to review and approve the documents prior to advertising for bids. State shall prepare contract and bidding documents, advertise for bid proposals, award all contracts and, upon award of a construction contract, perform all necessary laboratory testing of materials, process and pay all contractor progress estimates, check final quantities and costs, and oversee and provide intermittent inspection services during the construction phase of the project. The actual cost of laboratory testing services provided by State will be charged to the project construction engineering expenditure account and will be included in the total cost of the project.

FREE BRIDGE DESIGN

9. State shall, as provided in ORS 366.155(h), prepare plans and specifications for the structure portion only of bridges and culverts at no expense to the counties.

RIGHT-OF-WAY

10. State is responsible for acquisition of the necessary right-of-way and easements for construction and maintenance of the project. Agency may request to perform the acquisition functions, subject to execution of a written agreement. State

shall review all right-of-way activities engaged in by Agency to assure compliance with applicable laws and regulations.

If any real property purchased with federal-aid participation is no longer needed for the originally authorized purpose, the disposition of such property shall be subject to applicable rules and regulations which are in effect at the time of disposition. Reimbursement to State of the required proportionate share of the fair market value may be required.

AGENCY OBLIGATIONS

FINANCE

11. Agency shall, prior to the commencement of the preliminary engineering and right-of-way acquisition phases, deposit with State its estimated share of each phase.

Agency's share of construction will be deposited in two parts. The initial deposit will represent 65 percent of the Agency's share, based on the engineer's estimate, and will be requested three weeks prior to opening bids on the project. Upon award of the contract, the balance of the applicant's share will be requested.

Collection of advance deposits amounting to less than \$2,500 for the P.E. and R/W phase of the project will be postponed until collectively the amount exceeds \$2,500 or until the collection of the advance deposit for construction is required.

Pursuant to ORS 366.425, the advance deposit may be in the form of 1) money deposited in the State Treasury (an option of which may be a deposit in the Local Government Investment Pool accompanied by an Irrevocable Limited Power of Attorney), or 2) an Irrevocable Letter of Credit issued by a local bank in the name of State.

12. Agency shall present properly certified bills for 100 percent of actual costs incurred by Agency on behalf of the project directly to State's Liaison Person for review and approval. Such bills shall be in a form acceptable to State and documented in such a manner as to be easily verified. Billings shall be presented for periods of not less than one month duration, based on actual expenses to date. All billings received from Agency must be approved by State's Liaison Person prior to presentation to Highway Division Accounting for payment. Agency's actual costs eligible for federal-aid participation shall be those allowable under the provisions of FAPG, 23 CFR 1.11, 710, and 140. Final billings shall be submitted to State for

processing within six months from date that costs were incurred. Partial billing (progress payment) shall be submitted to State within three months from date that costs incurred.

13. The costs records and accounts pertaining to the work covered by this agreement are to be kept available for inspection by representatives of State and the FHWA for a period of three (3) years following the date of final payment. Copies of such records and accounts shall be made available upon request. For real property and equipment, the retention period starts from the date of disposition (49 CFR 18.42).

This agreement is subject to the provisions of the Single Audit Act of 1984 (49 CFR, Part 90) as stated in Circular A-128 of the United States Office of Management and Budget.

PROJECT CANCELLATION

14. Agency agrees that should they cause the project to be canceled or terminated for any reason prior to its completion, Agency shall reimburse State for any costs that have been incurred by State on behalf of the project.

DELAYED STARTING DATE

* 15. In the event that right-of-way acquisition for, or actual construction of the facility for which this preliminary engineering is undertaken is not started by the close of the TENTH FISCAL YEAR following the fiscal year in which this agreement is executed, State may request reimbursement of the sum or sums of Federal-Aid funds disbursed to Agency under the terms of this agreement.

UTILITIES

* 16. Agency shall relocate or cause to be relocated, all utility conduits, lines, poles, mains, pipes, and such other facilities where such relocation is necessary in order to conform said utilities and facilities with the plans and ultimate requirements of the project. Only those utility relocations which are eligible for federal-aid participation under the FAPG, 23 CFR 645A, shall be included in the total project costs and participation; all other utility relocations shall be at the sole expense of Agency, or others. State will arrange for utility adjustments in areas lying within jurisdiction of State and, if State is performing the preliminary engineering. Agency may request State to arrange for utility adjustments lying within Agency jurisdiction, acting on behalf of Agency.

