

## **ANNOTATED MINUTES**

*Tuesday, October 8, 1991 - 9:00 AM  
Multnomah County Courthouse, Room 602*

### **PUBLIC HEARING**

*Vice-Chair Rick Bauman convened the meeting at 9:05 a.m., with Commissioners Sharron Kelley and Gary Hansen present, and Chair Gladys McCoy and Commissioner Pauline Anderson excused.*

*H-1 PUBLIC HEARING on Objections and Remonstrances to an Increase in the Annual Sewer User Service Fees Assessed by Dunthorpe Riverdale Service District No. 1 Pursuant to Ordinance No. 696.*

**DICK HOWARD AVAILABLE TO RESPOND TO QUESTIONS. HEARING HELD, NO ONE APPEARED TO TESTIFY. UPON CLOSE OF HEARING, JOHN DuBAY ADVISED NO OBJECTIONS OR REMONSTRANCES WERE PRESENTED.**

*There being no further business, the hearing was adjourned at 9:06 a.m.*

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

  
Deborah L. Bogstad

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*Tuesday, October 8, 1991 - 9:00 AM  
Multnomah County Courthouse, Room 602*

### **PLANNING ITEM**

*Vice-Chair Rick Bauman convened the meeting at 9:06 a.m., with Commissioners Sharron Kelley and Gary Hansen present, and Chair Gladys McCoy and Commissioner Pauline Anderson excused.*

*P-2 CU 14-91 HEARING, ON THE RECORD, TESTIMONY LIMITED TO 10 MINUTES PER SIDE in the Matter of Review of the September 3, 1991 Planning Commission Decision DENYING a Conditional Use Request for Development of Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 17050 NW SKYLINE BOULEVARD*

**DAVE PRESCOTT PRESENTED STAFF REPORT. AT THE REQUEST OF FRANK WALKER, ATTORNEY FOR ROBERT WEBSTER, BOARD CONSENSUS ALLOWING NEW EVIDENCE IN THE FORM OF A SITE MAP. PROSPECTIVE PURCHASER KAREN WULF AND MR. WALKER TESTIMONY IN SUPPORT OF A REVERSAL OF THE PLANNING**

**COMMISSION DECISION. MR. PRESCOTT AND MR. DuBAY  
RESPONSE TO BOARD QUESTIONS. BOARD COMMENTS.  
COMMISSIONER HANSEN MOVED AND COMMISSIONER  
KELLEY SECONDED, TO REVERSE THE PLANNING  
COMMISSION DECISION. BOARD COMMENTS. MOTION  
FAILED, WITH COMMISSIONERS KELLEY AND HANSEN  
VOTING AYE, AND COMMISSIONER BAUMAN VOTING NO.  
DECISION REMANDED BACK TO PLANNING COMMISSION.  
[ORDER 91-145 MEMORIALIZING THE RESULTS OF THE  
PUBLIC HEARING WAS FILED WITH THE OFFICE OF THE  
BOARD CLERK ON WEDNESDAY, OCTOBER 9, 1991.]**

*There being no further business, the planning meeting was adjourned at 9:45 a.m.*

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



**Deborah L. Bogstad**

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*Tuesday, October 8, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**BOARD BRIEFINGS**

- B-3**      *Citizen Involvement Committee Annual Report. Presented by Michael Schultz and  
Citizen Involvement Committee Members.*

**MICHAEL SCHULTZ, ANGEL OLSEN AND PAT BOZANICH  
DISCUSSED CITIZEN INVOLVEMENT COMMITTEE  
RECOMMENDATIONS AND RESPONDED TO BOARD  
QUESTIONS AND COMMENTS.**

- B-4**      *Review of Exempt Payroll Plan Recommendations and Request for Policy Direction.  
Presented by David Boyer.*

**DAVE BOYER PRESENTATION AND RESPONSE TO BOARD  
QUESTIONS. BOARD DIRECTED MR. BOYER TO PREPARE  
AND SUBMIT A PROPOSED ORDINANCE ESTABLISHING A  
SEMI-MONTHLY PAYROLL SYSTEM FOR EXEMPT COUNTY  
EMPLOYEES.**

- B-5**      *Update on the Columbia Gorge Planning Process and Status of the Proposed  
Management Plan. Presented by Sharon Timko and Kris Olsen Rogers.*

**KRIS OLSEN ROGERS AND SHARON TIMKO  
PRESENTATION AND RESPONSE TO BOARD QUESTIONS.**

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*Tuesday, October 8, 1991 - 11:00 AM  
Multnomah County Courthouse, Room 602*

**AGENDA REVIEW**

*B-6      Review of Agenda for Regular Meeting of October 10, 1991.*

*R-2              DES SUBMITTED REQUEST TO REMOVE ITEM FROM  
AGENDA PENDING FURTHER REVIEW.*

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*Thursday, October 10, 1991 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**REGULAR MEETING**

*Chair Gladys McCoy convened the meeting at 9:32 a.m., with Commissioners Sharron Kelley and Gary Hansen present, and Commissioner Pauline Anderson excused.*

**CONSENT CALENDAR**

***UPON MOTION OF COMMISSIONER KELLEY, SECONDED  
BY COMMISSIONER HANSEN, THE CONSENT CALENDAR  
(ITEMS C-1 THROUGH C-10) WAS UNANIMOUSLY  
APPROVED.***

**NON-DEPARTMENTAL**

*C-1      In the Matter of the Appointments of Marina Anttila, Shirley Arnold, Joseph Condon, Winifred Francis, Bobbi Gary, Muriel Goldman, Joy Hicks, Victor Leo, Don MacGillvary, Doug Montgomery, Carole Murdock, Luanna Shipp and Martha White to the MULTNOMAH COUNTY DEPARTMENT OF HUMAN SERVICES CITIZEN BUDGET ADVISORY COMMITTEE*

**DEPARTMENT OF HUMAN SERVICES**

*C-2      Ratification of an Intergovernmental Agreement Between Multnomah County and Clark College-Pride Program wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective July 1, 1991 through June 30, 1992*

*C-3      Ratification of an Intergovernmental Agreement Between Multnomah County and Oregon Health Sciences University-Children's Psychiatric Day Treatment wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective September 1, 1991 through June 30, 1992*

*C-4      Ratification of an Intergovernmental Agreement Between Multnomah County and Portland Public Schools District #1 wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office*

*Clients. Effective September 1, 1991 through June 30, 1992*

- C-5 Ratification of an Intergovernmental Agreement Between Multnomah County and Reynolds Schools District #7 wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective September 1, 1991 through June 30, 1992*
- C-6 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Mt. Hood Community College, Providing Certain Increased Work Activity Center Services and Funds to the Multnomah County Developmental Disabilities Program Office. Effective July 1, 1991 through June 30, 1992*
- C-7 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Oregon Commission for the Blind, Providing Certain Increased Work Activity Center, Supported Employment Program and Employment Transportation Services and Funds to the Multnomah County Developmental Disabilities Program Office. Effective September 1, 1991 through June 30, 1992*
- C-8 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Oregon Health Sciences University-CDRC, Providing Certain Increased Work Activity Center, Supported Employment Program and Service Element Early Intervention Funds to the Multnomah County Developmental Disabilities Program Office. Effective July 1, 1991 through June 30, 1992*
- C-9 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and the City of Portland-Parks and Recreation, Providing Certain Increased Work Activity Center Services and Funds to the Multnomah County Developmental Disabilities Program Office. Effective July 1, 1991 through June 30, 1992*
- C-10 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Portland Employment Project-Portland Community College, Providing Certain Supported Employment Program Increases to the Multnomah County Developmental Disabilities Program Office. Effective August 1, 1991 through June 30, 1992*

*Vice-Chair Rick Bauman arrived at 9:35 a.m.*

#### REGULAR AGENDA

#### JUSTICE SERVICES

##### COMMUNITY CORRECTIONS

- R-1 Budget Modification DCC #7 Authorizing a \$1,940 Increase of Federal Office of Substance Abuse Prevention Grant Revenues to the ADAPT (Alcohol and Drug Abuse Prenatal Treatment Program) Budget within the Women's Transition Division*

**UPON MOTION OF COMMISSIONER HANSEN, SECONDED  
BY COMMISSIONER KELLEY, R-1 WAS UNANIMOUSLY  
APPROVED.**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

- R-2      *Budget Modification DES #1 Authorizing Transfer of \$4,088 from the Cable Contingency Account to Personal Services and Materials and Services within the Multnomah Cable Regulatory Commission Division*

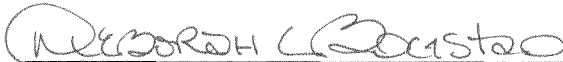
**UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER KELLEY, R-2 WAS UNANIMOUSLY REMOVED FROM AGENDA.**

- R-3      *Ratification of an Intergovernmental Agreement Between Multnomah County and the City of Gresham to Transfer Road Fund Monies to Gresham for Improvements to County Road Rights-of-Way Along the Springwater Trail Corridor*

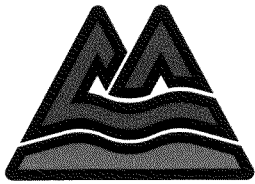
**UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, R-3 WAS UNANIMOUSLY APPROVED.**

*There being no further business, the meeting was adjourned at 9:36 a.m.*

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



**Deborah L. Bogstad**



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
ROOM 606, COUNTY COURTHOUSE  
1021 S.W. FOURTH AVENUE  
PORTLAND, OREGON 97204

GLADYS McCOY •	CHAIR •	248-3308
PAULINE ANDERSON •	DISTRICT 1 •	248-5220
GARY HANSEN •	DISTRICT 2 •	248-5219
RICK BAUMAN •	DISTRICT 3 •	248-5217
SHARRON KELLEY •	DISTRICT 4 •	248-5213
CLERK'S OFFICE •		248-3277

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

OCTOBER 7 - 11, 1991

Tuesday, October 8, 1991 - 9:00 AM - Public Hearing . . . .Page 2  
Tuesday, October 8, 1991 - 9:00 AM - Planning Item. . . .Page 2  
Tuesday, October 8, 1991 - 9:30 AM - Board Briefings. . . .Page 2  
Tuesday, October 8, 1991 - 11:00 AM - Agenda Review . . . .Page 3  
Thursday, October 10, 1991 - 9:30 AM - Regular Meeting. . .Page 3

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

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

Tuesday, October 8, 1991 - 9:00 AM

Multnomah County Courthouse, Room 602

**PUBLIC HEARING**

- H-1 . PUBLIC HEARING on Objections and Remonstrances to an Increase in the Annual Sewer User Service Fees Assessed by Dunthorpe Riverdale Service District No. 1 Pursuant to Ordinance No. 696.
- 

Tuesday, October 8, 1991 - 9:00 AM

Multnomah County Courthouse, Room 602

**PLANNING ITEM**

- P-2 CU 14-91 HEARING, ON THE RECORD, TESTIMONY LIMITED TO 10 MINUTES PER SIDE in the Matter of Review of the September 3, 1991 Planning Commission Decision DENYING a Conditional Use Request for Development of Subject Property with a Non-Resource Related Single Family Residence, for Property Located at 17050 NW SKYLINE BOULEVARD
- 

Tuesday, October 8, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

**BOARD BRIEFINGS**

- B-3 Citizen Involvement Committee Annual Report. Presented by Michael Schultz and Citizen Involvement Committee Members. (9:30 AM TIME CERTAIN)
- B-4 Review of Exempt Payroll Plan Recommendations and Request for Policy Direction. Presented by David Boyer. (10:00 AM TIME CERTAIN)
- B-5 Update on the Columbia Gorge Planning Process and Status of the Proposed Management Plan. Presented by Sharon Timko and Kris Olsen Rogers. (10:30 AM TIME CERTAIN)
- 

Tuesday, October 8, 1991 - 11:00 AM

Multnomah County Courthouse, Room 602

**AGENDA REVIEW**

- B-6 Review of Agenda for Regular Meeting of October 10, 1991.
-

Thursday, October 10, 1991 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 In the Matter of the Appointments of Marina Anttila, Shirley Arnold, Joseph Condon, Winifred Francis, Bobbi Gary, Muriel Goldman, Joy Hicks, Victor Leo, Don MacGillvary, Doug Montgomery, Carole Murdock, Luanna Shipp and Martha White to the MULTNOMAH COUNTY DEPARTMENT OF HUMAN SERVICES CITIZEN BUDGET ADVISORY COMMITTEE

DEPARTMENT OF HUMAN SERVICES

- C-2 Ratification of an Intergovernmental Agreement Between Multnomah County and Clark College-Pride Program wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective July 1, 1991 through June 30, 1992
- C-3 Ratification of an Intergovernmental Agreement Between Multnomah County and Oregon Health Sciences University-Children's Psychiatric Day Treatment wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective September 1, 1991 through June 30, 1992
- C-4 Ratification of an Intergovernmental Agreement Between Multnomah County and Portland Public Schools District #1 wherein Early Intervention Services will be Provided to Certain Multnomah County Developmental Disabilities Program Office Clients. Effective September 1, 1991 through June 30, 1992
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- C-7 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Oregon Commission for the Blind, Providing Certain Increased Work Activity Center, Supported Employment Program and Employment Transportation Services and Funds to the Multnomah County Developmental Disabilities Program Office. Effective

DEPARTMENT OF HUMAN SERVICES - continued

September 1, 1991 through June 30, 1992

- C-8 Ratification of Amendment No. 1 to the Intergovernmental Agreement Between Multnomah County and Oregon Health Sciences University-CDRC, Providing Certain Increased Work Activity Center, Supported Employment Program and Service Element Early Intervention Funds to the Multnomah County Developmental Disabilities Program Office. Effective July 1, 1991 through June 30, 1992
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REGULAR AGENDA

JUSTICE SERVICES

COMMUNITY CORRECTIONS

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DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-2 Budget Modification DES #1 Authorizing Transfer of \$4,088 from the Cable Contingency Account to Personal Services and Materials and Services within the Multnomah Cable Regulatory Commission Division
- R-3 Ratification of an Intergovernmental Agreement Between Multnomah County and the City of Gresham to Transfer Road Fund Monies to Gresham for Improvements to County Road Rights-of-Way Along the Springwater Trail Corridor

0105C/5-8/dr

PAULINE ANDERSON  
Multnomah County Commissioner  
District 1



605 County Courthouse  
Portland, Oregon 97204  
(503) 248-5220

August 5, 1991

TO: Board of County Commissioners  
Office of Clerk of the Board

FROM: Pauline Anderson *PA*

RE: 1991 Pacific Program

I received notice today that I have been accepted into the 1991 Pacific Program (University of Oregon).

The Pacific Program begins at 4 p.m. on Saturday, October 5 and continues until noon on Saturday, October 12. It is held at Otter Crest and therefore I will miss the BCC meetings of October 8th and 10th.

RECEIVED BY  
COUNTY COMMISSIONER  
1991 AUG -5 PM 3:30  
MULTNOMAH COUNTY  
OREGON

Meeting Date: OCT 1 0 1991

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Appointments

AGENDA REVIEW/  
BOARD BRIEFING

(date)

REGULAR MEETING October 10, 1991

(date)

DEPARTMENT Non-departmental DIVISION County Chair

CONTACT Kathy Millard TELEPHONE 248-3308

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

\* Multnomah County Dept. of Human Services Citizen Budget Adv. Committee

Martha White	Position 1	exp. 9-94	PMCOA
Doug Montgomery	Position 3	exp. 9-93	Mental Health Advisory Committ
Marina Anttila	Position 5	exp. 9-92	At-large
Bobbi Gary	Position 6	exp. 9-93	At-large
Shirley Arnold	Position 7	exp. 9-94	At-large
Carole Murdock	Position 8	exp. 9-92	At-large
Victor Leo	Position 9	exp. 9-94	Ptld. Area Refugee Foundation
Luanna Shipp	Position 10	exp. 9-92	MCA
Don MacGillvary	Position 11	exp. 9-92	CIC
Muriel Goldman	Position 12	exp. 9-92	CYSC
Joy Hicks	Position 13	exp. 9-94	At-large
Winifred Francis	Position 14	exp. 9-94	At-large
Joseph Condon	Position 15	exp. 9-92	At-large

SIGNATURES:

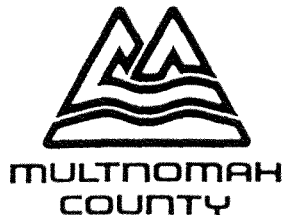
ELECTED OFFICIAL

Or

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

(All accompanying documents must have required signatures)

\* Interest Forms available upon request from Chair's Office.



GLADYS MCCOY  
MULTNOMAH COUNTY CHAIR  
1021 S.W. 4TH ROOM 134  
PORTLAND, OREGON 97204  
9/29/91

# Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

September 26, 1991

## MEMORANDUM

To: Chair Gladys McCoy  
From: Gloria Fisher  
Office of Citizen Involvement  
Re: DHS CBAC appointments

Please appoint the following persons to the Department of Human Services Citizen Budget Advisory Committee.

Position 1:	Martha White	Exp. 9/1994	PMCOA
Position 2:		Exp. 9/1992	(juvenile services)
Position 3:	Doug Montgomery	Exp. 9/1993	Mental Health Adv Co
Position 4:		Exp. 9/1994	Community Health Co.
Position 5:		Exp. 9/1992	At-large
Position 6:	Bobbi Gary	Exp. 9/1993	At-large
Position 7:	Shirley Arnold	Exp. 9/1994	At-large
Position 8:	Carole Murdock	Exp. 9/1992	At-large
Position 9:	Victor Leo	Exp. 9/1994	Portland Area Refugee Found.
Position 10:	Luanna Shipp	Exp. 9/1992	MCA
Position 11:	Don MacGillvary	Exp. 9/1992	CIC
Position 12:	Muriel Goldman	Exp. 9/1992	CYSC
Position 13:	Joy Hicks	Exp. 9/1994	At-large
Position 14:	Winifred Francis	Exp. 9/1994	At-large
Position 15:	Joseph Condon	Exp. 9/1993	At-large
Position 16:			

As you can see, there are four vacancies. Positions 2 and 4 are to be nominated by the committee chosen by the Department Director to represent the Juvenile Services and Health Services Division (Ana Eaton just resigned from the Health Council) so will be replaced by the Council.

Position 5 and 16 (vacated by Janet Billings) will be nominated by the CIC and will include a Hispanic person and a resident of District 3.

If you have questions, please call me at 248-3450.

OCT 01 '91 15:22 TO:CHAIR

FROM:MULT. CO. ENV. SVCS. T-578 P.02



## Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

September 27, 1991

### MEMORANDUM

To: Gladys McCoy, Chair

From: Gloria Fisher  
Office of Citizen Involvement

Re: CBAC appointment

Please appoint Marina Anttila to the Department of Human Services CBAC, Position 5, with a term expiring September, 1992.

Marina's interest form is enclosed.

Meeting Date: OCT 10 1991

Agenda No.: C-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Clark College-Pride Program

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of an agreement between the Multnomah County Developmental Disabilities Program office and the Clark College - Pride Program to provide Early Intervention Services to children age 0-6. Funding of \$32,000 is provided by the State Mental Health Grant.

10/11/91 Originals  
to Kathy Tinkle

(If space is inadequate, please use other side)

SIGNATURES:

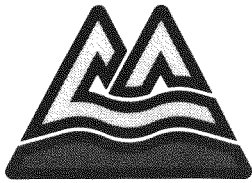
ELECTED OFFICIAL \_\_\_\_\_

or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

MULTNOMAH COUNTY  
OREGON  
BOARD OF  
COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:54



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## M E M O R A N D U M

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Interim Director  
Department of Human Services

*Billi Odegaard (cc)*

FROM: Gary Smith, Director  
Social Services Division

DATE: September 11, 1991

SUBJECT: Approval of Four Intergovernmental Agreements with Developmental  
Disabilities Providers

**RETROACTIVE STATUS:** The agreements attached are retroactive to July 1, 1991 and September 1, 1991. Funding is provided by State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 15, 1991.

**RECOMMENDATION:** The Social Services Division recommends Chair and Board approval of four Intergovernmental Agreements (IGA) between the DD Program and Clark College-Pride Program effective July 1, 1991 through June 30, 1992 and OHSU Childrens Psychiatric Day Treatment, Portland Public Schools and Reynolds School District effective September 1, 1991 through June 30, 1992.

**ANALYSIS/BACKGROUND:** Funding for Early Intervention Services are allotted as follows; Clark College-Pride Program \$32,000, OHSU-Children's Psychiatric Day Treatment \$8,200, Portland Public School District #1 \$1,024,940 and Reynolds School District #7 \$98,200.

Early Intervention Programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Funding for this service is available via the State Mental Health Division Grant. Government agencies are not required to complete the RFQ/RFP process.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 103302

MULTNOMAH COUNTY OREGON

Amendment # —

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

Contact Person Kathy Tinkle Phone 248-3691 Date August 23, 1991

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract An IGA wherein the Contractor agrees to provide Early Intervention Services to DD clients effective July 1, 1991 through June 30, 1992.

RFP/BID # N/A IGA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

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

Contractor Name CLARK COLLEGE-PRIDE PROGRAM

Mailing Address 1800 E. McLoughlin Blvd  
Vancouver, Wa. 98663

Phone 206-699-0394

Employer ID # or SS # 91-0824167

Effective Date July 1, 1991

Termination Date June 30, 1992

Original Contract Amount \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ 32,000

### Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☒ Monthly \$ Allotment

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

### REQUIRED SIGNATURES:

Department Manager Billi Odegard (ac) Date 9/24/91

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
(Class II Contracts Only)

County Counsel [Signature] Date 10-1-91

County Chair/Sheriff [Signature] Date 10/10/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1257		DD55	6060		1255		32,000	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
SUBCONTRACT AGENCY AGREEMENT

Duration of Agreement: July 1, 1991 to June 30, 1992

Contractor: CLARK COLLEGE - PRIDE PROGRAM  
Address: 1800 E MCLOUGHLIN BLVD  
VANCOUVER WA 98663

Phone: 699-0394  
IRS No.: 91-0824167

Subject to the General Conditions and Special Conditions attached hereto and by this reference made part of the this agreement, the CONTRACTOR agrees to provide the services within the Service Element(s) listed below. County agrees to pay the CONTRACTOR as per the General and Special Conditions attached.

Service Element	Fund Source	Payment Terms	Total Annual Maximum Payable
DD55 EI	SMHD	MONTHLY ALLOTMENT PER CONTRACTED SLOTS	32,000.00
Early Intervention			

Grand Total: 32,000.00

Multnomah County Social Services Division  
Developmental Disabilities Program  
Special Conditions For Each Service Element

Contractor: CLARK COLLEGE - PRIDE PROGRAM

Service Element	Fund Source	Slot Count	Special Conditions Sections	8/16/91
DD55 EI Early Intervention	SMHD	10	1, 17.1 - 17.2.3.1	

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**1 SPECIAL CONDITIONS FOR ALL DD CONTRACTORS**

**1.1 MULTNOMAH COUNTY REQUIREMENTS**

**1.1.1 CONDITIONS FOR ALL CONTRACTORS**

CONTRACTOR agrees to involve and fully inform the COUNTY Developmental Disabilities Program Case Managers of service recipients in any planning and decision-making which is associated with possible changes in service site or termination of services for service recipients. CONTRACTOR agrees to verbally notify the COUNTY Developmental Disabilities Program Case Manager and the service recipient, and/or legal guardian, within one business day of the CONTRACTOR'S decision to propose changes in service site or termination of services. This verbal notification shall be followed within five business days by written notice of such proposed changes in service site or termination of services. The written notice shall include information on how to appeal such decisions with the CONTRACTOR agency's organizations. The change should be reflected in the client's Individual Support Plan/Individual Program Plan.

CONTRACTOR agrees to comply with the Multnomah County Behavioral Intervention Policy.

As Multnomah County is contracted by the State Mental Health and Developmental Disabilities Division to arrange for and provide service at established rates, the COUNTY, in turn, is dedicated to utilization of 100% for funded service elements. The COUNTY'S contractors are expected to make every effort possible to maintain full utilization of contracted monies.

CONTRACTOR and COUNTY recognize that planning is essential to the success of a coordinated service delivery system. CONTRACTOR agrees to attend and participate in planning efforts instigated by the COUNTY and one day of annual Contract review.

CONTRACTORS are responsible to review their monthly CPMS documents for errors. If errors or questions arise upon completion of monthly review, then each CONTRACTOR is responsible to contact the appropriate COUNTY Program Development Specialist. Issues that are left unresolved may result in the loss of revenues.

**1.1.2 REPORTING REQUIREMENTS**

CONTRACTOR shall comply with COUNTY'S special incident reporting guidelines, listed below:

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

Guidelines for DD Provider Agencies for Critical Incident Reporting and Protective Services

Introduction

Communication of critical incidents by provider agencies to Multnomah County has previously been at the discretion of the agency, with few, if any, guidelines for what should be reported. As a result, some agencies have under-reported critical incidents, while others have over-reported.

The guidelines below are intended to assist agencies in making decisions about what to report. Agencies will still find it necessary to make decisions based on their own judgments about what county staff need to know. A basic rule of thumb is for reporting, however, is

Any change in individual support needs that would indicate the need for further evaluation or discussion by the ISP team should be reported as a critical incident.

The guidelines below are intended for both residential and vocational providers and are divided into individual-related and agency-related issues. Individual-related issues should be reported to the Case Manager and agency-related to the Residential or Vocational Program Development Specialist. Protective Services guidelines appear at the end.

Critical incidents should be reported by telephone to case manager or back-up case manager within one working day. A written report on the agency's own incident report form (including follow-up) should be forwarded to the county within 5 working days. If necessary, the county will follow up or respond within 5 working days.

I. Incidents Related to Individuals (report to Case Manager)

A. Medical

1. Any injury or illness requiring hospitalization or emergency medical care;
2. Any major change in medical regimen due to a seizure disorder, mental illness, a chronic affliction or the appearance of new symptoms, minor medication changes are not included;
3. Any client referral to a physician, specialist or consultant which may result in significant changes in support needs.

B. Placement

1. Any change in residential or vocational placement status;  
Examples: Unemployment, threat of unemployment, missing more than 2 days of work, reduction in work performance.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

C. Behavioral

1. Any behavioral intervention that would normally require the approval of the ISP team or the Multnomah County Behavioral Intervention Committee and is not already approved.
2. Even if an approved program is in place for an individual, report the following incidents:
  - a. Outbursts or other incidents that affect the safety of the client, others or property. For high rate behaviors, the ISP team will decide the reporting schedule.
  - b. New maladaptive behavior.
  - c. Any behavior that threatens residential or vocational placement.

D. Financial

1. Loss of benefits or income;
2. Theft of individual's money or property;
3. Individual's financial exploitation or loss of funds or property;
4. Changes in payeeship, conservatorship.

E. Other

1. Changes in guardianship;
2. Death of parent, guardian or significant other;
3. Transportation issues.

II. Incidents Related to Agencies (report to Residential or Vocational Program Development Specialists)

A. Physical Facility - affecting health and safety of individuals

1. Fire;
2. Interruption of utilities for extended periods;
3. Significant changes in the environment, especially those related to health or safety.

B. Service Provision

1. Relocation of site;
2. Neighborhood issues, problems, complaints;
3. Lack of work availability.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

III. Protective Services

- A. Anyone can and should report to an individual's case manager if there is reason to believe an individual needs protective services. Protective services are available to individuals who meet the following criteria:

Case-managed individuals who are eighteen years of age or older, are unable to protect his/her own interest and are harmed or threatened with harm through the individual's or another's action or inaction. Harm is defined in this section as to mean neglect, physical punishment, sexual exploitation, threats, coercion or humiliation directed toward any individual or the withholding of an individual's regular meal, personal property, medication, or aid to physical functioning.

- B. Protective Services include:

1. Providing prompt response and investigation upon request of adults at risk or other persons acting on their behalf.
2. Assess the ability of the individual to understand the nature of the protective service and his/her willingness to accept services.
3. Counseling to the individual, his/her family or other responsible persons, such as the representative payee, on handling the affairs of the individual.
4. Appropriate alternative living arrangements in the community where available.
5. Medical care, legal services, and other resources available in the community. A case manager does not have authority to consent to medical procedures on behalf of an individual.
6. Securing a guardian, commitment or other protective placement as needed.
7. Assisting the individual in order to assure his/her receipt of rights and entitlements due to the adults at risk.
8. Notifying the local law enforcement agency when there is reason to believe a crime has been committed.

- C. Contractor must:

1. Receive authorization from Protective Services Unit before conducting any internal investigations.
2. Fully cooperate with and give priority to Protective Services' investigations.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.3 REQUEST FOR QUALIFICATIONS SPECIAL CONDITIONS

CONTRACTOR understands that CONTRACTOR must apply for and obtain qualified provider status during the next (FY 1991/92) Social Services Division Request for Qualifications (RFQ) process. CONTRACTOR must obtain qualified provider status prior to July 1, 1992 in order for COUNTY to continue the contracting relationship.

In the interim, COUNTY requires CONTRACTOR to submit the following information within 30 days of the execution of this agreement:

1. The agency's most recent audit or annual financial statements if no audit is available.
2. The most recent Year-to-date revenue and expenditure summary;
3. The most recent agency budget and Year-to-date budget comparisons;
4. A copy of the agency General Ledger Chart of Accounts;
5. Evidence that the organization is registered to do business in the State of Oregon:
  - a. Provide a copy of organization's current registration submitted to the Secretary of State, Corporation Division.
  - b. Additionally, for private non-profits, also provide a copy of the organization's 501.C.3 designation letter.

If any of the above documentation is not available, CONTRACTOR must provide COUNTY with written explanation. Additionally, COUNTY will schedule a fiscal review within three (3) months of the execution of this agreement.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17 DD 55 - EARLY INTERVENTION

17.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS

17.1.1 SERVICE DESCRIPTION

Early Intervention programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Eligible children can be served by an array of early intervention services, including parent training, classroom programs, ancillary services, supportive services for children enrolled in community preschool programs, or any appropriate combinations. The services provided are designed to meet the individual needs of children and their families, and develop the specialized skills necessary to facilitate the child's development in cognitive, motor, communication, self-help and socialization areas.

This service is regulated by: OAR 309-41-200 through 225.

17.1.2 PERFORMANCE REQUIREMENTS

100% of the children shall be eligible for Developmental Disabilities services as defined in OAR 309-41-205 and be below applicable school age in the child's resident school district.

17.1.3 SPECIAL REPORTING REQUIREMENTS

"Oregon Preschool Assessment System" (OPAS) as required in rules cited above.

17.2 MULTNOMAH COUNTY REQUIREMENTS

17.2.1 EARLY INTERVENTION SERVICES

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after eligibility and/or identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist. Children identified and referred for service from another source must be referred to the County Developmental Disabilities Program Intake Unit within 30 days of the beginning of service. A New Child Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

17.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral. Variances may also be available for children whose birthdate occurs between September 1 and December 15 of the current school year. Children in this category may be enrolled in a preschool classroom as a part of preschool early entry services as per 17.2.5 of this contract.

17.2.2 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a negotiated rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.2.1 UTILIZATION

Utilization of contracted capacity will be calculated by the number of enrolled children in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

17.2.3 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

Contractor shall furnish to the County its employer identification number, as designated by the Internal Revenue Service, or Contractor's social security number as County deems applicable.

17.2.3.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY by CONTRACTOR.

17.2.4 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.

Multnomah County Social Services Division  
Subcontract Agreement Signature Page


Contractor: CLARK COLLEGE - PRIDE PROGRAM

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


Contractor:

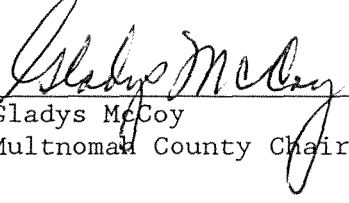
Multnomah County, Oregon:

By: \_\_\_\_\_  
Contractor Executive Director Date

By:  8-22-91  
Dennis Adams Date  
Program Manager


By: \_\_\_\_\_  
Contractor Board Chairperson Date

By:  9-17-91  
Gary Smith, Director Date  
Social Services Division

By:  10/12/91  
Gladys McCoy Date  
Multnomah County Chair

REVIEWED:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By:  10.1.91  
Date

Meeting Date: OCT 10 1991

Agenda No.: C-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with OHSU-Children's Psychiatric Day Treatment

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of an agreement between the Multnomah County Developmental Disabilities Program office and OHSU - Children's Psychiatric Day Treatment to provide Early Intervention Services to children age 0-6. Funding of \$8,200 is provided by the State Mental Health Grant.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

CLERK OF  
COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:55  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## M E M O R A N D U M

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Interim Director *Billi Odegaard (cc)*  
Department of Human Services

FROM: Gary Smith, Director  
Social Services Division

DATE: September 11, 1991

SUBJECT: Approval of Four Intergovernmental Agreements with Developmental  
Disabilities Providers

RETROACTIVE STATUS: The agreements attached are retroactive to July 1, 1991 and September 1, 1991. Funding is provided by State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 15, 1991.

RECOMMENDATION: The Social Services Division recommends Chair and Board approval of four Intergovernmental Agreements (IGA) between the DD Program and Clark College-Pride Program effective July 1, 1991 through June 30, 1992 and OHSU Childrens Psychiatric Day Treatment, Portland Public Schools and Reynolds School District effective September 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: Funding for Early Intervention Services are allotted as follows; Clark College-Pride Program \$32,000, OHSU-Children's Psychiatric Day Treatment \$8,200, Portland Public School District #1 \$1,024,940 and Reynolds School District #7 \$98,200.

Early Intervention Programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Funding for this service is available via the State Mental Health Division Grant. Government agencies are not required to complete the RFQ/RFP process.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 103332

MULTNOMAH COUNTY OREGON

Amendment # 1

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> XXXX Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> C-3 October 10, 1991
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person Kathy Tinkle Phone 248-3691 Date August 23, 1991

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract An IGA wherein OHSU agrees to provide Early Intervention Services to DD clients effective September 1, 1991 through June 30, 1992.

RFP/BID # N/A IGA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

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

Contractor Name OHSU-CHILDREN'S PSYCHIATRIC DAY TREATMENT

Mailing Address 9806 SW Boones Ferry Rd  
Portland, OR. 97219

Phone 225-8068

Employer ID # or SS # 93-6001786

Effective Date September 1, 1991

Termination Date June 30, 1992

Original Contract Amount \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ 8,200

Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☒ Monthly \$ Allotment

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager Billi Odegard (ac) Date 9/24/91

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
(Class II Contracts Only)

County Counsel [Signature] Date 10-16-91

County Chair/Sheriff [Signature] Date 10/10/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	156	010	1250		DD55	6060		1255		8,200		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
SUBCONTRACT AGENCY AGREEMENT

Duration of Agreement: September 1, 1991 to June 30, 1992

Contractor: CHILDREN'S PSYCHIATRIC DAY TREATMENT - OHSU

Address: 9806 SW BOONES FERRY RD  
PORTLAND OR 97219

Phone: 225-8068  
IRS No.: 93-6001786

Subject to the General Conditions and Special Conditions attached hereto and by this reference made part of the this agreement, the CONTRACTOR agrees to provide the services within the Service Element(s) listed below. County agrees to pay the CONTRACTOR as per the General and Special Conditions attached.

Service Element	Fund Source	Payment Terms	Total Annual Maximum Payable
DD55 EI	SMHD	SERVICE CAPACITY	\$ 8,200.00
Early Intervention			
Grand Total:			\$ 8,200.00

Multnomah County Social Services Division  
Developmental Disabilities Program  
Special Conditions For Each Service Element

Contractor: CHILDREN'S PSYCHIATRIC DAY TREATMENT - OHSU

Service Element	Fund Source	Slot Count	Special Conditions Sections	8/16/91
DD55 EI Early Intervention	SMHD	2	1, 17.1-17.2.5	

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**1 SPECIAL CONDITIONS FOR ALL DD CONTRACTORS**

**1.1 MULTNOMAH COUNTY REQUIREMENTS**

**1.1.1 CONDITIONS FOR ALL CONTRACTORS**

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MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

Guidelines for DD Provider Agencies for Critical Incident Reporting and Protective Services

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Communication of critical incidents by provider agencies to Multnomah County has previously been at the discretion of the agency, with few, if any, guidelines for what should be reported. As a result, some agencies have under-reported critical incidents, while others have over-reported.

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3. Any client referral to a physician, specialist or consultant which may result in significant changes in support needs.

B. Placement

1. Any change in residential or vocational placement status;  
Examples: Unemployment, threat of unemployment, missing more than 2 days of work, reduction in work performance.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

C. Behavioral

1. Any behavioral intervention that would normally require the approval of the ISP team or the Multnomah County Behavioral Intervention Committee and is not already approved.
2. Even if an approved program is in place for an individual, report the following incidents:
  - a. Outbursts or other incidents that affect the safety of the client, others or property. For high rate behaviors, the ISP team will decide the reporting schedule.
  - b. New maladaptive behavior.
  - c. Any behavior that threatens residential or vocational placement.

D. Financial

1. Loss of benefits or income;
2. Theft of individual's money or property;
3. Individual's financial exploitation or loss of funds or property;
4. Changes in payeeship, conservatorship.