Agency shall, five weeks prior to the opening of construction bid proposals, furnish State with an estimate of cost for eligible reimbursable utility relocations, based on the plans for the project. Agency shall notify State's Liaison Person prior to proceeding with any utility relocation work in order that the work may be properly coordinated into the project and receive the proper authorization.

CONSTRUCTION

17. Design Standards for all projects shall meet the requirements of the Intermodal Surface Transportation Efficiency Act of 1991. In addition, all projects on the Oregon State Highway System shall be in compliance to Standards specified in the current ODOT Highway Design Manual and related references. Construction plans shall be in conformance with standard practices of State for plans prepared by its own staff. All specifications for the project shall be in substantial compliance with the most current Oregon Standard Specifications for Highway Construction.

GRADE CHANGE LIABILITY

18. Agency, if a County, acknowledges the effect and scope of ORS 105.755 and agrees that all acts necessary to complete construction of the project which may alter or change the grade of existing county roads are being accomplished at the direct request of the County.

Agency, if a City, hereby accepts responsibility for all claims for damages from grade changes. Approval of plans by State shall not subject State to liability under ORS 105.760 for change of grade.

CONTRACTOR CLAIMS

19. Agency shall provide legal defense against all claims brought by the contractor, or others, resulting from Agency's failure to comply with the terms of this agreement.

MAINTENANCE RESPONSIBILITIES

* 20. Agency shall, upon completion of construction, thereafter maintain and operate the project at its own cost and expense, and in a manner satisfactory to State and the FHWA.

WORKERS' COMPENSATION COVERAGE

21. The contractor, its subcontractors, if any, and all employers working under this (Agreement/Contract) 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.

LOBBYING RESTRICTIONS

22. Agency certifies by signing this agreement that:

- A. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal 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 Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- C. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, and contracts and subcontracts under grants, subgrants, loans, and cooperative agreements) which exceed \$100,000, and that all such subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, 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.

- * Paragraphs 15, 16, and 20 are not applicable to any local agency on state highway projects.

MEETING DATE: APR 28 1994

AGENDA NO: R-9

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

PCRB

SUBJECT: ORDER in the Matter of an Exemption from Public Bidding to Purchase Used Cars for the Sheriff's Office Under Cover Operations

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: March 31, 1994

Amount of Time Needed: 10 minutes

DEPARTMENT: Sheriff's Office DIVISION: _____

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

PERSON(S) MAKING PRESENTATION: Bob Skipper, Sheriff

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

SIGNATURES REQUIRED:

ORDER in the Matter of an Exemption from Public Bidding to Purchase Used Cars for the Sheriff's Office Under Cover Operations.

4/20/94 NOTICE OF HEARING AND APPLICATION TO
PCRB LIST, LILLIE WALKER & LARRY AAB
4/28/94 NOTICE OF APPROVAL & ORDER TO PCRB LIST,
LILLIE WALKER AND LARRY AAB

ELECTED OFFICIAL: Bob Skipper

OR

DEPARTMENT MANAGER: Lillie M. Walker

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

DEPT OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 APR 19 11:11:12

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

TO: BOARD OF COUNTY COMMISSIONERS

FROM: LARRY AAB
Fiscal Manager



TODAY'S DATE: March 16, 1994

REQUESTED PLACEMENT DATE: Next Board Meeting

RE: ORDER IN THE MATTER OF AN EXEMPTION FROM PUBLIC BIDDING TO
PURCHASE USED CARS FOR THE SHERIFF'S OFFICE UNDERCOVER OPERATIONS

I. Recommendation/Action Requested:

The Sheriff's Office requests approval of an order exempting from public bidding the purchase of used cars for the Sheriff's undercover operation.

II. Background/Analysis:

The Sheriff's Office has a need to exempt from the bidding process the purchase of used vehicles which are used in our undercover operation. We have obtained this exemption in the past and we wish to renew this exemption through June 30, 1996.

There are a number of reasons for this exemption:

1. The need to purchase newer model used cars in as unobtrusive a manner as possible.
2. Confidentiality and officer safety are very important criteria for working in an undercover capacity.
3. The need to quickly sell and purchase a new vehicle when the existing vehicle becomes recognizable to the "criminal community".

Three car vendors will be contacted to determine the best prices for the type of vehicle to be used. Purchases may be made from all three, and, to the extent possible with used cars, competition will be solicited and the most competitive priced cars will be purchased.

III. Financial Impact:

It is anticipated that about four vehicles per year will be purchased. The vehicles will be purchased using revenue from the SEDE fund and cost is expected to be between \$10,000 and \$15,000 per vehicle.

IV. Legal Issues:

An exemption to the bidding process must be granted by the Board of County Commissioners acting as the Public Contract Review Board.

V. Controversial Issues:

None Known

VI. Link to Current County Policies:

N/A

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

Purchasing has participated in this process.



Multnomah County Sheriff's Office

12240 N.E. GLISAN ST., PORTLAND, OREGON 97230

BOB SKIPPER
SHERIFF

(503) 255-3600

MEMORANDUM

TO: LILLIE WALKER,
Purchasing Director

FROM: BOB SKIPPER, *Bob Skipper*
Sheriff

DATE: March 16, 1994

SUBJECT: REQUEST FOR AN EXEMPTION FROM PUBLIC BIDDING TO
PURCHASE USED CARS FOR THE SHERIFF'S OFFICE UNDER COVER
OPERATIONS

Attached to this memo is an order and Board Placement material for the exemption from public bidding for the purchase of used cars for our under cover operations. As you know, we have obtained this exemption in the past and we wish to renew this exemption through June 30, 1996.

There are a number of reasons for this exemption:

1. The desire to purchase newer model used cars in as unobtrusive a manner as possible.
2. Confidentiality and officer safety are very important criteria for working in an undercover capacity.
3. The need to quickly sell and purchase a new vehicle when the existing vehicle becomes recognizable to the "criminal community".

Would you please prepare whatever documentation you need in order to place this before the Board. If you need any additional information, please contact Larry Aab at 2510-2489.

RECEIVED
PURCHASING SECTION
94 MAR 16 PM 3:36
MULTNOMAH COUNTY



MULTNOMAH COUNTY OREGON

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

BOARD OF COUNTY COMMISSIONERS

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

NOTICE OF HEARING

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, April 28, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, in the Matter of an Exemption from Public Bidding to Purchase Used Cars for the Sheriff's Office Undercover Operations.

A copy of the application is attached.

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

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

Deborah L. Bogstad

Office of the Board Clerk

enclosure

cc: Lillie Walker

Larry Aab

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

In the Matter of Exempting From Public)
Bidding, for the purchase of used cars) A P P L I C A T I O N
for under cover operations.)

Application to the Public Contract Review Board on behalf of a request from the Sheriff's Office is hereby made pursuant to the Board's Administrative Rule AR 10.140 and adopted under the provisions of ORS 279.015 for an order of exemption to purchase used cars for the Sheriff's under cover operations requested for period ending June 30, 1996.

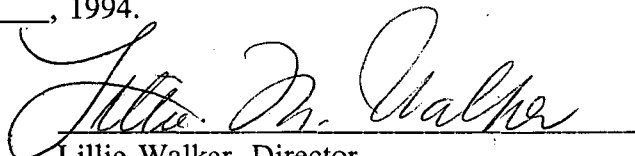
This Exemption Request is due to the following facts:

1. The need to purchase newer model used cars in as unobtrusive a manner as possible.
2. Confidentiality and officer safety are very important criteria for working in an undercover capacity.
3. The need to quickly sell and purchase a new vehicle when the existing vehicle becomes recognizable to the "criminal community".

Three car vendors will be contacted to determine the best prices for the type of vehicle to be used. Purchases may be made from all three, and, to the extent possible with used cars, competition will be solicited and the most competitive priced cars will be purchased.

It is anticipated about four (4) vehicles will be purchased a year costing between \$10,000 & \$15,000 per vehicle. Revenue for these vehicles will be used from the SEDE fund.

Dated this 28 day of March, 1994.


Lillie Walker, Director
Purchasing, Contracts, & Central Stores

Attachments



MULTNOMAH COUNTY OREGON

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

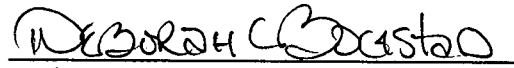
BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN • CHAIR • 248-3308
DAN SALTZMAN • DISTRICT 1 • 248-5220
GARY HANSEN • DISTRICT 2 • 248-5219
TANYA COLLIER • DISTRICT 3 • 248-5217
SHARRON KELLEY • DISTRICT 4 • 248-5213
CLERK'S OFFICE • 248-3277 • 248-5222

NOTICE OF APPROVAL

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, April 28, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, and approved Order 94-77 in the Matter of an Exemption from Public Bidding to Purchase Used Cars for the Sheriff's Office Undercover Operations.