E. Other

1. Changes in guardianship;
2. Death of parent, guardian or significant other;
3. Transportation issues.

II. Incidents Related to Agencies (report to Residential or Vocational Program Development Specialists)

A. Physical Facility - affecting health and safety of individuals

1. Fire;
2. Interruption of utilities for extended periods;
3. Significant changes in the environment, especially those related to health or safety.

B. Service Provision

1. Relocation of site;
2. Neighborhood issues, problems, complaints;
3. Lack of work availability.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

III. Protective Services

- A. Anyone can and should report to an individual's case manager if there is reason to believe an individual needs protective services. Protective services are available to individuals who meet the following criteria:

Case-managed individuals who are eighteen years of age or older, are unable to protect his/her own interest and are harmed or threatened with harm through the individual's or another's action or inaction. Harm is defined in this section as to mean neglect, physical punishment, sexual exploitation, threats, coercion or humiliation directed toward any individual or the withholding of an individual's regular meal, personal property, medication, or aid to physical functioning.

- B. Protective Services include:

1. Providing prompt response and investigation upon request of adults at risk or other persons acting on their behalf.
2. Assess the ability of the individual to understand the nature of the protective service and his/her willingness to accept services.
3. Counseling to the individual, his/her family or other responsible persons, such as the representative payee, on handling the affairs of the individual.
4. Appropriate alternative living arrangements in the community where available.
5. Medical care, legal services, and other resources available in the community. A case manager does not have authority to consent to medical procedures on behalf of an individual.
6. Securing a guardian, commitment or other protective placement as needed.
7. Assisting the individual in order to assure his/her receipt of rights and entitlements due to the adults at risk.
8. Notifying the local law enforcement agency when there is reason to believe a crime has been committed.

- C. Contractor must:

1. Receive authorization from Protective Services Unit before conducting any internal investigations.
2. Fully cooperate with and give priority to Protective Services' investigations.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.3 REQUEST FOR QUALIFICATIONS SPECIAL CONDITIONS

CONTRACTOR understands that CONTRACTOR must apply for and obtain qualified provider status during the next (FY 1991/92) Social Services Division Request for Qualifications (RFQ) process. CONTRACTOR must obtain qualified provider status prior to July 1, 1992 in order for COUNTY to continue the contracting relationship.

In the interim, COUNTY requires CONTRACTOR to submit the following information within 30 days of the execution of this agreement:

1. The agency's most recent audit or annual financial statements if no audit is available.
2. The most recent Year-to-date revenue and expenditure summary;
3. The most recent agency budget and Year-to-date budget comparisons;
4. A copy of the agency General Ledger Chart of Accounts;
5. Evidence that the organization is registered to do business in the State of Oregon:
  - a. Provide a copy of organization's current registration submitted to the Secretary of State, Corporation Division.
  - b. Additionally, for private non-profits, also provide a copy of the organization's 501.C.3 designation letter.

If any of the above documentation is not available, CONTRACTOR must provide COUNTY with written explanation. Additionally, COUNTY will schedule a fiscal review within three (3) months of the execution of this agreement.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17 DD 55 - EARLY INTERVENTION

17.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS

17.1.1 SERVICE DESCRIPTION

Early Intervention programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Eligible children can be served by an array of early intervention services, including parent training, classroom programs, ancillary services, supportive services for children enrolled in community preschool programs, or any appropriate combinations. The services provided are designed to meet the individual needs of children and their families, and develop the specialized skills necessary to facilitate the child's development in cognitive, motor, communication, self-help and socialization areas.

This service is regulated by: OAR 309-41-200 through 225.

17.1.2 PERFORMANCE REQUIREMENTS

100% of the children shall be eligible for Developmental Disabilities services as defined in OAR 309-41-205 and be below applicable school age in the child's resident school district.

17.1.3 SPECIAL REPORTING REQUIREMENTS

"Oregon Preschool Assessment System" (OPAS) as required in rules cited above.

17.2 MULTNOMAH COUNTY REQUIREMENTS

17.2.1 EARLY INTERVENTION SERVICES

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after eligibility and/or identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist. Children identified and referred for service from another source must be referred to the County Developmental Disabilities Program Intake Unit within 30 days of the beginning of service. A New Child Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

17.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral. Variances may also be available for children whose birthdate occurs between September 1 and December 15 of the current school year. Children in this category may be enrolled in a preschool classroom as a part of preschool early entry services as per 17.2.5 of this contract.

17.2.2 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a negotiated rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.2.1 UTILIZATION

Utilization of contracted capacity will be calculated by the number of enrolled children in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

17.2.3 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

Contractor shall furnish to the County its employer identification number, as designated by the Internal Revenue Service, or Contractor's social security number as County deems applicable.

17.2.3.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY by CONTRACTOR.

17.2.4 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.5 PRESCHOOL EARLY ENTRY SERVICES

Preschool Early Entry Services may be available to children who turn three after September 1 but not after December 15 of the current school year. CONTRACTOR will offer a minimum of 3 days per week of classroom attendance with additional in-home support as available within funding for children enrolled in Preschool Early Entry Services.

Ancillary services shall be available on a consult basis provided by or arranged for by CONTRACTOR and as governed by OAR's 309-41-245 through 309-41-250.

The purpose of the early entry services is to provide a classroom placement for children who show signs of readiness for preschool but who miss the September 1 cut-off due to birthdate. Children will be considered for early entry in the order of their birthdate with the first considered closest to September 1 of the current school year. Placement may occur up to one month prior to their third birthdate or at the start of the current school year, whichever comes first. Local school districts may provide transportation prior to the third birthday, at their discretion.

Consideration for early entry services will be based on age, parent request, readiness, recommendations of previous service provider and/or case manager. Placement requested earlier than the third birthday will be considered if the child's living situation is in jeopardy of being lost. Referral for this service will be made to the Early Intervention Program Development Specialist. Final determination of enrollment in early entry services will be made by the CONTRACTOR and Early Intervention Program Development Specialist based upon the above criteria and within the limit of available funds.

Multnomah County Social Services Division  
Subcontract Agreement Signature Page


Contractor: CHILDREN'S PSYCHIATRIC DAY TREATMENT - OHSU

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

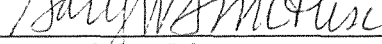
Contractor:

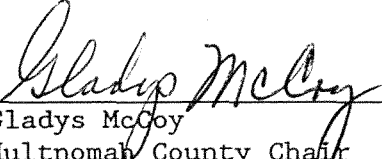
Multnomah County, Oregon:

By: \_\_\_\_\_  
Contractor Executive Director Date

By:  \_\_\_\_\_  
Dennis Adams Date  
Program Manager

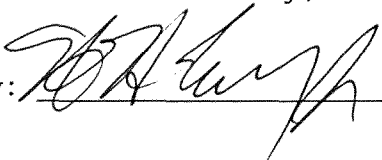
By: \_\_\_\_\_  
Contractor Board Chairperson Date

By:  \_\_\_\_\_  
Gary Smith, Director Date  
Social Services Division

By:  \_\_\_\_\_  
Gladys McCoy Date  
Multnomah County Chair

REVIEWED:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By:  \_\_\_\_\_  
Date  
10-1-91

Meeting Date: OCT 10 1991

Agenda No.: C-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Portland Public School District #1

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal \_\_\_\_\_ (date) \_\_\_\_\_

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of an agreement between the Multnomah County Developmental Disabilities Program office and Portland Public School District #1 to provide Early Intervention Services to children age 0-6. Funding of \$1,024,940 is provided by the State Mental Health Grant.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

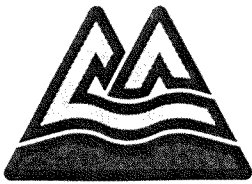
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Billi Odegaard (cc)

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:55  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## M E M O R A N D U M

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Interim Director *Billi Odegaard(ac)*  
Department of Human Services

FROM: Gary Smith, Director  
Social Services Division

DATE: September 11, 1991

SUBJECT: Approval of Four Intergovernmental Agreements with Developmental  
Disabilities Providers

RETROACTIVE STATUS: The agreements attached are retroactive to July 1, 1991 and September 1, 1991. Funding is provided by State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 15, 1991.

RECOMMENDATION: The Social Services Division recommends Chair and Board approval of four Intergovernmental Agreements (IGA) between the DD Program and Clark College-Pride Program effective July 1, 1991 through June 30, 1992 and OHSU Childrens Psychiatric Day Treatment, Portland Public Schools and Reynolds School District effective September 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: Funding for Early Intervention Services are allotted as follows; Clark College-Pride Program \$32,000, OHSU-Children's Psychiatric Day Treatment \$8,200, Portland Public School District #1 \$1,024,940 and Reynolds School District #7 \$98,200.

Early Intervention Programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Funding for this service is available via the State Mental Health Division Grant. Government agencies are not required to complete the RFQ/RFP process.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 103312

MULTNOMAH COUNTY OREGON

Amendment # 1

<input type="checkbox"/> CLASS I <input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> CLASS II <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> CLASS III <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> C-4 October 10, 1991
---------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person KATHY TINKLE Phone 248-3691 Date AUGUST 23, 1991

Department HUMAN SERVICES Division SOCIAL SERVICES Bldg/Room 160/6

Description of Contract An IGA wherein the Portland Public School District #1 agrees to provide Early Intervention Services for DD clients effective September 1, 1991 through June 30, 1992.

RFP/BID # N/A IGA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

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

Contractor Name <u>PORTLAND PUBLIC SCHOOLS DISTRICT</u> Mailing Address <u>531 SE 14TH</u> <u>PORTLAND, OR. 97214</u> Phone <u>280-5840/249-2000</u> Employer ID # or SS # <u>93-6000830</u> Effective Date <u>SEPTEMBER 1, 1991</u> Termination Date <u>JUNE 30, 1992</u> Original Contract Amount \$ _____ Amount of Amendment \$ _____ Total Amount of Agreement \$ <u>1,024,940</u>	#1 CONTRACTS To: <u>501 N. DIXON</u> <u>PORTLAND, OR. 97232</u> Payment Term <input type="checkbox"/> Lump Sum \$ _____ <input checked="" type="checkbox"/> Monthly \$ <u>Allotment</u> <input type="checkbox"/> Other \$ _____ <input type="checkbox"/> Requirements contract - Requisition required. Purchase Order No. _____ <input type="checkbox"/> Requirements Not to Exceed \$ _____
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## REQUIRED SIGNATURES:

Department Manager Billi Odegaard (for) Date 9/24/91

Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_

(Class II Contracts Only)

County Counsel [Signature] Date 10-1-91

County Chair/Sheriff [Signature] Date 10/10/91

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1240		DD55	6060		1255		1,024,940	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
SUBCONTRACT AGENCY AGREEMENT

Duration of Agreement: September 1, 1991 to June 30, 1992

Contractor: PORTLAND PUBLIC SCHOOLS DIST. #1

Address: 531 S.E. 14TH

PORTLAND

OR 97214

Phone: 280-5840

IRS No.: 93-6000830

Subject to the General Conditions and Special Conditions attached hereto and by this reference made part of the this agreement, the CONTRACTOR agrees to provide the services within the Service Element(s) listed below. County agrees to pay the CONTRACTOR as per the General and Special Conditions attached.

Service Element	Fund Source	Payment Terms	Total Annual Maximum Payable
DD55 EI	SMHD	SERVICE CAPACITY	\$ 1,024,940.00
Early Intervention			

Grand Total: \$ 1,024,940.00

Multnomah County Social Services Division  
Developmental Disabilities Program  
Special Conditions For Each Service Element

Contractor: PORTLAND PUBLIC SCHOOLS DIST. #1

Service Element	Fund Source	Slot Count	Special Conditions Sections	8/16/91
DD55 EI Early Intervention	SMHD	332	1, 17.1-17.2.5	

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**1 SPECIAL CONDITIONS FOR ALL DD CONTRACTORS**

**1.1 MULTNOMAH COUNTY REQUIREMENTS**

**1.1.1 CONDITIONS FOR ALL CONTRACTORS**

CONTRACTOR agrees to involve and fully inform the COUNTY Developmental Disabilities Program Case Managers of service recipients in any planning and decision-making which is associated with possible changes in service site or termination of services for service recipients. CONTRACTOR agrees to verbally notify the COUNTY Developmental Disabilities Program Case Manager and the service recipient, and/or legal guardian, within one business day of the CONTRACTOR'S decision to propose changes in service site or termination of services. This verbal notification shall be followed within five business days by written notice of such proposed changes in service site or termination of services. The written notice shall include information on how to appeal such decisions with the CONTRACTOR agency's organizations. The change should be reflected in the client's Individual Support Plan/Individual Program Plan.

CONTRACTOR agrees to comply with the Multnomah County Behavioral Intervention Policy.

As Multnomah County is contracted by the State Mental Health and Developmental Disabilities Division to arrange for and provide service at established rates, the COUNTY, in turn, is dedicated to utilization of 100% for funded service elements. The COUNTY'S contractors are expected to make every effort possible to maintain full utilization of contracted monies.

CONTRACTOR and COUNTY recognize that planning is essential to the success of a coordinated service delivery system. CONTRACTOR agrees to attend and participate in planning efforts instigated by the COUNTY and one day of annual Contract review.

CONTRACTORS are responsible to review their monthly CPMS documents for errors. If errors or questions arise upon completion of monthly review, then each CONTRACTOR is responsible to contact the appropriate COUNTY Program Development Specialist. Issues that are left unresolved may result in the loss of revenues.

**1.1.2 REPORTING REQUIREMENTS**

CONTRACTOR shall comply with COUNTY'S special incident reporting guidelines, listed below:

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

Guidelines for DD Provider Agencies for Critical Incident Reporting and Protective Services

Introduction

Communication of critical incidents by provider agencies to Multnomah County has previously been at the discretion of the agency, with few, if any, guidelines for what should be reported. As a result, some agencies have under-reported critical incidents, while others have over-reported.

The guidelines below are intended to assist agencies in making decisions about what to report. Agencies will still find it necessary to make decisions based on their own judgments about what county staff need to know. A basic rule of thumb is for reporting, however, is

Any change in individual support needs that would indicate the need for further evaluation or discussion by the ISP team should be reported as a critical incident.

The guidelines below are intended for both residential and vocational providers and are divided into individual-related and agency-related issues. Individual-related issues should be reported to the Case Manager and agency-related to the Residential or Vocational Program Development Specialist. Protective Services guidelines appear at the end.

Critical incidents should be reported by telephone to case manager or back-up case manager within one working day. A written report on the agency's own incident report form (including follow-up) should be forwarded to the county within 5 working days. If necessary, the county will follow up or respond within 5 working days.

I. Incidents Related to Individuals (report to Case Manager)

A. Medical

1. Any injury or illness requiring hospitalization or emergency medical care;
2. Any major change in medical regimen due to a seizure disorder, mental illness, a chronic affliction or the appearance of new symptoms, minor medication changes are not included;
3. Any client referral to a physician, specialist or consultant which may result in significant changes in support needs.

B. Placement

1. Any change in residential or vocational placement status;  
Examples: Unemployment, threat of unemployment, missing more than 2 days of work, reduction in work performance.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

C. Behavioral

1. Any behavioral intervention that would normally require the approval of the ISP team or the Multnomah County Behavioral Intervention Committee and is not already approved.
2. Even if an approved program is in place for an individual, report the following incidents:
  - a. Outbursts or other incidents that affect the safety of the client, others or property. For high rate behaviors, the ISP team will decide the reporting schedule.
  - b. New maladaptive behavior.
  - c. Any behavior that threatens residential or vocational placement.

D. Financial

1. Loss of benefits or income;
2. Theft of individual's money or property;
3. Individual's financial exploitation or loss of funds or property;
4. Changes in payeeship, conservatorship.

E. Other

1. Changes in guardianship;
2. Death of parent, guardian or significant other;
3. Transportation issues.

II. Incidents Related to Agencies (report to Residential or Vocational Program Development Specialists)

A. Physical Facility - affecting health and safety of individuals

1. Fire;
2. Interruption of utilities for extended periods;
3. Significant changes in the environment, especially those related to health or safety.

B. Service Provision

1. Relocation of site;
2. Neighborhood issues, problems, complaints;
3. Lack of work availability.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

III. Protective Services

- A. Anyone can and should report to an individual's case manager if there is reason to believe an individual needs protective services. Protective services are available to individuals who meet the following criteria:

Case-managed individuals who are eighteen years of age or older, are unable to protect his/her own interest and are harmed or threatened with harm through the individual's or another's action or inaction. Harm is defined in this section as to mean neglect, physical punishment, sexual exploitation, threats, coercion or humiliation directed toward any individual or the withholding of an individual's regular meal, personal property, medication, or aid to physical functioning.

- B. Protective Services include:

1. Providing prompt response and investigation upon request of adults at risk or other persons acting on their behalf.
2. Assess the ability of the individual to understand the nature of the protective service and his/her willingness to accept services.
3. Counseling to the individual, his/her family or other responsible persons, such as the representative payee, on handling the affairs of the individual.
4. Appropriate alternative living arrangements in the community where available.
5. Medical care, legal services, and other resources available in the community. A case manager does not have authority to consent to medical procedures on behalf of an individual.
6. Securing a guardian, commitment or other protective placement as needed.
7. Assisting the individual in order to assure his/her receipt of rights and entitlements due to the adults at risk.
8. Notifying the local law enforcement agency when there is reason to believe a crime has been committed.

- C. Contractor must:

1. Receive authorization from Protective Services Unit before conducting any internal investigations.
2. Fully cooperate with and give priority to Protective Services' investigations.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.3 REQUEST FOR QUALIFICATIONS SPECIAL CONDITIONS

CONTRACTOR understands that CONTRACTOR must apply for and obtain qualified provider status during the next (FY 1991/92) Social Services Division Request for Qualifications (RFQ) process. CONTRACTOR must obtain qualified provider status prior to July 1, 1992 in order for COUNTY to continue the contracting relationship.

In the interim, COUNTY requires CONTRACTOR to submit the following information within 30 days of the execution of this agreement:

1. The agency's most recent audit or annual financial statements if no audit is available.
2. The most recent Year-to-date revenue and expenditure summary;
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5. Evidence that the organization is registered to do business in the State of Oregon:
  - a. Provide a copy of organization's current registration submitted to the Secretary of State, Corporation Division.
  - b. Additionally, for private non-profits, also provide a copy of the organization's 501.C.3 designation letter.

If any of the above documentation is not available, CONTRACTOR must provide COUNTY with written explanation. Additionally, COUNTY will schedule a fiscal review within three (3) months of the execution of this agreement.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**17 DD 55 - EARLY INTERVENTION**

**17.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS**

**17.1.1 SERVICE DESCRIPTION**

Early Intervention programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Eligible children can be served by an array of early intervention services, including parent training, classroom programs, ancillary services, supportive services for children enrolled in community preschool programs, or any appropriate combinations. The services provided are designed to meet the individual needs of children and their families, and develop the specialized skills necessary to facilitate the child's development in cognitive, motor, communication, self-help and socialization areas.