A copy of the Order is attached.

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


Deborah Bogstad
Office of the Board Clerk

enclosure
cc: Lillie Walker
Larry Aab

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

In the Matter of an Exemption from Public)
Bidding to Purchase Used Cars for the)
Sheriff's Office Under Cover Operations)

ORDER
94-77

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to consider a request from the Multnomah County Sheriff's Office to purchase used cars to be used in undercover operations by the Sheriff's Office. The specific exemptions to purchase vehicles of this nature is requested for a period ending June 30, 1996.

It appearing to the Board that the recommendation for exemption, as it appears in the application, is based upon the fact that the nature of the undercover operation requires cars which are not readily identifiable as public agency cars. Three car vendors were contacted to determine the best prices for the type of vehicle to be used. Purchases may be made from all three, therefore, to the extent possible with used cars, competition was solicited and the most competitive priced cars will be purchased.

It appearing to the Board that this request for an exemption is in accord with the requirements of the Multnomah County Public Contract Review Board Administrative Rules AR 10.010 and 20.030; it is therefore

ORDERED that the purchase of undercover cars be exempted from the requirement of an open public bid process.

Dated this 28th day of April, 1994.

REVIEWED

Laurence Kressel, County Counsel
for Multnomah County Oregon

By: J. L. DuBay

John L. DuBay

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

By: Beverly Stein

Beverly Stein, County Chair

Meeting Date: APR 28 1994

Agenda No.: R-10

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

AGENDA PLACEMENT FORM

SUBJECT: PROCLAMATION

BOARD BRIEFING: Date Requested: _____
Amount of Time Needed: _____

REGULAR MEETING: Date Requested: April 28, 1994
Amount of Time Needed: 5 minutes

DEPARTMENT: Nondepartmental DIVISION: Chair's Office

CONTACT: Delma Farrell TELEPHONE: X-3953
BLDG/ROOM: 106/1410

PERSON(S) MAKING PRESENTATION: Laura Takasumi, Multnomah Bar Assn./Young Lawyers Section

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

In the Matter of Proclaiming May 1 through May 8, 1994 As Community Law Week in Multnomah County, Oregon

*4/28/94 original and copy to
Delma Farrell*

** Short Break for Board Photo w/ President
of MBA, Young Lawyers Section*

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein
OR
DEPARTMENT MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
1994 APR 19 AM 11:15
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

DARIN D. HONN
ATTORNEY AT LAW

HAGEN, DYE, HIRSCHY & DiLORENZO, P.C.
NINETEENTH FLOOR
BENJ. FRANKLIN PLAZA
ONE S.W. COLUMBIA STREET
PORTLAND, OREGON 97258-2087

(503) 222-1812
FAX (503) 274-7979

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the Matter of PROCLAIMING)
May 1 through May 8, 1994,)
as COMMUNITY LAW WEEK in) P R O C L A M A T I O N
Multnomah County, Oregon) 94-76

WHEREAS the greatest heritage of American citizenship is the system of government under laws devised by elected representatives and administered by independent courts in which every American enjoys equal standing; and

WHEREAS it has so often been said that we are not a nation of men and women but of laws, and if we are to survive, we must respect the inherent rights of others of life, liberty, and the pursuit of justice; and

WHEREAS the Multnomah County Bar Association - Young Lawyers Section has organized an innovative community education program for the period of May 1 through May 8, 1994; and

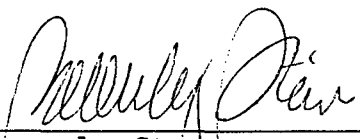
WHEREAS the program will be a comprehensive community activity with members of the Multnomah County Bar Association donating their time and talent at free legal information centers throughout the City of Portland and Multnomah County; and

NOW, THEREFORE, the Board of County Commissioners of Multnomah County hereby PROCLAIMS May 1 through May 8, 1994 to be COMMUNITY LAW WEEK and its observance and participation is recommended to all our citizens; and

IT IS FURTHER PROCLAIMED that members of the Multnomah County Bar Association are to be commended on their efforts in providing direct services and preventive legal education, and in assisting our residents in understanding and defending their civil and criminal rights under the law.

PROCLAIMED this 28th day of April, 1994.

MULTNOMAH COUNTY, OREGON



Beverly Stein
Multnomah County Chair



Meeting Date: APR 28 1994

Agenda No.: R-11

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

AGENDA PLACEMENT FORM

SUBJECT: Resolution removing parcels commonly referred to as "A" and "C" of the Edgefield Farm Property from the real estate market for one year

BOARD BRIEFING: Date Requested:
 Amount of Time Needed:

REGULAR MEETING: Date Requested: April 28, 1994
 Amount of Time Needed: 20 minutes

DEPARTMENT: Chair's Office

DIVISION: _____

CONTACT: Sharon Timko

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

PERSON(S) MAKING PRESENTATION: Sharon Timko

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL ☐ OTHER

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

See staff report

4/28/94 copies to Sharon Timko, John Rubay, Wayne George, Betsy Williams & Sue O'Halloran

1994 APR 21 PM 12:53
CLINT COUNTY
OREGON

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein
OR
DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

PLEASE PRINT LEGIBLY!

MEETING DATE

4/28/94

NAME

Sue O'Halloran

ADDRESS

15 NE Third

STREET

Gresham 97030

CITY

ZIP CODE

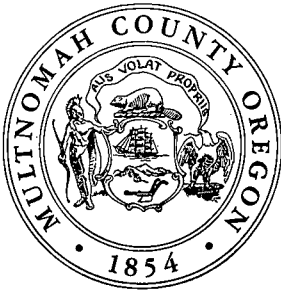
I WISH TO SPEAK ON AGENDA ITEM #

R-11

SUPPORT

☒ **OPPOSE**

SUBMIT TO BOARD CLERK



Beverly Stein, Multnomah County Chair

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

TO: Board of County Commissioners

FROM: Sharon Timko, Staff Assistant

DATE: April 21, 1994

PLACEMENT
DATE: April 28, 1994

RE: Resolution regarding the Edgefield Property

I. Recommendation/Action Requested

Approval of a resolution which removes parcels commonly referred to as "A" and "C" of the Edgefield Farm Property from the real estate market for one year.

II. Background

The Troutdale Area and Gresham Chambers of Commerce commissioned a study to determine the feasibility and siting of an intermodal transit-oriented recreational development in East Multnomah County. The study concluded that portions of the Edgefield Farm Property owned by Multnomah County may be suitable for such development. The Troutdale Area and Gresham Chambers of Commerce have requested that the County remove the stated parcels from the real estate market for the purposes of allowing them time necessary to seek investors and secure funding for the purchase of the property.

III. Financial Impact

If an offer came in during the year at the appraised value (\$35,000/acre) and was rejected by the Board because it did not meet the intent of the resolution, the maximum financial impact could be \$2,380,000. On the other hand, if no offers are presented during the year then there is no financial impact.

The County has a listing agreement with the real estate company of Norris Beggs and Simpson to market the remaining Edgefield property (including parcels "A" and "C") through April 1995. A commission of 5 percent of the sale price is part



of the listing agreement. Regardless of when the property is sold or who secures the purchaser, under the current listing agreement, Norris Beggs and Simpson are guaranteed a commission. Normally, the commission costs are absorbed into the sale price. This detail is usually negotiated at the time of the sale.

IV. Legal Issues

N/A

V. Controversial Issues

The need for the resolution has been raised. An argument has been made that the Board has the ability to refuse any offers on the property at any time; therefore, a resolution is not required. The Troutdale Area and Gresham Area Chambers of Commerce argue that a resolution is critical to secure investors. The Chambers asserts that because they do not own the property it is very difficult to attract investors, unless there is a commitment from the County to remove the property from the real estate market for one year.

VI. Link to Current County Policies

The proposed intermodal transit-oriented recreational development supports the County's commitment to the Columbia River Gorge National Scenic Area.

VII. Citizen Participation

Formal and informal input from the Troutdale Area and Gresham Chambers of Commerce.

VIII. Other Government Participation

The proposed transit-oriented development will affect the City of Troutdale. Troutdale has agreed to administer a surface transportation grant that Chair Stein has secured for Troutdale to continue the project planning.