This service is regulated by: OAR 309-41-200 through 225.

**17.1.2 PERFORMANCE REQUIREMENTS**

100% of the children shall be eligible for Developmental Disabilities services as defined in OAR 309-41-205 and be below applicable school age in the child's resident school district.

**17.1.3 SPECIAL REPORTING REQUIREMENTS**

"Oregon Preschool Assessment System" (OPAS) as required in rules cited above.

**17.2 MULTNOMAH COUNTY REQUIREMENTS**

**17.2.1 EARLY INTERVENTION SERVICES**

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after eligibility and/or identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist. Children identified and referred for service from another source must be referred to the County Developmental Disabilities Program Intake Unit within 30 days of the beginning of service. A New Child Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

17.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral. Variances may also be available for children whose birthdate occurs between September 1 and December 15 of the current school year. Children in this category may be enrolled in a preschool classroom as a part of preschool early entry services as per 17.2.5 of this contract.

17.2.2 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a negotiated rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.2.1 UTILIZATION

Utilization of contracted capacity will be calculated by the number of enrolled children in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

17.2.3 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

Contractor shall furnish to the County its employer identification number, as designated by the Internal Revenue Service, or Contractor's social security number as County deems applicable.

17.2.3.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY by CONTRACTOR.

17.2.4 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.5 PRESCHOOL EARLY ENTRY SERVICES

Preschool Early Entry Services may be available to children who turn three after September 1 but not after December 15 of the current school year. CONTRACTOR will offer a minimum of 3 days per week of classroom attendance with additional in-home support as available within funding for children enrolled in Preschool Early Entry Services.

Ancillary services shall be available on a consult basis provided by or arranged for by CONTRACTOR and as governed by OAR's 309-41-245 through 309-41-250.

The purpose of the early entry services is to provide a classroom placement for children who show signs of readiness for preschool but who miss the September 1 cut-off due to birthdate. Children will be considered for early entry in the order of their birthdate with the first considered closest to September 1 of the current school year. Placement may occur up to one month prior to their third birthdate or at the start of the current school year, whichever comes first. Local school districts may provide transportation prior to the third birthday, at their discretion.

Consideration for early entry services will be based on age, parent request, readiness, recommendations of previous service provider and/or case manager. Placement requested earlier than the third birthday will be considered if the child's living situation is in jeopardy of being lost. Referral for this service will be made to the Early Intervention Program Development Specialist. Final determination of enrollment in early entry services will be made by the CONTRACTOR and Early Intervention Program Development Specialist based upon the above criteria and within the limit of available funds.

Multnomah County Social Services Division  
Subcontract Agreement Signature Page


Contractor: PORTLAND PUBLIC SCHOOLS DIST. #1

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


Contractor:

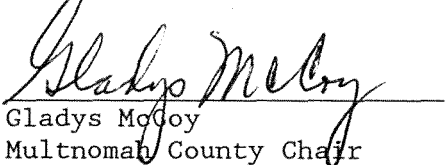
Multnomah County, Oregon:

By: \_\_\_\_\_  
Contractor Executive Director Date

By:  8-21-91  
Dennis Adams Date  
Program Manager

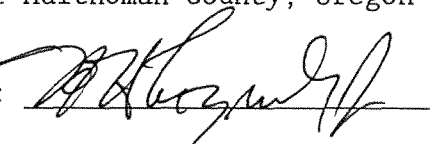
By: \_\_\_\_\_  
Contractor Board Chairperson Date

By:  9-17-91  
Gary Smith, Director Date  
Social Services Division

By:  10/20/91  
Gladys McGoy Date  
Multnomah County Chair

REVIEWED:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By:  10-1-91  
Date

Meeting Date: OCT 10 1991

Agenda No.: C-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Reynolds School District #7

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal \_\_\_\_\_ (date) \_\_\_\_\_

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of an agreement between the Multnomah County Developmental Disabilities Program office and the Reynolds School District #7 to provide Early Intervention Services to children age 0-6. Funding of \$98,200 is provided by the State Mental Health Grant.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

1991 OCT -2 PM 2:55  
CLERK OF  
COUNTY COMMISSION  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## M E M O R A N D U M

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Interim Director *Billi Odegaard (cc)*  
Department of Human Services

FROM: Gary Smith, Director  
Social Services Division

DATE: September 11, 1991

SUBJECT: Approval of Four Intergovernmental Agreements with Developmental Disabilities Providers

RETROACTIVE STATUS: The agreements attached are retroactive to July 1, 1991 and September 1, 1991. Funding is provided by State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 15, 1991.

RECOMMENDATION: The Social Services Division recommends Chair and Board approval of four Intergovernmental Agreements (IGA) between the DD Program and Clark College-Pride Program effective July 1, 1991 through June 30, 1992 and OHSU Childrens Psychiatric Day Treatment, Portland Public Schools and Reynolds School District effective September 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: Funding for Early Intervention Services are allotted as follows; Clark College-Pride Program \$32,000, OHSU-Children's Psychiatric Day Treatment \$8,200, Portland Public School District #1 \$1,024,940 and Reynolds School District #7 \$98,200.

Early Intervention Programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Funding for this service is available via the State Mental Health Division Grant. Government agencies are not required to complete the RFQ/RFP process.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 103322

Amendment # —

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-5 October 10, 1991</u>
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person KATHY TINKLE Phone 248-3691 Date AUGUST 23, 1991

Department HUMAN SERVICES Division SOCIAL SERVICES Bldg/Room 160/6

Description of Contract RENEWAL OF AN IGA WHEREIN THE CONTRACTOR WILL PROVIDE EARLY INTERVENTION (DD55) SERVICES EFFECTIVE SEPTEMBER 1, 1991 THROUGH JUNE 30, 1992.

RFP/BID # N/A IGA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

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

Contractor Name REYNOLDS SCHOOL DISTRICT #7

Mailing Address 1424 NE 201st

TROUTDALE, OR. 97060

Phone 661-7200

Employer ID # or SS # 93-6000836

Effective Date SEPTEMBER 1, 1991

Termination Date JUNE 30, 1992

Original Contract Amount \$ \_\_\_\_\_

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ 98,200

## Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☒ Monthly \$ Allotment

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager Billi Odegaard (ac)

Purchasing Director  
(Class II Contracts Only) [Signature]

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date \_\_\_\_\_

Date \_\_\_\_\_

Date 10-1-91

Date 10/10/91

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1256		DD55	6060		1255		98,200	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
SUBCONTRACT AGENCY AGREEMENT

Duration of Agreement: September 1, 1991 to June 30, 1992

Contractor: REYNOLDS SCHOOL DISTRICT #7

Address: 1424 N.E. 201ST  
TROUTDALE OR 97060

Phone: 661-7200  
IRS No.: 93-6000836

Subject to the General Conditions and Special Conditions attached hereto and by this reference made part of the this agreement, the CONTRACTOR agrees to provide the services within the Service Element(s) listed below. County agrees to pay the CONTRACTOR as per the General and Special Conditions attached.

Service Element	Fund Source	Payment Terms	Total Annual Maximum Payable
DD55 EI Early Intervention	SMHD	SERVICE CAPACITY	\$ 98,200.00

Grand Total: \$ 98,200.00

Multnomah County Social Services Division  
Developmental Disabilities Program  
Special Conditions For Each Service Element

Contractor: REYNOLDS SCHOOL DISTRICT #7

Service Element	Fund Source	Slot Count	Special Conditions Sections	8/16/91
DD55 EI Early Intervention	SMHD	30	1, 17.1-17.2.5	

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1 SPECIAL CONDITIONS FOR ALL DD CONTRACTORS

1.1 MULTNOMAH COUNTY REQUIREMENTS

1.1.1 CONDITIONS FOR ALL CONTRACTORS

CONTRACTOR agrees to involve and fully inform the COUNTY Developmental Disabilities Program Case Managers of service recipients in any planning and decision-making which is associated with possible changes in service site or termination of services for service recipients. CONTRACTOR agrees to verbally notify the COUNTY Developmental Disabilities Program Case Manager and the service recipient, and/or legal guardian, within one business day of the CONTRACTOR'S decision to propose changes in service site or termination of services. This verbal notification shall be followed within five business days by written notice of such proposed changes in service site or termination of services. The written notice shall include information on how to appeal such decisions with the CONTRACTOR agency's organizations. The change should be reflected in the client's Individual Support Plan/Individual Program Plan.

CONTRACTOR agrees to comply with the Multnomah County Behavioral Intervention Policy.

As Multnomah County is contracted by the State Mental Health and Developmental Disabilities Division to arrange for and provide service at established rates, the COUNTY, in turn, is dedicated to utilization of 100% for funded service elements. The COUNTY'S contractors are expected to make every effort possible to maintain full utilization of contracted monies.

CONTRACTOR and COUNTY recognize that planning is essential to the success of a coordinated service delivery system. CONTRACTOR agrees to attend and participate in planning efforts instigated by the COUNTY and one day of annual Contract review.

CONTRACTORS are responsible to review their monthly CPMS documents for errors. If errors or questions arise upon completion of monthly review, then each CONTRACTOR is responsible to contact the appropriate COUNTY Program Development Specialist. Issues that are left unresolved may result in the loss of revenues.

1.1.2 REPORTING REQUIREMENTS

CONTRACTOR shall comply with COUNTY'S special incident reporting guidelines, listed below:

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

Guidelines for DD Provider Agencies for Critical Incident Reporting and Protective Services

Introduction

Communication of critical incidents by provider agencies to Multnomah County has previously been at the discretion of the agency, with few, if any, guidelines for what should be reported. As a result, some agencies have under-reported critical incidents, while others have over-reported.

The guidelines below are intended to assist agencies in making decisions about what to report. Agencies will still find it necessary to make decisions based on their own judgments about what county staff need to know. A basic rule of thumb is for reporting, however, is

Any change in individual support needs that would indicate the need for further evaluation or discussion by the ISP team should be reported as a critical incident.

The guidelines below are intended for both residential and vocational providers and are divided into individual-related and agency-related issues. Individual-related issues should be reported to the Case Manager and agency-related to the Residential or Vocational Program Development Specialist. Protective Services guidelines appear at the end.

Critical incidents should be reported by telephone to case manager or back-up case manager within one working day. A written report on the agency's own incident report form (including follow-up) should be forwarded to the county within 5 working days. If necessary, the county will follow up or respond within 5 working days.

I. Incidents Related to Individuals (report to Case Manager)

A. Medical

1. Any injury or illness requiring hospitalization or emergency medical care;
2. Any major change in medical regimen due to a seizure disorder, mental illness, a chronic affliction or the appearance of new symptoms, minor medication changes are not included;
3. Any client referral to a physician, specialist or consultant which may result in significant changes in support needs.

B. Placement

1. Any change in residential or vocational placement status;  
Examples: Unemployment, threat of unemployment, missing more than 2 days of work, reduction in work performance.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

C. Behavioral

1. Any behavioral intervention that would normally require the approval of the ISP team or the Multnomah County Behavioral Intervention Committee and is not already approved.
2. Even if an approved program is in place for an individual, report the following incidents:
  - a. Outbursts or other incidents that affect the safety of the client, others or property. For high rate behaviors, the ISP team will decide the reporting schedule.
  - b. New maladaptive behavior.
  - c. Any behavior that threatens residential or vocational placement.

D. Financial

1. Loss of benefits or income;
2. Theft of individual's money or property;
3. Individual's financial exploitation or loss of funds or property;
4. Changes in payeeship, conservatorship.

E. Other

1. Changes in guardianship;
2. Death of parent, guardian or significant other;
3. Transportation issues.

II. Incidents Related to Agencies (report to Residential or Vocational Program Development Specialists)

A. Physical Facility - affecting health and safety of individuals

1. Fire;
2. Interruption of utilities for extended periods;
3. Significant changes in the environment, especially those related to health or safety.

B. Service Provision

1. Relocation of site;
2. Neighborhood issues, problems, complaints;
3. Lack of work availability.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.2 REPORTING REQUIREMENTS (Continued)

III. Protective Services

- A. Anyone can and should report to an individual's case manager if there is reason to believe an individual needs protective services. Protective services are available to individuals who meet the following criteria:

Case-managed individuals who are eighteen years of age or older, are unable to protect his/her own interest and are harmed or threatened with harm through the individual's or another's action or inaction. Harm is defined in this section as to mean neglect, physical punishment, sexual exploitation, threats, coercion or humiliation directed toward any individual or the withholding of an individual's regular meal, personal property, medication, or aid to physical functioning.

- B. Protective Services include:

1. Providing prompt response and investigation upon request of adults at risk or other persons acting on their behalf.
2. Assess the ability of the individual to understand the nature of the protective service and his/her willingness to accept services.
3. Counseling to the individual, his/her family or other responsible persons, such as the representative payee, on handling the affairs of the individual.
4. Appropriate alternative living arrangements in the community where available.
5. Medical care, legal services, and other resources available in the community. A case manager does not have authority to consent to medical procedures on behalf of an individual.
6. Securing a guardian, commitment or other protective placement as needed.
7. Assisting the individual in order to assure his/her receipt of rights and entitlements due to the adults at risk.
8. Notifying the local law enforcement agency when there is reason to believe a crime has been committed.

- C. Contractor must:

1. Receive authorization from Protective Services Unit before conducting any internal investigations.
2. Fully cooperate with and give priority to Protective Services' investigations.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

1.1 MULTNOMAH COUNTY REQUIREMENTS (Continued)

1.1.3 REQUEST FOR QUALIFICATIONS SPECIAL CONDITIONS

CONTRACTOR understands that CONTRACTOR must apply for and obtain qualified provider status during the next (FY 1991/92) Social Services Division Request for Qualifications (RFQ) process. CONTRACTOR must obtain qualified provider status prior to July 1, 1992 in order for COUNTY to continue the contracting relationship.

In the interim, COUNTY requires CONTRACTOR to submit the following information within 30 days of the execution of this agreement:

1. The agency's most recent audit or annual financial statements if no audit is available.
2. The most recent Year-to-date revenue and expenditure summary;
3. The most recent agency budget and Year-to-date budget comparisons;
4. A copy of the agency General Ledger Chart of Accounts;
5. Evidence that the organization is registered to do business in the State of Oregon:
  - a. Provide a copy of organization's current registration submitted to the Secretary of State, Corporation Division.
  - b. Additionally, for private non-profits, also provide a copy of the organization's 501.C.3 designation letter.

If any of the above documentation is not available, CONTRACTOR must provide COUNTY with written explanation. Additionally, COUNTY will schedule a fiscal review within three (3) months of the execution of this agreement.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17 DD 55 - EARLY INTERVENTION

17.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS

17.1.1 SERVICE DESCRIPTION

Early Intervention programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Eligible children can be served by an array of early intervention services, including parent training, classroom programs, ancillary services, supportive services for children enrolled in community preschool programs, or any appropriate combinations. The services provided are designed to meet the individual needs of children and their families, and develop the specialized skills necessary to facilitate the child's development in cognitive, motor, communication, self-help and socialization areas.

This service is regulated by: OAR 309-41-200 through 225.

17.1.2 PERFORMANCE REQUIREMENTS

100% of the children shall be eligible for Developmental Disabilities services as defined in OAR 309-41-205 and be below applicable school age in the child's resident school district.

17.1.3 SPECIAL REPORTING REQUIREMENTS

"Oregon Preschool Assessment System" (OPAS) as required in rules cited above.

17.2 MULTNOMAH COUNTY REQUIREMENTS

17.2.1 EARLY INTERVENTION SERVICES

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after eligibility and/or identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist. Children identified and referred for service from another source must be referred to the County Developmental Disabilities Program Intake Unit within 30 days of the beginning of service. A New Child Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

17.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral. Variances may also be available for children whose birthdate occurs between September 1 and December 15 of the current school year. Children in this category may be enrolled in a preschool classroom as a part of preschool early entry services as per 17.2.5 of this contract.

17.2.2 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a negotiated rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.2.1 UTILIZATION

Utilization of contracted capacity will be calculated by the number of enrolled children in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

17.2.3 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

Contractor shall furnish to the County its employer identification number, as designated by the Internal Revenue Service, or Contractor's social security number as County deems applicable.

17.2.3.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY by CONTRACTOR.

17.2.4 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.5 PRESCHOOL EARLY ENTRY SERVICES

Preschool Early Entry Services may be available to children who turn three after September 1 but not after December 15 of the current school year. CONTRACTOR will offer a minimum of 3 days per week of classroom attendance with additional in-home support as available within funding for children enrolled in Preschool Early Entry Services.

Ancillary services shall be available on a consult basis provided by or arranged for by CONTRACTOR and as governed by OAR's 309-41-245 through 309-41-250.

The purpose of the early entry services is to provide a classroom placement for children who show signs of readiness for preschool but who miss the September 1 cut-off due to birthdate. Children will be considered for early entry in the order of their birthdate with the first considered closest to September 1 of the current school year. Placement may occur up to one month prior to their third birthdate or at the start of the current school year, whichever comes first. Local school districts may provide transportation prior to the third birthday, at their discretion.

Consideration for early entry services will be based on age, parent request, readiness, recommendations of previous service provider and/or case manager. Placement requested earlier than the third birthday will be considered if the child's living situation is in jeopardy of being lost. Referral for this service will be made to the Early Intervention Program Development Specialist. Final determination of enrollment in early entry services will be made by the CONTRACTOR and Early Intervention Program Development Specialist based upon the above criteria and within the limit of available funds.

Multnomah County Social Services Division  
Subcontract Agreement Signature Page


Contractor: REYNOLDS SCHOOL DISTRICT #7

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

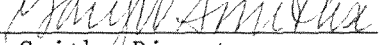
Contractor:

Multnomah County, Oregon:

By: \_\_\_\_\_  
Contractor Executive Director Date

By:  \_\_\_\_\_  
Dennis Adams  
Program Manager Date 8-21-91

By: \_\_\_\_\_  
Contractor Board Chairperson Date

By:  \_\_\_\_\_  
Gary Smith, Director  
Social Services Division Date 9-17-91

By:  \_\_\_\_\_  
Gladys McCoy  
Multnomah County Chair Date 10/10/91

REVIEWED:

Laurence Kressel, County Counsel  
for Multnomah County, Oregon

By:  \_\_\_\_\_  
Date 10-1-91

Meeting Date: OCT 10 1991

Agenda No.: C-60

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Mt. Hood Community College

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of Amendment #1 between the Multnomah County Developmental Disabilities Program and Mt. Hood Community College in which the State Mental Health Division restores some services previously cut due to Measure 5 and provides a 4.4% Cost of Living Allowance. Amendment #1 increases the agreement by \$1,281.60 effective July 1, 1991 through June 30, 1992.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

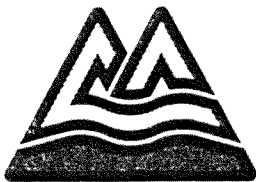
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

CLERK OF  
COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:56  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

BOARD OF COUNTY COMMISSIONERS  
GLADYS MCCOY • CHAIR OF THE BOARD  
PAULINE ANDERSON • DISTRICT 1 COMMISSIONER  
GARY HANSEN • DISTRICT 2 COMMISSIONER  
RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Acting Director  
Department of Human Services

*Billi Odegaard (ac)*

FROM: Gary Smith, Director  
Social Services Division

DATE: September 13, 1991

SUBJECT: Approval of Five Amendments with Intergovernmental Agencies

RETROACTIVE STATUS: The amendments attached are retroactive to July 1, 1991 and are a result of State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 16, 1991.

RECOMMENDATION: Social Services Division recommends Chair approval of five amendments between the Developmental Disabilities (DD) Program and City of Portland-Parks & Recreation #1, Mt. Hood Community College #1, Oregon Commission for the Blind #1, Oregon Health Sciences University-CDRC #1 and Portland Employment Project-PCC #1 effective July 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: City of Portland-Parks & Recreation Work Activity Center increases \$826.80 bringing the net contract total to \$19,617.60 for FY 91/92. Mt. Hood Community College Work Activity Center increases \$1,281.60 bringing the net total contract to \$30,407.28 for FY 91/92.

Oregon Commission for the Blind Work Activity Center increases \$44,063.40, Supported Employment increases \$23,175.80 and Employment Transportation increases \$192.24 bringing the net total contract to \$354,754.04 for FY 91/92. Oregon Health Sciences University-CDRC Work Activity Center increases \$12,512.52, Supported Employment Program increases \$63,235.20 and Early Intervention Program is added as a new service and receives \$61,680 in funding. This action brings the net total contract to \$169,019.40 for FY 91/92.

Portland Employment Project-Portland Community College Supported Employment Program increases \$110,656.65, Work Activity Center is added as a service with \$6,453.96 in funding and Sheltered Services Program is also added as a service with 4,621.44 in funding. This action brings the net total contract to \$146,620.05 for FY 91/92.

The increases in the amendments listed reflect Legislatively-approved restoration of State funds initially cut in response to Ballot Measure 5. In addition to the restoration of some funding, a 4.4% Cost of Living Allowance has been approved by the SMHD and Legislature and is being passed on to the contractors. All of the contractors listed here are government agencies and therefore exempt from RFQ/RFP process.

AN EQUAL OPPORTUNITY EMPLOYER



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 102672

MULTNOMAH COUNTY OREGON

Amendment # 1

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input checked="" type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement  <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b>  <u>C-6</u> <u>October 10, 1991</u>
---------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person Kathy Tinkle Phone 248-3691 Date 8/29/91

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #1 effective July 1, 1991 increases Work activity Center (DD40) by \$1,281.60. State Mental Health has increased funding to this service element to cover COLA.

RFP/BID # N/A IGA IGA Date of RFP/BID                      Exemption Exp. Date                     

ORS/AR #                      Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name Mt. Hood Community College

Mailing Address 26000 SE Stark  
Gresham, OR 97030

Phone 667-7316

Employer ID # or SS # 93-0546890

Effective Date 7/1/91

Termination Date 6/30/92

Original Contract Amount \$ 29,125.68

Amount of Amendment \$ 1,281.60

Total Amount of Agreement \$ 30,407.28

## Payment Term

☐ Lump Sum \$                     

☒ Monthly \$ Allotment

☐ Other \$                     

☐ Requirements contract - Requisition required.

Purchase Order No.                     

☐ Requirements Not to Exceed \$                     

## REQUIRED SIGNATURES:

Department Manager Billi Odgaard (ac)

Purchasing Director                       
(Class II Contracts Only)

County Counsel                     

County Chair/Sheriff                     

Date 9/24/91

Date                     

Date 10-6-91

Date 10/10/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	156	010	1235		DD40	6060		1240		1,281.60		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

Duration of Agreement: July 1, 1991 to June 30, 1992

Contractor: MT. HOOD COMMUNITY COLLEGE

Address: 26000 S.E. STARK  
GRESHAM OR 97030

Phone: 667-7316

IRS No.: 93-0546890

This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
MT. HOOD COMMUNITY COLLEGE, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original  
Contract not superseded by this AMENDMENT are still in force and apply to this  
AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
DD40-WAC SMHD		\$29,125.68	\$1,281.60	\$30,407.28	SERVICE CAPACITY
Work Activity Center					

TOTALS:		\$29,125.68	\$1,281.60	\$30,407.28	
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FY92

Multnomah County Social Services Division  
Subcontract AMENDMENT Number 1

CONTRACTOR:

Mt. Hood Community College

DATE: 08/25/91

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Part II - Notes and Special Conditions

Notes:

Funding for Service Elements marked "COLA" below are increased by a 4.4% Cost of Living Allowance granted by the State Mental Health and Developmental Disabilities Division and the State Legislature, effective 7/1/91. Rates and amounts mentioned below also reflect this increase unless noted otherwise. In addition, slots may be added or removed as indicated. All changes are effective 7/1/91 unless noted otherwise.

DD40 WAC funding - COLA

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

NONE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

CONTRACTOR:

COUNTY:

MT. HOOD COMMUNITY COLLEGE

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

\_\_\_\_\_  
Date

By

Dennis L. Adams  
Dennis Adams  
Program Manager

8/29/91  
Date

\_\_\_\_\_  
Agency Board Chairperson

\_\_\_\_\_  
Date

By

Gary W. Smith  
Gary Smith  
Social Services Division  
Director

9-17-91  
Date

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

10/10/91  
Date

Reviewed: .

Laurence Kressel, County Counsel Date  
for Multnomah County, Oregon

By

LA Kressel

10-1-91  
Date

Meeting Date: OCT 10 1991

Agenda No.: C-7

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Oregon Commission for the Blind

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of Amendment #1 between the Multnomah County Developmental Disabilities Program and the Oregon Commission for the Blind in which the State Mental Health Division restores some services previously cut due to Measure 5 and provides a 4.4% Cost of Living Allowance. Amendment #1 increases the agreement by \$67,431.44 effective July 1, 1991 through June 30, 1992.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Billi Odegaard (cc)

(All accompanying documents must have required signatures)

1991 OCT -2 PM 2:56  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## M E M O R A N D U M

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Acting Director  
Department of Human Services

*Billi Odegaard (cc)*

FROM: Gary Smith, Director  
Social Services Division

DATE: September 13, 1991

SUBJECT: Approval of Five Amendments with Intergovernmental Agencies

RETROACTIVE STATUS: The amendments attached are retroactive to July 1, 1991 and are a result of State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 16, 1991.

RECOMMENDATION: Social Services Division recommends Chair approval of five amendments between the Developmental Disabilities (DD) Program and City of Portland-Parks & Recreation #1, Mt. Hood Community College #1, Oregon Commission for the Blind #1, Oregon Health Sciences University-CDRC #1 and Portland Employment Project-PCC #1 effective July 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: City of Portland-Parks & Recreation Work Activity Center increases \$826.80 bringing the net contract total to \$19,617.60 for FY 91/92. Mt. Hood Community College Work Activity Center increases \$1,281.60 bringing the net total contract to \$30,407.28 for FY 91/92.

Oregon Commission for the Blind Work Activity Center increases \$44,063.40, Supported Employment increases \$23,175.80 and Employment Transportation increases \$192.24 bringing the net total contract to \$354,754.04 for FY 91/92. Oregon Health Sciences University-CDRC Work Activity Center increases \$12,512.52, Supported Employment Program increases \$63,235.20 and Early Intervention Program is added as a new service and receives \$61,680 in funding. This action brings the net total contract to \$169,019.40 for FY 91/92.

Portland Employment Project-Portland Community College Supported Employment Program increases \$110,656.65, Work Activity Center is added as a service with \$6,453.96 in funding and Sheltered Services Program is also added as a service with 4,621.44 in funding. This action brings the net total contract to \$146,620.05 for FY 91/92.

The increases in the amendments listed reflect Legislatively-approved restoration of State funds initially cut in response to Ballot Measure 5. In addition to the restoration of some funding, a 4.4% Cost of Living Allowance has been approved by the SMHD and Legislature and is being passed on to the contractors. All of the contractors listed here are government agencies and therefore exempt from RFQ/RFP process.

AN EQUAL OPPORTUNITY EMPLOYER



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 100482

MULTNOMAH COUNTY OREGON

Amendment # 1

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-7 October 10, 1991</u>
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person Kathy Tinkle Phone 248-3691 Date 8/29/91

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #1 effective September 1, 1991 increases Work Activity Center (DD40) by \$44,063.40, increases Supported Employment Program (DD43) by \$23,175.80, and increases Employment Transportation (DD53) by \$192.24. State Mental Health has increased funding to these service elements to cover COLA and restore slots cut because of Measure 5.

RFP/BID # N/A IGA Date of RFP/BID \_\_\_\_\_ Exemption Exp. Date \_\_\_\_\_

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

Contractor Name OREGON COMMISSION FOR THE BLIND

Mailing Address 535 SE 12th Avenue  
Portland, OR 97214

Phone 238-8375

Employer ID # or SS # 93-6001718

Effective Date September 1, 1991

Termination Date June 30, 1992

Original Contract Amount \$ 287,322.60

Amount of Amendment \$ 67,431.44

Total Amount of Agreement \$ 354,754.04

## Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☒ Monthly \$ Allotment

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager Billie Odegaard (ae)

Date 9/24/91

Purchasing Director  
(Class II Contracts Only)

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 10-1-91

Date 10/10/91

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1236		DD40	6060		1240		44,063.40	
02.	156	010	1236		DD43	6060		1243		23,175.80	
03.	156	010	1236		DD53	6060		1253		192.24	

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

Duration of Agreement: September 1, 1991 to June 30, 1992

Contractor: OREGON COMMISSION FOR THE BLIND

Address: 535 S.E. 12TH AVENUE  
PORTLAND OR 97214

Phone: 238-8375  
IRS No.: 93-6001718

- This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
OREGON COMMISSION FOR THE BLIND, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original  
Contract not superseded by this AMENDMENT are still in force and apply to this  
AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
DD40-WAC	SMHD	\$268,021.80	\$44,063.40	\$312,085.20	SERVICE CAPACITY
Work Activity Center					
DD43-SEP	SMHD	\$14,932.80	\$23,175.80	\$38,108.60	RATE PER MONTHLY
Supported Employment Program					
ENROLLED CLIENTS					
DD53-ET	SMHD	\$4,368.00	\$192.24	\$4,560.24	SERVICE CAPACITY
Employment Transportation					
TOTALS:		\$287,322.60	\$67,431.44	\$354,754.04	

FY92

Multnomah County Social Services Division  
Subcontract AMENDMENT Number 1

CONTRACTOR:

Oregon Commission for the Blind

DATE: 08/20/91

---

Part II - Notes and Special Conditions

Notes:

Funding for Service Elements marked "COLA" below are increased by a 4.4% Cost of Living Allowance granted by the State Mental Health and Developmental Disabilities Division and the State Legislature, effective 7/1/91. Rates and amounts mentioned below also reflect this increase unless noted otherwise. In addition, slots may be added or removed as indicated. All changes are effective 7/1/91 unless noted otherwise.

DD40 WAC funding - COLA plus the following:

add 5 slots @\$537.83/mo for Measure 5 restoration

DD43 SEP funding - COLA plus the following:

add 1 slot @\$433.05/mo for Measure 5 restoration

add 2 slots @\$866.11/mo for Measure 5 restoration effective 9/1/91

DD53 ET funding - COLA

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

NONE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

CONTRACTOR:

COUNTY:

OREGON COMMISSION FOR THE BLIND

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

\_\_\_\_\_  
Date

By

Dennis L Adams  
Dennis Adams  
Program Manager

8/24/91  
Date

\_\_\_\_\_  
Agency Board Chairperson

\_\_\_\_\_  
Date

By

Gary W Smith  
Gary Smith  
Social Services Division  
Director

9-17-91  
Date

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

10/16/91  
Date

Reviewed: .

Laurence Kressel, County Counsel Date  
for Multnomah County, Oregon

By

Laurence Kressel

10-1-91  
Date

Meeting Date: OCT 10 1991

Agenda No.: C-8

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with Oregon Health Sciences University - CDRC

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of Amendment #1 between the Multnomah County Developmental Disabilities Program and Oregon Health Sciences University-CDRC in which the State Mental Health Division restores some services previously cut due to Measure 5 and provides a 4.4% Cost of Living Allowance. Amendment #1 increases the agreement by \$137,427.72 effective July 1, 1991 through June 30, 1992.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

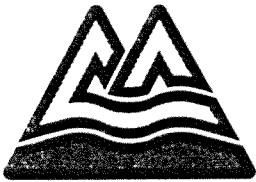
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Billi Odegaard(ac)

(All accompanying documents must have required signatures)

CLERK OF COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:56  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegard, Acting Director  
Department of Human Services

*Billi Odegard (cc)*

FROM: Gary Smith, Director  
Social Services Division

DATE: September 13, 1991

SUBJECT: Approval of Five Amendments with Intergovernmental Agencies

RETROACTIVE STATUS: The amendments attached are retroactive to July 1, 1991 and are a result of State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 16, 1991.

RECOMMENDATION: Social Services Division recommends Chair approval of five amendments between the Developmental Disabilities (DD) Program and City of Portland-Parks & Recreation #1, Mt. Hood Community College #1, Oregon Commission for the Blind #1, Oregon Health Sciences University-CDRC #1 and Portland Employment Project-PCC #1 effective July 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: City of Portland-Parks & Recreation Work Activity Center increases \$826.80 bringing the net contract total to \$19,617.60 for FY 91/92. Mt. Hood Community College Work Activity Center increases \$1,281.60 bringing the net total contract to \$30,407.28 for FY 91/92.

Oregon Commission for the Blind Work Activity Center increases \$44,063.40, Supported Employment increases \$23,175.80 and Employment Transportation increases \$192.24 bringing the net total contract to \$354,754.04 for FY 91/92. Oregon Health Sciences University-CDRC Work Activity Center increases \$12,512.52, Supported Employment Program increases \$63,235.20 and Early Intervention Program is added as a new service and receives \$61,680 in funding. This action brings the net total contract to \$169,019.40 for FY 91/92.

Portland Employment Project-Portland Community College Supported Employment Program increases \$110,656.65, Work Activity Center is added as a service with \$6,453.96 in funding and Sheltered Services Program is also added as a service with 4,621.44 in funding. This action brings the net total contract to \$146,620.05 for FY 91/92.

The increases in the amendments listed reflect Legislatively-approved restoration of State funds initially cut in response to Ballot Measure 5. In addition to the restoration of some funding, a 4.4% Cost of Living Allowance has been approved by the SMHD and Legislature and is being passed on to the contractors. All of the contractors listed here are government agencies and therefore exempt from RFQ/RFP process.

AN EQUAL OPPORTUNITY EMPLOYER

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 100522

Amendment # 1

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> C-8 October 10, 1991
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person Kathy Tinkle Phone 248-3691 Date 8/29/91Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #1 effective July 1, 1991 increases Work Activity Center (DD40) by \$12,512.52, increases Supported Employment Program (DD43) by \$63,235.20, and provides funding to the new Service Element Early Intervention (DD55) in the amount of \$61,680.00. Funding covers COLA, restored slots, and Parent Training & Preschool in service element DD55.

RFP/BID # n/a IGA                      Date of RFP/BID                      Exemption Exp. Date                     ORS/AR #                      Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name OREGON HEALTH SCIENCES UNIVERSITY - CDRCMailing Address 3181 Sam Jackson Park Rd. L-106  
Portland, Oregon 97201Phone 225-8634Employer ID # or SS # 93-6001786Effective Date 7/1/91Termination Date 6/30/92Original Contract Amount \$ 31,591.68Amount of Amendment \$ 137,427.72Total Amount of Agreement \$ 169,019.40**Payment Term**☐ Lump Sum \$                     ☒ Monthly \$ Allotment☐ Other \$                     ☐ Requirements contract - Requisition required.Purchase Order No.                     ☐ Requirements Not to Exceed \$                     **REQUIRED SIGNATURES:**Department Manager Billi Adegaard (ac)Date 9/24/91Purchasing Director  
(Class II Contracts Only) [Signature]Date                     County Counsel [Signature]Date 10-1-91County Chair/Sheriff [Signature]Date 10/6/91

VENDOR CODE				VENDOR NAME					TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1250		DD40	6060		1240		12,512.52	
02.	156	010	1250		DD43	6060		1243		63,235.20	
03.	156	010	1250		DD55	6060		1255		61,680.00	

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

Duration of Agreement: July 1, 1991 to June 30, 1992

Contractor: OREGON HEALTH SCIENCES UNIVERSITY-CDRC

Address: 3181 SAM JACKSON PARK RD L-106  
PORTLAND OR 97201

Phone: 225-8634  
IRS No.: 93-6001786

- This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
OREGON HEALTH SCIENCES UNIVERSITY-CDRC, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original Contract not superseded by this AMENDMENT are still in force and apply to this AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
DD40-WAC	SMHD	\$11,681.28	\$12,512.52	\$24,193.80	SERVICE CAPACITY
Work Activity Center					
DD43-SEP	SMHD	\$19,910.40	\$63,235.20	\$83,145.60	RATE PER MONTHLY
Supported Employment Program					
DD55-EI	SMHD	\$0.00	\$61,680.00	\$61,680.00	SERVICE CAPACITY
Early Intervention					
TOTALS:		\$31,591.68	\$137,427.72	\$169,019.40	

FY92

Multnomah County Social Services Division  
Subcontract AMENDMENT Number 1

CONTRACTOR:

Oregon Health Sciences University

DATE: 08/20/91

---

Part II - Notes and Special Conditions

Notes:

Funding for Service Elements marked "COLA" below are increased by a 4.4% Cost of Living Allowance granted by the State Mental Health and Developmental Disabilities Division and the State Legislature, effective 7/1/91. Rates and amounts mentioned below also reflect this increase unless noted otherwise. In addition, slots may be added or removed as indicated. All changes are effective 7/1/91 unless noted otherwise.

DD40 WAC funding - COLA plus the following:

add 1 slot @\$999.88/mo for CPMS # 182745

DD43 SEP funding - COLA plus the following:

add 12 slot @\$433.05/mo for Measure 5 restoration

DD55 EI funding - new service element:

add 6 slots @\$208.00/mo for Parent Training effective 9/1/91

add 12 slots @\$410.00/mo for Preschool effective 9/1/91.