BE IT FURTHER RESOLVED, that during this period, the County shall entertain no offers to purchase these parcels, unless there is financing for a proposal similar to the one described in the Recreation Transit-Oriented Development project.

BE IT FURTHER RESOLVED, that the County shall only entertain purchase offers that will return to the County monetary benefits equal to a reasonable market value of the property.

Approved this _____ day of _____, 1994

MULTNOMAH COUNTY, OREGON

(S E A L)

BY _____
Beverly Stein, Chair
Multnomah County, Oregon

REVIEWED:
LAURENCE KRESSEL, COUNTY COUNSEL
for MULTNOMAH COUNTY, OREGON

by: 

BEFORE THE BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

In the matter of removing parcels commonly referred)
to as "A" and "C" of the Edgefield Farm Property)
from the real estate market for one year)

RESOLUTION
94-78

WHEREAS, the Board of County Commissioners supports the development of the remaining county owned Edgefield Farm Property; and

WHEREAS, the Troutdale Area and Gresham Chambers of Commerce (hereafter "the Chambers") commissioned a study to determine the feasibility and siting of an intermodal transit-oriented recreational development in East Multnomah County; and

WHEREAS, the study concluded that portions of the Edgefield Farm Property owned by Multnomah County may be suitable for such development; and

WHEREAS, the Chambers have requested that the County remove the stated parcels from the real estate market for the purposes of allowing them time necessary to seek investors and secure funding for the purchase of the property; and

WHEREAS, the public interest would be advanced if these parcels are developed in a manner that is linked economically to development in downtown Troutdale and coordinated with anticipated visitor use in the Columbia River Gorge National Scenic Area; and

WHEREAS, these parcels represent one of the last remaining undeveloped sites of significant size in East Multnomah County and the public interest would be advanced if the site is developed for related businesses or services; and

WHEREAS, there are no existing offers to purchase the parcels in question;

THEREFORE BE IT RESOLVED, that the County affirms its interest in having the Edgefield Farm parcels known as "A" and "C" developed in a manner similar to the one described in the Recreation Transit-Oriented Development project; and

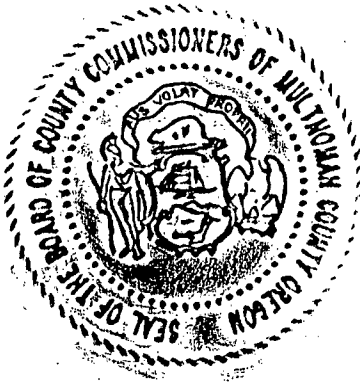
BE IT FURTHER RESOLVED, that the County shall remove these parcels from the real estate market for a period of one year commencing on the date of this resolution to allow the Chambers additional time to secure financing for the purchase of the County property.

BE IT FURTHER RESOLVED, that during this period, the County shall entertain no offers to purchase these parcels, unless there is financing for a proposal similar to the one described in the Recreation Transit-Oriented Development project.

BE IT FURTHER RESOLVED, that the County shall only entertain purchase offers that will return to the County monetary benefits equal to a reasonable market value of the property.

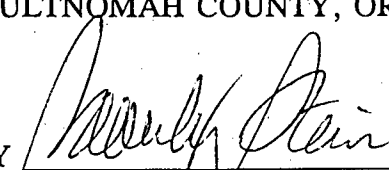
BE IT FURTHER RESOLVED, that reasonable market value shall be determined after an independent appraisal of the fair market value of the property.

Approved this 28th day of April, 1994



MULTNOMAH COUNTY, OREGON

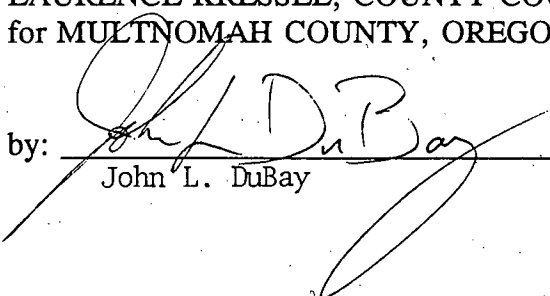
BY


Beverly Stein, Chair
Multnomah County, Oregon

REVIEWED:

LAURENCE KRESSEL, COUNTY COUNSEL
for MULTNOMAH COUNTY, OREGON

by:


John L. DuBay