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

DD55 EI - Sections 17.1-17.2.5.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**17 DD 55 - EARLY INTERVENTION**

**17.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS**

**17.1.1 SERVICE DESCRIPTION**

Early Intervention programs are for children age 0-6 with mental retardation or other developmental disabilities which result in substantial handicaps. Eligible children can be served by an array of early intervention services, including parent training, classroom programs, ancillary services, supportive services for children enrolled in community preschool programs, or any appropriate combinations. The services provided are designed to meet the individual needs of children and their families, and develop the specialized skills necessary to facilitate the child's development in cognitive, motor, communication, self-help and socialization areas.

This service is regulated by: OAR 309-41-200 through 225.

**17.1.2 PERFORMANCE REQUIREMENTS**

100% of the children shall be eligible for Developmental Disabilities services as defined in OAR 309-41-205 and be below applicable school age in the child's resident school district.

**17.1.3 SPECIAL REPORTING REQUIREMENTS**

"Oregon Preschool Assessment System" (OPAS) as required in rules cited above.

**17.2 MULTNOMAH COUNTY REQUIREMENTS**

**17.2.1 EARLY INTERVENTION SERVICES**

It is the express intent of the County Social Services Division that all children receive Early Intervention Services as soon as possible after eligibility and/or identification. Therefore, CONTRACTOR delivers services to all children identified and referred by County Early Intervention Program Development Specialist. Children identified and referred for service from another source must be referred to the County Developmental Disabilities Program Intake Unit within 30 days of the beginning of service. A New Child Enrollment form must be submitted within 30 days of the beginning of service to the Early Intervention Program Development Specialist.

All contracted preschool sites will be located in Multnomah County unless prior authorized. For any sites authorized outside of the County boundaries, the CONTRACTOR will inform the parents of the children to be served prior to placement in writing, that transportation to the program will be the parents responsibility.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.1.1 ENROLLMENT AND TERMINATIONS

A child will be considered enrolled on the day service begins. If a child is found ineligible for services by the County Early Intervention Interdisciplinary Team, they will be considered enrolled only until the end of the month in which ineligibility is determined.

Terminations shall occur when no weekly contact has occurred for more than a 31 day period, except in cases of serious illness when the period may be extended at the discretion of the subcontractor.

17.2.1.2 AGE OF ELIGIBILITY

"Age of eligibility" for Early Intervention Services is based on the child's age on the date established in Oregon law for determining school age for the current year. Children under the age of five are eligible until they reach school-age as determined by their local school district. In Multnomah County all districts provide public education beginning on September 1 for 5-year olds of the current school year.

Early Intervention Preschool Services are available for eligible children who turn three years of age on or before September 1 of the current school year. Variances are made available for eligible children of parents with developmental disabilities who participate in specialized parenting services provided through County referral. Variances may also be available for children whose birthdate occurs between September 1 and December 15 of the current school year. Children in this category may be enrolled in a preschool classroom as a part of preschool early entry services as per 17.2.5 of this contract.

17.2.2 PAYMENT PROCEDURES

Payment to CONTRACTORS will be based on a negotiated rate for each slot contracted and paid in monthly allotments. A slot is considered Early Intervention Services for one enrolled child (SEE OAR 309-41-200 through OAR 309-41-255).

In addition to regular fiscal reporting requirements, payment is contingent upon the submission of enrollment roster data (to include enrollments and terminations using County Tracking System) to the county Early Intervention Program Development Specialist by the 25th day of each month for the current month's enrollment. COUNTY will return monthly enrollment rosters to CONTRACTOR by the 10th of the following month.

Monthly enrollment roster data will be used to calculate utilization. Fiscal reporting will follow the requirements of the General Conditions of this contract. Should costs fall below 95% of contracted amount for more than three months, the COUNTY reserves the right to readjust the rates. NO readjustment shall occur without a meeting between CONTRACTOR and COUNTY prior to such action.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.2.1 UTILIZATION

Utilization of contracted capacity will be calculated by the number of enrolled children in the month compared to the number of slots contracted for in each service element with each CONTRACTOR in any given month.

Should utilization fall below ninety-five percent of the contracted amount of service for more than ninety days, the COUNTY reserves the right to renegotiate the contract. Utilization will be reviewed on a Quarterly basis. The first review will be based on data compiled from July, August, September, for 12-month contracts and September, October, November and December, for 10-month contracts.

17.2.3 REPORTING REQUIREMENTS

CONTRACTORS will submit monthly enrollment roster data to County Early Intervention Program Development Specialist. IPP's, updated evaluations and Notification of IPP, Transition and placement meetings shall be submitted to County Children's Case Managers.

Contractor shall furnish to the County its employer identification number, as designated by the Internal Revenue Service, or Contractor's social security number as County deems applicable.

17.2.3.1 CPMS ENROLLMENTS & TERMINATIONS

CPMS enrollments and terminations shall be the responsibility of County. Enrollments and terminations shall be based on Enrollment Roster Data provided to the COUNTY by CONTRACTOR.

17.2.4 SPECIALIZED PLACEMENTS

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children placed and served in a private preschool program by CONTRACTOR. This rate is to be negotiated within available funds to assist with tuition costs at the private preschool.

The COUNTY agrees to pay an increased rate per slot for Early Intervention eligible preschool children who require additional support to the site to enable them to participate in a classroom setting. These children shall require support in one or more of the following areas:

- Feeding
- Moderate medical monitoring
- Non-independent transfer
- Motor exercise
- Introduction or maintenance of augmentative communication systems
- Behavior change or maintenance

This rate is to be negotiated on an individual child basis between County Early Intervention Program Development Specialist and CONTRACTOR and will be provided within availability of funds.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

17.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

17.2.5 PRESCHOOL EARLY ENTRY SERVICES

Preschool Early Entry Services may be available to children who turn three after September 1 but not after December 15 of the current school year. CONTRACTOR will offer a minimum of 3 days per week of classroom attendance with additional in-home support as available within funding for children enrolled in Preschool Early Entry Services.

Ancillary services shall be available on a consult basis provided by or arranged for by CONTRACTOR and as governed by OAR's 309-41-245 through 309-41-250.

The purpose of the early entry services is to provide a classroom placement for children who show signs of readiness for preschool but who miss the September 1 cut-off due to birthdate. Children will be considered for early entry in the order of their birthdate with the first considered closest to September 1 of the current school year. Placement may occur up to one month prior to their third birthdate or at the start of the current school year, whichever comes first. Local school districts may provide transportation prior to the third birthday, at their discretion.

Consideration for early entry services will be based on age, parent request, readiness, recommendations of previous service provider and/or case manager. Placement requested earlier than the third birthday will be considered if the child's living situation is in jeopardy of being lost. Referral for this service will be made to the Early Intervention Program Development Specialist. Final determination of enrollment in early entry services will be made by the CONTRACTOR and Early Intervention Program Development Specialist based upon the above criteria and within the limit of available funds.

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

CONTRACTOR:

COUNTY:

OREGON HEALTH SCIENCES UNIVERSITY-CDRC

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

\_\_\_\_\_  
Date

By

Dennis L. Adams  
Dennis Adams  
Program Manager

8/29/91  
Date

\_\_\_\_\_  
Agency Board Chairperson

\_\_\_\_\_  
Date

By

Gary W. Smith  
Gary Smith  
Social Services Division  
Director

9/17/91  
Date

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

10/1/91  
Date

Reviewed: .

Laurence Kressel, County Counsel      Date  
for Multnomah County, Oregon

By

Laurence Kressel

10.1.91  
Date

Meeting Date: OCT 1 0 1991

Agenda No.: C-9

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement with City of Portland-Parks & Recreation Bureau

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of Amendment #1 between the Multnomah County Developmental Disabilities Program and the City of Portland - Parks & Recreation Bureau in which the State Mental Health Division restores some services previously cut due to Measure 5 and Provides a 4.4% Cost of Living Allowance. Amendment #1 increases the agreement by \$826.80 effective July 1, 1991 through June 30, 1992.

*10/1/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

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

or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1991 OCT -2 PM 2:56  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Acting Director *Billi Odegaard (cc)*  
Department of Human Services

FROM: Gary Smith, Director  
Social Services Division

DATE: September 13, 1991

SUBJECT: Approval of Five Amendments with Intergovernmental Agencies

**RETROACTIVE STATUS:** The amendments attached are retroactive to July 1, 1991 and are a result of State Mental Health Grant Amendment #1 which was not received by the Social Services Division until August 16, 1991.

**RECOMMENDATION:** Social Services Division recommends Chair approval of five amendments between the Developmental Disabilities (DD) Program and City of Portland-Parks & Recreation #1, Mt. Hood Community College #1, Oregon Commission for the Blind #1, Oregon Health Sciences University-CDRC #1 and Portland Employment Project-PCC #1 effective July 1, 1991 through June 30, 1992.

**ANALYSIS/BACKGROUND:** City of Portland-Parks & Recreation Work Activity Center increases \$826.80 bringing the net contract total to \$19,617.60 for FY 91/92. Mt. Hood Community College Work Activity Center increases \$1,281.60 bringing the net total contract to \$30,407.28 for FY 91/92.

Oregon Commission for the Blind Work Activity Center increases \$44,063.40, Supported Employment increases \$23,175.80 and Employment Transportation increases \$192.24 bringing the net total contract to \$354,754.04 for FY 91/92. Oregon Health Sciences University-CDRC Work Activity Center increases \$12,512.52, Supported Employment Program increases \$63,235.20 and Early Intervention Program is added as a new service and receives \$61,680 in funding. This action brings the net total contract to \$169,019.40 for FY 91/92.

Portland Employment Project-Portland Community College Supported Employment Program increases \$110,656.65, Work Activity Center is added as a service with \$6,453.96 in funding and Sheltered Services Program is also added as a service with 4,621.44 in funding. This action brings the net total contract to \$146,620.05 for FY 91/92.

The increases in the amendments listed reflect Legislatively-approved restoration of State funds initially cut in response to Ballot Measure 5. In addition to the restoration of some funding, a 4.4% Cost of Living Allowance has been approved by the SMHD and Legislature and is being passed on to the contractors. All of the contractors listed here are government agencies and therefore exempt from RFQ/RFP process.

AN EQUAL OPPORTUNITY EMPLOYER



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 100502

MULTNOMAH COUNTY OREGON

Amendment # 1

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

Contact Person Kathy Tinkle Phone 248-3691 Date 8/29/91

Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #1 effective July 1, 1991 increases Work Activity Center (DD40) \$826.80. State Mental Health has increased funding to this service element to cover COLA.

RFP/BID # N/A IGA                      Date of RFP/BID                      Exemption Exp. Date                     

ORS/AR #                      Contractor is ☐ MBE ☐ WBE ☐ QRF

Contractor Name CITY OF PORTLAND - PARKS & RECREATION

Mailing Address 426 NE 12th  
Portland, OR 97232

Phone 248-4328

Employer ID # or SS # 93-6002236

Effective Date 7/1/91

Termination Date 6/30/92

Original Contract Amount \$ 18,790.80

Amount of Amendment \$ 826.80

Total Amount of Agreement \$ 19,617.60

## Payment Term

☐ Lump Sum \$                     

☒ Monthly \$ Allotment

☐ Other \$                     

☐ Requirements contract - Requisition required.

Purchase Order No.                     

☐ Requirements Not to Exceed \$                     

## REQUIRED SIGNATURES:

Department Manager Billie Odegaard (ac)

Purchasing Director  
(Class II Contracts Only)                     

County Counsel                     

County Chair/Sheriff                     

Date 9/24/91

Date                     

Date 10-1-91

Date 10/10/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT		\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND	
01.	156	010	1239		DD40	6060		1240		826.80		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

Duration of Agreement: July 1, 1991 to June 30, 1992

Contractor: CITY OF PORTLAND PARKS & RECREATION

Address: 426 N.E. 12TH  
PORTLAND OR 97232

Phone: 248-4328  
IRS No.: 93-6002236

This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
CITY OF PORTLAND PARKS & RECREATION, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original Contract not superseded by this AMENDMENT are still in force and apply to this AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
DD40-WAC SMHD		\$18,790.80	\$826.80	\$19,617.60	SERVICE CAPACITY
Work Activity Center					
TOTALS:		\$18,790.80	\$826.80	\$19,617.60	

FY92

Multnomah County Social Services Division  
Subcontract AMENDMENT Number 1

CONTRACTOR:

City of Portland Parks & Recreation

DATE: 08/25/91

---

Part II - Notes and Special Conditions

Notes:

Funding for Service Elements marked "COLA" below are increased by a 4.4% Cost of Living Allowance granted by the State Mental Health and Developmental Disabilities Division and the State Legislature, effective 7/1/91. Rates and amounts mentioned below also reflect this increase unless noted otherwise. In addition, slots may be added or removed as indicated. All changes are effective 7/1/91 unless noted otherwise.

DD40 WAC funding - COLA

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

NONE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

CONTRACTOR:

COUNTY:

CITY OF PORTLAND PARKS & RECREATION

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

\_\_\_\_\_  
Date

By

Dennis L. Adams  
Dennis Adams  
Program Manager

8/29/91  
Date

\_\_\_\_\_  
Agency Board Chairperson

\_\_\_\_\_  
Date

By

Gary Smith  
Gary Smith  
Social Services Division  
Director

9-17-91  
Date

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

10/10/91  
Date

Reviewed:

Laurence Kressel, County Counsel      Date  
for Multnomah County, Oregon

By

Laurence Kressel

10.1.91  
Date

Meeting Date: OCT 10 1991

Agenda No.: C-10

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of an Intergovernmental Agreement Portland Employment Project-  
Portland Community College

BCC Informal \_\_\_\_\_ (date) BCC Formal \_\_\_\_\_ (date)

DEPARTMENT Human Services DIVISION Social Services

CONTACT Kathy Tinkle TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Billi Odegaard/Gary Smith

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

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

Ratification of Amendment #1 between the Multnomah County Developmental Disabilities Program and Portland Employment Project - PCC in which the State Mental Health Division restores some services previously cut due to Measure 5 and provides a 4.4% Cost of Living Allowance. Amendment #1 increases the agreement by \$121,732.05 effective July 1, 1991 through June 30, 1992.

*10/11/91 originals to Kathy Tinkle*

(If space is inadequate, please use other side)

SIGNATURES:

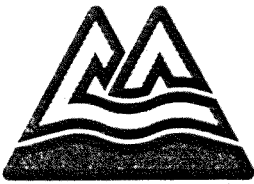
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Billi Odegaard (ac)

(All accompanying documents must have required signatures)

MULTNOMAH COUNTY  
OREGON  
1991 OCT -2 PM 2:55  
COUNTY CLERK



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ADMINISTRATIVE OFFICES  
426 S.W. STARK ST., 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3691  
FAX (503) 248-3379

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billi Odegaard, Acting Director  
Department of Human Services

*Billi Odegaard (cc)*

FROM: Gary Smith, Director  
Social Services Division

DATE: September 13, 1991

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RECOMMENDATION: Social Services Division recommends Chair approval of five amendments between the Developmental Disabilities (DD) Program and City of Portland-Parks & Recreation #1, Mt. Hood Community College #1, Oregon Commission for the Blind #1, Oregon Health Sciences University-CDRC #1 and Portland Employment Project-PCC #1 effective July 1, 1991 through June 30, 1992.

ANALYSIS/BACKGROUND: City of Portland-Parks & Recreation Work Activity Center increases \$826.80 bringing the net contract total to \$19,617.60 for FY 91/92. Mt. Hood Community College Work Activity Center increases \$1,281.60 bringing the net total contract to \$30,407.28 for FY 91/92.

Oregon Commission for the Blind Work Activity Center increases \$44,063.40, Supported Employment increases \$23,175.80 and Employment Transportation increases \$192.24 bringing the net total contract to \$354,754.04 for FY 91/92. Oregon Health Sciences University-CDRC Work Activity Center increases \$12,512.52, Supported Employment Program increases \$63,235.20 and Early Intervention Program is added as a new service and receives \$61,680 in funding. This action brings the net total contract to \$169,019.40 for FY 91/92.

Portland Employment Project-Portland Community College Supported Employment Program increases \$110,656.65, Work Activity Center is added as a service with \$6,453.96 in funding and Sheltered Services Program is also added as a service with 4,621.44 in funding. This action brings the net total contract to \$146,620.05 for FY 91/92.

The increases in the amendments listed reflect Legislatively-approved restoration of State funds initially cut in response to Ballot Measure 5. In addition to the restoration of some funding, a 4.4% Cost of Living Allowance has been approved by the SMHD and Legislature and is being passed on to the contractors. All of the contractors listed here are government agencies and therefore exempt from RFQ/RFP process.

AN EQUAL OPPORTUNITY EMPLOYER

**CONTRACT APPROVAL FORM**

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 100512

Amendment # 1

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

Contact Person Kathy Tinkle Phone 248-3691 Date 8/29/91Department Human Services Division Social Services Bldg/Room 160/6

Description of Contract Amendment #1 effective August 1, 1991 provides funding to new service element (DD40) in the amount of \$6,453.96 and to new service element (DD42) in the amount of \$4,621.44. This amendment increases funding to service element DD43 by \$110,656.65. Funding restores slots lost because of Measure 5, and covers COLA for DD43.

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

ORS/AR # \_\_\_\_\_ Contractor is ☐ MBE ☐ WBE ☐ QRFContractor Name PORTLAND EMPLOYMENT PROJECT-PCCMailing Address 12000 SW 49thPortland, Oregon 97219Phone 244-6111Employer ID # or SS # 93-0575187Effective Date August 1, 1991Termination Date June 30, 1992Original Contract Amount \$ 24,888.00Amount of Amendment \$ 121,732.05Total Amount of Agreement \$ 146,620.05**Payment Term**☐ Lump Sum \$ \_\_\_\_\_☒ Monthly \$ Allotment☐ Other \$ \_\_\_\_\_☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_**REQUIRED SIGNATURES:**Department Manager Billi Odegaard (ac) Date 9/24/91Purchasing Director \_\_\_\_\_ Date \_\_\_\_\_  
(Class II Contracts Only)County Counsel [Signature] Date 10-1-91County Chair/Sheriff [Signature] Date 10/10/91

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	010	1258		DD40	6060		1240		6,453.96	
02.	156	010	1258		DD42	6060		1242		4,621.44	
03.	156	010	1258		DD43	6060		1243		110,656.65	

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

Duration of Agreement: August 1, 1991 to June 30, 1992

Contractor: PORTLAND EMPLOYMENT PROJECT - PCC

Address: 12000 S.W. 49TH

PORTLAND

OR 97219

Phone: 244-6111

IRS No.: 93-0575187

- This AMENDMENT to the Contract for Social Services is made between:

The Multnomah County Social Services Division, referred to as the COUNTY, and  
PORTLAND EMPLOYMENT PROJECT - PCC, referred to as the CONTRACTOR.

It is understood by the parties that all conditions and agreements in the original Contract not superseded by this AMENDMENT are still in force and apply to this AMENDMENT. These amounts are subject to the Notes/Special Conditions in Part II.

Service Element	Fund Source	Current Amount	Increase (Decrease)	Revised Amount	Payment Basis
DD40-WAC	SMHD	\$0.00	\$6,453.96	\$6,453.96	SERVICE CAPACITY
Work Activity Center					
DD42-SSP	SMHD	\$0.00	\$4,621.44	\$4,621.44	RATE PER DAY OF SERVICE
Sheltered Services Program					
DD43-SEP	SMHD	\$24,888.00	\$110,656.65	\$135,544.65	RATE PER MONTHLY
Supported Employment Program					
ENROLLED CLIENTS					
TOTALS:		\$24,888.00	\$121,732.05	\$146,620.05	

FY92

Multnomah County Social Services Division  
Subcontract AMENDMENT Number 1

CONTRACTOR:  
Portland Employment Project

DATE: 08/20/91

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Part II - Notes and Special Conditions

Notes:

Funding for Service Elements marked "COLA" below are increased by a 4.4% Cost of Living Allowance granted by the State Mental Health and Developmental Disabilities Division and the State Legislature, effective 7/1/91. Rates and amounts mentioned below also reflect this increase unless noted otherwise. In addition, slots may be added or removed as indicated. All changes are effective 7/1/91 unless noted otherwise.

DD40 WAC funding - new service element:

add 1 slot @\$537.83/mo for Measure 5 restoration

DD42 SSP funding - new service element:

add 1 slot @\$385.12/mo for Measure 5 restoration

DD43 SEP funding - COLA plus the following:

add 22 slots @\$433.05/mo for Measure 5 restoration  
remove 1 slot @\$433.05/mo effective 8/1/91

Special Conditions:

All existing Special Conditions remain in effect, and the following are added:

DD40 WAC - Sections 2 and 4.  
DD42 SSP - Sections 3 and 4.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**2 DD-40 - ACTIVITY CENTERS**

**2.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS**

**2.1.1 SERVICE DESCRIPTION**

Work activity centers are out-of-home programs for adults with severe developmental disabilities which provide long-term employment, support, and training based on individual needs as prioritized through accepted assessment and planning processes to improve individuals' independent functioning, community access and productivity.

This service is regulated by: OAR 309-47-000 through 140.

**2.1.2 SPECIAL REPORTING REQUIREMENTS**

"Vocational Outcomes Measurement" per instructions in the Financial Procedures Manual. CONTRACTOR must provide STATE DIVISION with information on individual activities in habilitation services needed to claim Medicaid reimbursement under the Home and Community-Based Waiver Program.

Corrective Action Plan for any deficiencies or areas of correction identified by STATE DIVISION licensing or approval site reviews, or COUNTY contract monitoring activities. The deadline for this is 30 calendar days after on-site exit meeting, identifying deficiencies or areas of correction.

**2.1.3 PAYMENT PROCEDURES**

Payment is based on a monthly rate for each caseload slot made available for services described above, except that cumulative payments will not exceed total annual contract amount.

Funds will be disbursed through monthly allotments.

Final payment will reconcile any discrepancies between payments and amounts due which may have occurred during the fiscal year.

**2.2 MULTNOMAH COUNTY REQUIREMENTS**

**2.2.1 PERFORMANCE REQUIREMENTS**

The COUNTY's goal of 50 percent conversion to supported employment by 1992 is well documented. CONTRACTOR will submit a copy of their individual conversion plans by September 1, 1991 to COUNTY Vocational Program Development Specialist. The goal of 50 percent conversion is a county-wide target.

CONTRACTOR will provide 25 hours of service per week to each DD 40 funded individual.

CONTRACTOR agrees to adhere to minimum staffing requirements outlined in Attachment A.

CONTRACTORS providing supported employment services will follow the Multnomah County contract conditions for DD 43 Supported Employment.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

CONTRACTOR is jointly responsible with COUNTY case manager for including transportation assessments during the annual ISP. CONTRACTOR is responsible to see that individuals are referred for mobility training through COUNTY case manager and/or assisting COUNTY in the arrangement of supported transportation.

2.2.2 CLOSURE

CONTRACTOR may discontinue regular programs for all-staff in-service training days no more than four days each fiscal year, these being one day per quarter. COUNTY Vocational Program Development Specialist is responsible for final determination of these dates. CONTRACTOR agrees to provide no less than ten working days written advance notice to residential care-givers of Developmental Disability service recipients regarding inservice closure.

CONTRACTOR may close on holidays as recognized by the State of Oregon. CONTRACTOR agrees to notify in writing the residential care-givers of Developmental Disability service recipients, as well as COUNTY Vocational Program Development Specialist, of the identified holidays.

CONTRACTOR will obtain approval from COUNTY for any proposed full day or part-day closure not otherwise addressed in this agreement.

CONTRACTOR may close due to inclement weather in the event that local public schools close, as reported through the broadcast news media. In the event CONTRACTOR closes an agency due to any other reason, CONTRACTOR will notify door-to-door transportation provider no later than 6:30 a.m. the morning of closure date.

2.2.3 INDIVIDUAL/SLOT MOVEMENT

CONTRACTOR will allow an individual to exit with slot based on the following procedure:

- A. Individual and his/her guardian express a desire to be served elsewhere;
- B. ISP team majority decision supports this choice;
- C. If the rate is not individualized, ISP team will review support needs to determine if individual requires removal of high or low standard rate.

2.2.4 REPORTING REQUIREMENTS

CONTRACTOR will notify COUNTY Vocational Program Development Specialist of vacancies. The following information will be included on the Vocational Monthly Reporting Form, due by the 10th of the month following the reporting month. This information will include date of job opening, duties and hours of job, when applicable.

2.2.5 ALTERNATIVE TO EMPLOYMENT SERVICES

"Alternative to employment services" means any service which has as its primary goal(s) addressing the academic, recreational, social, and/or therapeutic needs of the individual it serves and is conducted away from the individual's residence.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

CONTRACTOR may expend Vocational (DD 40) funds to provide alternative to employment services only if:

- A. The individual is of retirement age, or
- B. It is the individual's choice of alternatives, or
- C. The individual's medical condition prohibits work, or
- D. The individual is experiencing a temporary job loss, or
- E. There is a documented potential for loss of medical benefits if employed in a DD 40 slot, or
- F. The individual has a severe physical limitation that the job site is unable to accommodate, or
- G. After extensive evaluation and ISP consideration, it is determined that it is unfeasible for the individual to work due to behavior problems at this time, or
- H. COUNTY approves alternative to employment services due to other factors.

If alternative to employment services are provided with Vocational (DD 40) funds, CONTRACTOR must:

- A. Document an initial assessment and annual review of the continued alternative to employment services based on the factors listed above.
- B. Provide a minimum of 25 hours per week of alternative to employment services to the individual, including access to as much community-based employment as is appropriate, based on the ISP.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**3 DD 42 - SHELTERED SERVICES PROGRAM**

**3.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS**

**3.1.1 SERVICE DESCRIPTION**

Sheltered services programs provide long-term sheltered employment services to disabled individuals with severe developmental disabilities. The program is responsible for providing vocational-oriented services to eligible persons. Services shall include actual work, vocational training, and/or training in a variety of other areas deemed necessary for the individual to develop greater levels of productivity and independence in vocational areas.

This service is regulated by: OAR 309-47-000 through 140.

**3.1.2 SPECIAL REPORTING REQUIREMENTS**

"Vocational Outcomes Measurement" per instructions in Financial Procedures Manual. CONTRACTOR must provide STATE DIVISION with information on individual activities in habilitation services needed to claim Medicaid reimbursement under the Home and Community-Based Waiver Program.

Corrective Action Plan for any deficiencies or areas of correction identified by STATE DIVISION licensing or approval site reviews, or COUNTY contract monitoring activities. The deadline for this is 30 calendar days after on-site exit meeting, identifying deficiencies or areas of correction.

**3.1.3 PAYMENT PROCEDURES**

Payment is based on a rate per day of service received, except that cumulative payments may not exceed the total annual contract amount.

Funds will be disbursed through monthly allotments which may be adjusted periodically by STATE DIVISION to reflect services actually received by clients as reported in the Client Process Monitoring System (CPMS).

Final payment will reconcile any discrepancies between CPMS reports and payments which may have occurred during the year.

**3.2 MULTNOMAH COUNTY REQUIREMENTS**

**3.2.1 PERFORMANCE REQUIREMENTS**

The COUNTY's goal of 50 percent conversion to supported employment by 1992 is well documented. CONTRACTOR will submit a copy of their individual conversion plans by September 1, 1991 to COUNTY Vocational Program Development Specialist. The goal of 50 percent conversion is a county-wide target.

CONTRACTOR will provide 25 hours of service per week to each DD 42 funded client.

CONTRACTOR agrees to adhere to minimum staffing requirements outlined in Attachment   A  .

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

CONTRACTORS providing Supported Employment Services will follow the Multnomah County Contract Conditions for DD 43 Supported Employment.

CONTRACTOR is jointly responsible with COUNTY case managers for including transportation assessments during the annual ISP. CONTRACTOR is responsible to see that individuals are referred for mobility training through COUNTY case manager and/or assisting COUNTY in the arrangement of supported transportation.

**3.2.2 CLOSURE**

CONTRACTOR may discontinue regular programs for staff in-service training days no more than four days each fiscal year, these being one day per quarter. COUNTY Vocational Program Development Specialist is responsible for final determination of these dates. CONTRACTOR agrees to provide no less than ten working days written advance notice to residential care-givers of Developmental Disability service recipients regarding inservice closure.

CONTRACTOR may close on holidays as recognized by the State of Oregon. CONTRACTOR agrees to notify in writing the residential care-givers of Developmental Disability service recipients, as well as COUNTY Vocational Program Development Specialist, of the identified holidays.

CONTRACTOR will obtain approval from COUNTY for any proposed full day or part-day closure not otherwise addressed in the agreement.

CONTRACTOR may close due to inclement weather in the event that local public schools close, as reported through the broadcast news media. In the event CONTRACTOR closes an agency due to any other reason, CONTRACTOR will notify door-to-door transportation provider no later than 6:30 a.m. the morning of closure date.

**3.2.3 INDIVIDUAL/SLOT MOVEMENT**

CONTRACTOR will allow an individual to exit with slot based on the following procedure:

- A. Individual and his/her guardian express a desire to be served elsewhere;
- B. ISP team majority decision supports this choice;
- C. If the rate is not individualized, ISP team will review support needs to determine if individual requires removal of high or low standard rate.

**3.2.4 REPORTING REQUIREMENTS**

CONTRACTOR will notify COUNTY Vocational Program Development Specialist of vacancies. The following information will be included on the Vocational Monthly Reporting Form, due by the 10th of the month following the reporting month. This information will include date of job opening, duties and hours of job, when applicable.

**3.2.5 ALTERNATIVE TO EMPLOYMENT SERVICES**

"Alternative to employment services" means any service which has as its primary goal(s) addressing the academic, recreational, social and/or therapeutic needs of the individuals it serves and is conducted away from the individual's

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

residence.

CONTRACTOR may expend Vocaitonal (DD 42) funds to provide an alternative to employment service only if:

- A. The individual is of retirement age, or
- B. It is the individual's choice of alternatives, or
- C. The individual's medical condition prohibits work, or
- D. The individual is experiencing a temporary job loss, or
- E. There is a documented potential for loss of medical benefits if employed, or
- F. The individual has a severe physical limitation that the job site is unable to accommodate, or
- G. After extensive evaluation and ISP consideration, it is determined that it is unfeasible for the individual to work due to behavior problems at this time, or
- H. The COUNTY approves alternative to employment services due to other factors.

If alternative to employment services are provided with Vocational (DD 42) funds, CONTRACTOR must:

- A. Document an initial assessment and annual review of the continued alternative to employment services based on the factors listed above.
- B. Provide a minimum of 25 hours per week of alternative to employment services to the individual, including access to as much community-based employment as is appropriate, based on the ISP.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

4 DD 43 - SUPPORTED EMPLOYMENT

4.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS

4.1.1 SERVICE DESCRIPTION

Supported employment programs provide long-term, individualized support to individuals with severe developmental disabilities in employment settings. Using a variety of employment models, including work crews, enclaves in industry, and individual supported jobs, individuals with disabilities will be employed a minimum of 20 hours per week in work sites with no more than seven other workers with disabilities. Employment sites must provide significant contact with non disabled people and maximize opportunities for productivity, integration, and independence. Additional support services may include time-limited job procurement and reasonable interim job-find services in case of job loss.

Service emphasizes an integrated employment setting for individuals with disabilities. Models of service include, but are not limited to, the following:

ENCLAVE The enclave model is a small group of individuals with disabilities who work and are supervised in an industry or business. Typically up to 8 workers with disabilities will work on a manufacturing line managed by specially trained supervisors. Enclave units are expected to meet production schedules and ensure the same high quality production as other units employing non disabled workers. Physical and social integration occurs as a natural part of the daily operation.

SUPPORTED JOB MODEL The supported job model provides individuals with disabilities regular community jobs and provides the necessary support on the work site for an individual to learn and perform the work. This model differs from the enclave in that single individuals work at single job sites, supervising and training are faded back to the minimum necessary requirements. Basic supports to maintain individuals in this employment setting are provided on a long-term basis.

CREW MODEL The crew model is based on a small business, employing 3 to 5 individuals with disabilities and a supervisor. This group contracts with businesses in the community to do work such as window washing, building maintenance, groundskeeping, etc. The crew model works a variety of small, limited duration contracts and blends them into reasonable, wage-generating work. Integration may be enhanced by employing a number of non disabled co-workers on the crew.

This service is regulated by: OAR 309-47-000 through 140.

4.1.2 PERFORMANCE REQUIREMENTS

Supported employment services are provided at a work site other than a traditional work activity center facility or sheltered workshop. Services are provided during job find, throughout employment, and between jobs as needed. Services provide a minimum of 20 hours paid work per week.

Workers must have reasonable opportunities to interact with non disabled peers (non-paid service providers).

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**4 DD 43 - SUPPORTED EMPLOYMENT**

**4.1 STATE MENTAL HEALTH AND DEVELOPMENTAL DISABILITIES DIVISION REQUIREMENTS**  
(Continued)

**4.1.2 PERFORMANCE REQUIREMENTS** (Continued)

The work performed must be paid in the form of wages. Sub-minimum wages are acceptable within the limitations of the requirements of state and federal statutes.

High School Transition individuals must be from a special education program (eligible for Developmental Disabilities services), 21 years of age, and have participated in an employment transition program through the school program.

**4.1.3 SPECIAL REPORTING REQUIREMENTS**

"Vocational Outcome Measurement" per instructions in Financial Procedures Manual. CONTRACTOR must provide STATE DIVISION with information on individual activities in habilitation services needed to claim Medicaid reimbursement under the Home and Community-based Waiver Program.

Corrective Action Plan for any deficiencies or areas of correction identified by STATE DIVISION licensing or approval site reviews, or COUNTY contract monitoring activities. The deadline for this is 30 calendar days after on-site exit meeting, identifying deficiencies or areas of correction.

**4.1.4 PAYMENT PROCEDURES**

Payment is based on a monthly rate for each eligible individual enrolled in the service, except that cumulative payments may not exceed the total annual contract amount.

Funds will be disbursed through monthly allotments which will be adjusted periodically by STATE DIVISION to reflect actual enrollments as reported in the Client Process Monitoring System (CPMS).

Final payment will reconcile any discrepancies between payments and CPMS data which may have occurred during the fiscal year.

**4.2 MULTNOMAH COUNTY REQUIREMENTS**

**4.2.1 PERFORMANCE REQUIREMENTS**

CONTRACTOR is jointly responsible with COUNTY case manager for including transportation assessments during the annual ISP. CONTRACTOR is responsible to see that individuals are referred for mobility training through COUNTY case manager and/or assisting COUNTY in the arrangement of supported transportation. Contractor agrees to adhere to minimum staffing requirements outlined in Attachment A.

DD 40 and 42 funding used for supported employment slots will follow DD 43 contract conditions.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**4 DD 43 - SUPPORTED EMPLOYMENT (Continued)**

**4.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)**

**4.2.2 CLOSURE**

In the case that a supported employment site is solely the responsibility of the CONTRACTOR and involves no host employer, the following may apply:

CONTRACTOR may discontinue regular programs for staff in-service training days no more than four days each fiscal year, these being one day per quarter. COUNTY Vocational Program Development Specialist is responsible for final determination of these dates. CONTRACTOR agrees to provide no less than ten working days written advance notice to residential care-givers of Developmental Disabilities service recipients regarding inservice closure.

CONTRACTOR may close on holidays as recognized by the State of Oregon. CONTRACTOR agrees to notify in writing residential care-givers of Developmental Disabilities service recipients, as well as the COUNTY Vocational Program Development Specialist, of the identified holidays.

CONTRACTOR will obtain approval from COUNTY for any proposed full day or part-day closure not otherwise addressed in this agreement.

CONTRACTOR may close due to inclement weather in the event that local public schools close, as reported through the broadcast news media. In the event CONTRACTOR closes an agency due to any other reason, CONTRACTOR will notify door-to-door transportation provider no later than 6:30 a.m. the morning of closure date.

**4.2.3 INDIVIDUAL/SLOT MOVEMENT**

CONTRACTOR will allow an individual to exit with slot based on the following procedure:

- A. Individual and his/her guardian express a desire to be served elsewhere;
- B. ISP team majority decision supports this choice;
- C. If the rate is not individualized, ISP team will review support needs to determine if individual requires removal of high or low standard rate.

**4.2.4 REPORTING REQUIREMENTS**

CONTRACTOR will notify COUNTY Vocational Program Development Specialist of vacancies. The following information will be included on the Vocational Monthly Reporting Form, due by the 10th of the month following the reporting month. This information will include date of job opening, duties and hours of job, when applicable; Vocational Rehabilitation involvement, when applicable and notice of date to review referrals. COUNTY must receive notice of date to review referrals two weeks prior of review date.

On a monthly basis, CONTRACTOR will complete a Worker Status Summary Report. This report will be submitted to COUNTY Vocational Program Development Specialist by the 10th of each month.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

**4 DD 43 - SUPPORTED EMPLOYMENT** (Continued)

**4.2 MULTNOMAH COUNTY REQUIREMENTS** (Continued)

**4.2.5 UNEMPLOYMENT**

CONTRACTOR agrees to participate in ISP Team negotiations to determine alternative activities in the event of unemployment of the supported employment worker. For the purpose of this contract, unemployment is defined as the CONTRACTOR not providing 20 hours of supported employment or 25 hours of alternative to employment activities as identified in the individual's ISP.

During the pre-admission and annual staffing, the ISP team will develop a plan for periods of unemployment, which shall include:

1. Options to be provided during periods of unemployment including, but not limited to:
  - a. community activities
  - b. volunteer work
  - c. job search and development
  - d. submission of waiver requests to allow the individual to remain home without supervision
  - e. splitting costs between residential provider and vocational provider
  - f. vocational staff working at the individual's residence
  - g. temporary placement at a facility-based vocational program or at a county-sponsored day activity;
2. Clear delineation of the roles of the ISP Team members;
3. Amount of contact by CONTRACTOR during periods of unemployment. Minimum contact during unemployment is 1 time per week, which will include a minimum total of 2 hours face-to-face contact per month.
4. Timelines for implementation of the unemployment plan.

If CONTRACTOR becomes aware that a supported employment worker may become unemployed, the residential agency administrator and COUNTY case manager will be verbally notified within one day. Within three days after this notification, COUNTY case manager will hold a conference or conference call with the residential and vocational providers to determine if an ISP meeting to modify the unemployment plan is necessary. The individual or any member of the ISP team can request a meeting. If necessary, an interim plan for what to do prior to the ISP meeting will be arranged at the time.

CONTRACTORS that are funded for one-to-one staff for an individual will continue to provide one-to-one staff for that person during periods of unemployment.

CONTRACTOR is expected to place individuals in new jobs within 60 days. If target date for re-employment is not obtained, COUNTY reserves the right to reassign the individual and slot to another contractor.

In the case of new slots that are to be phased in, COUNTY will phase-in the new slots only when 75% or more of the present slot individuals are employed under the contract standards for supported employment.

MULTNOMAH COUNTY  
SOCIAL SERVICES DIVISION  
DEVELOPMENTAL DISABILITIES PROGRAM  
FISCAL YEAR 1991-92 CONTRACT CONDITIONS

4 DD 43 - SUPPORTED EMPLOYMENT (Continued)

4.2 MULTNOMAH COUNTY REQUIREMENTS (Continued)

4.2.6 ALTERNATIVE TO EMPLOYMENT SERVICES

"Alternative to employment services" means any service which has as its primary goal(s) addressing the academic, recreational, social, and/or therapeutic needs of the individual it serves and is conducted away from the individual's residence.

CONTRACTOR may expend DD 43 funds to provide alternative to employment services only if:

- A. The individual is of retirement age, or
- B. It is the individual's choice of alternatives, or
- C. The individual's medical condition prohibits work, or
- D. The individual is experiencing a temporary job loss, or
- E. There is a documented potential for loss of medical benefits if employed in a DD 43 slot, or
- F. The individual has a severe physical limitation that the job site is unable to accommodate, or
- G. After extensive evaluation and ISP consideration, it is determined that it is unfeasible for the individual to work due to behavior problems at this time, or
- H. The COUNTY approves alternative to employment services due to other factors.

If alternative to employment services are provided with DD 43 funds, CONTRACTOR must:

- A. Document an initial assessment and annual review of the continued alternative to employment services based on the factors above.
- B. Provide a minimum of 25 hours per week of alternative to employment services to the individual, including access to as much community based employment as is appropriate, based on the ISP.

MULTNOMAH COUNTY SOCIAL SERVICES DIVISION  
SUBCONTRACT AMENDMENT NUMBER 1

CONTRACTOR:

COUNTY:

PORTLAND EMPLOYMENT PROJECT - PCC

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

\_\_\_\_\_  
Date

By

Dennis L. Adams / DAA  
Dennis Adams  
Program Manager

8/29/91  
Date

\_\_\_\_\_  
Agency Board Chairperson

\_\_\_\_\_  
Date

By

Gary Smith  
Gary Smith  
Social Services Division  
Director

9-17-91  
Date

By

Gladys McCoy  
Gladys McCoy  
Multnomah County Chair

10/10/91  
Date

Reviewed:

Laurence Kressel, County Counsel      Date  
for Multnomah County, Oregon

By

Laurence Kressel

10-1-91  
Date

Meeting Date: OCT 10 1991

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: ADAPT Grant Modification

BCC Informal 10/08/91 BCC Formal 10/10/91  
(date) (date)

DEPARTMENT Community Corrections DIVISION Womens Transition

CONTACT Joanne Fuller TELEPHONE 248-3701

PERSON(S) MAKING PRESENTATION Joanne Fuller & Robert Jackson

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: five minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: \_\_\_\_\_

BRIEF SUMMARY (include statement of rationale for action requested, as well as personnel and fiscal/budgetary impacts, if applicable):  
This modification adjusts the ADAPT budget to reflect the recently awarded federal grant. The additional 0.5 FTE Program Development Technician is offset by reductions in Materials and Services. The budget is increased by \$1,940.00.

10/10/91 Annotated minutes to Joanne  
Fuller & Robert Jackson

10/11/91 Original BUD mod to P&B

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Robert Jackson

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON  
1991 OCT -3 AM 11:24

BUDGET MODIFICATION NO. DCC #7

(For Clerk's Use) Meeting Date OCT 10 1991  
Agenda No. R-1

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

DEPARTMENT COMMUNITY CORRECTIONS

CONTACT JOANNE FULLER

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

(Date)  
DIVISION SPECIALIZED PROGRAMS

TELEPHONE 248-3701

JOANNE FULLER  
ROBERT A JACKSON

SUGGESTED

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

ADAPT GRANT MODIFICATION

(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 modification adjusts the ADAPT budget to reflect the recently awarded federal grant. The additional 0.5 FTE Program Development Technician is offset by reductions in Materials and Services. The budget is increased by \$1,940.

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

Increases the ADAPT Budget by \$1,940 in OSAP Grant revenues.

4. CONTINGENCY STATUS (to be completed by Budget & Planning)

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

Date

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

Originated By

Date

Department Director

Date

Plan/Budget Analyst

Date

Employee Services

Date

Board Approval

Date

Robert A. Johnson Oct 2, 1991  
Mark W. Murray 10/3/91  
CR Umbas 10/3/91  
Wendy C. Rogers 10/10/91

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO.

DCC #7

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

		ANNUALIZED			
FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
0.5	Prog Development Technician	11,413	3,082	2,314	16,809
0	TOTAL CHANGE (ANNUALIZED)	11,413	3,082	2,314	16,809

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.)

Explain the actual dollar amounts being changed by this Budgetary		C U R R E N T F Y			
Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
.5 FTE for 10 months	Prog Development Technician	9,877	2,667	2,002	14,546
TOTAL CURRENT FISCAL YEAR CHANGES		9,877	2,667	2,002	14,546

~~DCC #5~~ DCC #7

EXPENDITURE

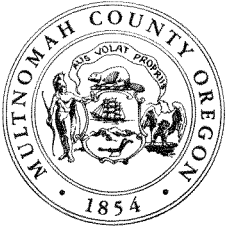
TRANSACTION EB GM [ ] TRANSACTION DATE \_\_\_\_\_ ACCOUNTING PERIOD \_\_\_\_\_ BUDGET FY \_\_\_\_\_

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2902			5100			9,877		Permanent
										2,667		Fringe
										2,002		Insurance
										(24,600)		Pass Thru Payments
										1,500		Printing
										6,750		Rentals
										1,087		Supplies
										(1,193)		Education & Training
										2,050		Indirect
										1,700		Telephone
										100		Equipment
											1,940	
		100	045	9120			7700			2,050		Contingency
		400	040	7531			6520			2,002		Insurance
		402	040	7990			6140			1,700		Telephone
											5,752	
TOTAL EXPENDITURE CHANGE										7,692	7,692	

REVENUE

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

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2902			2106			1,940		OSAP Grant
		100	045	9120			6602			2,050		Svc. Reimbursement
		400	040	7531			6602			2,002		Svc. Reimbursement
		402	040	7990			6602			1,700		Svc. Reimbursement
TOTAL REVENUE CHANGE										7,692	7,692	

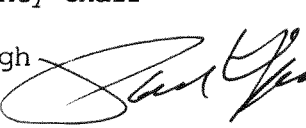


# GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204  
(503) 248-3308

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

FROM: Paul Yarborough  
Director, DES 

DATE: October 7, 1991

RE: Agenda Item R-2/October 10, 1991

I am requesting Item R-2 (scheduled for 10/10/91) be pulled from the Agenda pending further review by the Department.

PY:ddf  
cc: Office of the Board Clerk

1991 OCT - 7 PM 12:14  
MULTNOMAH COUNTY  
OREGON

BUDGET MODIFICATION NO. DES 1

(For Clerk's Use) Meeting Date OCT 10 1991  
Agenda No. R-2

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

DEPARTMENT DES DIVISION Cable  
CONTACT Julie Omelchuck TELEPHONE x2865

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

Transfers \$4,088 from Cable contingency account to Personal Services and Materials and Services.

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

According to the intergovernmental agreement, which created the Multnomah Cable Regulatory Commission, and the East Multnomah Franchise Agreement, the cable regulatory office's fund is dedicated. Therefore, Multnomah County's "across the board" budget cuts do not apply. This budget modification restores the cable office's line items in the dedicated fund to their amounts prior to the application of the cuts.

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

4. CONTINGENCY STATUS (to be completed by Planning & Budget)

Cable Fund Contingency before this modification (as of 8/9/91) \$ 186,391  
Date  
After this modification \$ \_\_\_\_\_

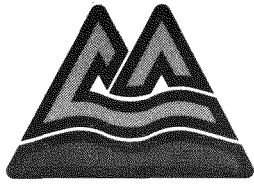
Originated By J. Omelchuck Date 9/25/91 Department Director Paul Yarbrough Date 9/27/91  
Budget Analyst Sharon L. Brown Date 10/1/91 Employee Services \_\_\_\_\_ Date \_\_\_\_\_  
Board Approval \_\_\_\_\_ Date \_\_\_\_\_

1991 OCT - 1 AM 10:19  
MULTNOMAH COUNTY  
OREGON

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

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

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



# MULTNOMAH COUNTY OREGON

BOARD OF COUNTY COMMISSIONERS  
GLADYS McCOY  
PAULINE ANDERSON  
GARY HANSEN  
RICK BAUMAN  
SHARRON KELLEY

PLANNING & BUDGET  
PORTLAND BUILDING  
1120 S.W. 5TH—ROOM 1400  
PORTLAND, OREGON 97204-1934

PHONE (503) 248-3883

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## MEMORANDUM

TO: Board of County Commissioners

FROM: Shaun Coldwell, Budget Analyst  
Planning and Budget Division

SUBJECT: BUDGET MODIFICATION DES #1 1991-92

DATE: September 25, 1991

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This memo is an attachment to budget modification DES #1, and will serve to clarify the fiscal position of the County as relates to the Cable Fund.

Multnomah County is a party to an agreement with other jurisdictions governing the Cable Regulatory Commission. Under the terms of that agreement, the budget is approved by all parties, including Multnomah County, by May 1 for the following fiscal year. The Board of County Commissioners can change the budget by taking any amendments to the other jurisdictions for approval.

However, the Cable Regulatory Commission staff are employees of Multnomah County and are subject to the same conditions as other employees. The changes that were made by the Board for the Approved Budget include the across-the-board reductions of two furlough days for exempt employees, the reduction of Retiree Medical/Dental set-aside, the 2% of Professional Services, the 15% of Printing, and the reduction for the exempt employee bus pass. The reductions taken from these lines were transferred to the Cable contingency account. This budget modification transfers those amounts back to the line items.

Please call me for further clarification.

c: Paul Yarborough  
Julie Omelchuck



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 301302

MULTNOMAH COUNTY OREGON

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

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>R-3 October 10, 1991</u>
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Contact Person Ed Pickering Phone 248-5050 Date 9/16/91

Department Environmental Services Division Transportation Bldg/Room 425

Description of Contract Transfer of Road Fund monies to Gresham so that improvements can be made by Gresham during construction of the Springwater Trail, where the Trail crosses county road rights of way.

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

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

Contractor Name City of Gresham

Mailing Address 1333 NW Eastman Parkway  
Gresham, OR 97030

Phone 661-3000

Employer ID # or SS # \_\_\_\_\_

Effective Date Upon signature

Termination Date June 30, 1992

Original Contract Amount \$ 20,000.00

Amount of Amendment \$ \_\_\_\_\_

Total Amount of Agreement \$ 20,000.00

## Payment Term

☒ Lump Sum \$ 20,000.00

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager [Signature]

Date 9/17/91

Purchasing Director  
(Class II Contracts Only)

Date \_\_\_\_\_

County Counsel [Signature]

Date 9/28/91

County Chair/Sheriff [Signature]

Date 10/16/91

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

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

## INSTRUCTIONS FOR COMPLETING CONTRACT APPROVAL FORM

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

Meeting Date OCT 10 1991  
Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: INTERGOVT. AGREEMENT/CITY OF GRESHAM-CONSTRUCTION OF SPRINGWATER TRAIL

BCC Informal \_\_\_\_\_ (date) \_\_\_\_\_ BCC Formal \_\_\_\_\_ (date) \_\_\_\_\_

DEPARTMENT Environmental Services DIVISION Transportation

CONTACT Ed Pickering TELEPHONE 248-6992

PERSON(S) MAKING PRESENTATION Ed Pickering

ACTION REQUESTED:

/ / INFORMATIONAL ONLY / / POLICY DIRECTION /X/ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

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

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

The city of Portland and the city of Gresham have an agreement that provides for the improvement of the existing right-of-way of the Springwater Trail as an urban trail. The Springwater Trail crosses county rights-of-way at five locations. Due to the parties' desire to cooperate in resolving issues of congestion, safety, and traffic control at the Trail, and Intergovernmental Agreement has been prepared to transfer road fund monies to Gresham for improvements where the Trail crosses county road rights-of-way.

*10/11/91 originals to Ed Pickering*

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

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

(All accompanying documents must have required signatures)

3706V/9261V

CLERK OF  
COUNTY COMMISSIONERS  
1991 OCT - 2 AM 10:58  
MULTNOMAH COUNTY  
OREGON



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

Contract # 301302

MULTNOMAH COUNTY OREGON

Amendment #

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> R-3 October 10, 1991
---------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Contact Person Ed Pickering Phone 248-5050 Date 9/16/91

Department Environmental Services Division Transportation Bldg/Room 425

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Total Amount of Agreement \$ 20,000.00

## Payment Term

☒ Lump Sum \$ 20,000.00

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

Purchase Order No. \_\_\_\_\_

☐ Requirements Not to Exceed \$ \_\_\_\_\_

## REQUIRED SIGNATURES:

Department Manager [Signature]

Date 9-19-91

Purchasing Director  
(Class II Contracts Only) [Signature]

Date \_\_\_\_\_

County Counsel [Signature]

Date 9/20/91

County Chair/Sheriff [Signature]

Date 10/10/91

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

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

**INTERGOVERNMENTAL AGREEMENT BETWEEN  
MULTNOMAH COUNTY AND THE CITY OF GRESHAM  
SPRINGWATER TRAIL CORRIDOR**

THIS AGREEMENT is entered into under the authority of Chapter 190 of the Oregon Revised Statutes by the CITY OF GRESHAM, a municipal corporation (City), and the COUNTY OF MULTNOMAH, a home rule political subdivision of the State of Oregon (County). The purpose of this agreement is to provide for cooperation between the City and County in the development of the Springwater Trail Corridor.

The Parties find:

a. The City of Portland owns certain right-of-way located within the city limits of City known as the Springwater Trail, as shown on Exhibit A. The City of Portland and City have an agreement that provides, among other things, that City shall improve the existing right-of-way as an urban trail.

b. The Springwater Trail crosses County road rights-of-way at five locations.

c. The parties desire to cooperate in the development of the Springwater Trail corridor.

d. There are various congestion, safety and traffic control issues regarding the impacts of the Springwater Trail crossing County road rights-of-way.

e. ORS 190.010 et seq. provide for intergovernmental agreements between units of local government to allow the performance of functions or activities by one unit of local government for another.

f. ORS 190.020 states that an intergovernmental agreement contemplating the performance of functions or activities by one unit of local government for another shall specify the responsibilities and the apportionment of funds between the parties.

g. Both parties are interested in providing safe crossings where the Springwater Trail crosses County road rights-of-way.

h. County completed a traffic study which identified the impacts that the Springwater Trail will have at the five locations where the Springwater trail crosses County road rights-of-way, and necessary improvements to mitigate those impacts.

i. The parties have determined that \$20,000 is needed to provide the necessary improvements in those portions of the County road rights-of-way that are within the Springwater Trail corridor.

The Parties agree as follows:

1. County agrees to transfer \$20,000 to the City in FY 1991-92 to fund Springwater Trail improvements within County road rights-of-way. The improvements within County road rights-of-way shall include the installation of wood bollards, road striping, and trail signage. The estimated costs of these improvements are as follows. These costs include a 19% inflation/contingency factor for a total of \$20,000.

a.	Pleasantview Drive/190th Avenue	\$ 2,890
b.	209th Avenue (without the pedestrian actuated traffic signal)	\$ 2,890
c.	Walters Road	\$ 2,890
d.	Regner Road (includes vegetation removal in the right-of-way)	\$ 6,460
e.	Hogan Road	<u>\$ 4,870</u>
	Total	\$20,000

2. City shall make all the specified improvements within the County road rights-of-way. City will cooperate with County in making all of these improvements.

3. County shall provide continuing maintenance of the natural vegetation within those portions of County road rights-of-way that are within the Springwater Trail corridor so as to provide safe clear vision areas. County agrees to inspect annually its road rights-of-way to determine the condition of trail crossing signing, striping, and sidewalks. County agrees to maintain these crossings in acceptable conditions, according to generally accepted engineering standards.

4. County intends to make improvements to the alignment of Hogan Road including a reconstruction of the Hogan Road bridge. County agrees to design the Hogan Road bridge to accommodate a pedestrian undercrossing and an equestrian at-grade road crossing north of the bridge. County agrees to allow the City to review the final bridge plans before construction.

5. City agrees to hold harmless and indemnify County from any and all claims, demands, losses, liabilities or legal expenses arising on account of any injury to persons or property arising out of actions taken by the City under this Agreement, except for any claim arising out of any action authorized by County and over which City has no control or responsibility under this Agreement.

6. County agrees to hold harmless and indemnify City from any and all claims, demands, losses, liabilities or legal expenses arising on account of any injury to persons or property arising out of actions taken by the County under this Agreement, except for any claim arising out of any action authorized by City and over which County has no control or responsibility under this Agreement.

7. This Agreement shall become effective upon date of signing by both parties.

The parties have caused this Agreement to be executed by their duly appointed officers.

Dated: \_\_\_\_\_, 1991

Dated: 10/10, 1991

CITY OF GRESHAM

COUNTY OF MULTNOMAH

By \_\_\_\_\_  
Gussie McRoberts  
Mayor

By Gladys McCoy  
Gladys McCoy  
County Chair

By \_\_\_\_\_  
Michael Casey  
City Manager

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Thomas Sponsler  
City Attorney

LD B  
Laurence Kressel  
County Counsel

