

ANNOTATED MINUTES

*Tuesday, March 15, 1994 - 9:30 AM
Multnomah County Courthouse, Room 602*

BOARD BRIEFINGS

- B-1 Presentation of the RESULTS (Reaching Excellent Service Using Leadership and Team Strategies). Presented by Les Wallace, PhD, of Signature Resources.*

**LES WALLACE AND MELINDA PETERSEN PRESENTATION
AND RESPONSE TO BOARD QUESTIONS.**

- B-2 Presentation of the Library Department Audit: Open Branches More Hours. Presented by Gary Blackmer.*

**GARY BLACKMER, GINNIE COOPER AND JEANNE
GOODRICH PRESENTATION AND RESPONSE TO BOARD
QUESTIONS.**

*Tuesday, March 15, 1994 - 1:30 PM
Multnomah County Courthouse, Room 602*

BUDGET WORK SESSION

- WS-1 Board Work Session to Discuss Issues Important for Development of the 1994-1995 Budget, as Follows: MENTAL HEALTH AND JAILS; and SCHOOL HEALTH CLINICS. Presented by Appropriate Department Staff.*

**KATHY PAGE, NORMA JAEGER, BILL WOOD, CARY
HARKAWAY, DIANNE RUMINSKI AND JAN SINCLAIR
PRESENTATION AND RESPONSE TO BOARD QUESTIONS.**

*Thursday, March 17, 1994 - 9:30 AM
Multnomah County Courthouse, Room 602*

REGULAR MEETING

Chair Beverly Stein convened the meeting at 9:31 a.m., with Vice-Chair Tanya Collier, Commissioners Sharron Kelley, Gary Hansen and Dan Saltzman present.

**VICE-CHAIR COLLIER INTRODUCED HER NEW INTERN
ANNMARIE BAUER.**

CONSENT CALENDAR

**UPON MOTION OF COMMISSIONER KELLEY, SECONDED
BY COMMISSIONER HANSEN, THE CONSENT CALENDAR**

(ITEMS C-1 THROUGH C-4) WAS UNANIMOUSLY APPROVED.

SHERIFF'S OFFICE

- C-1 *Application for Business Certification Renewal Submitted by Sheriff's Office with Recommendation for Approval, for R.S. DAVIS RECYCLING, INC., LOCATED AT 28425 SE ORIENT DRIVE, GRESHAM*

NON-DEPARTMENTAL

- C-2 *In the Matter of the Appointment of Lillian Clark to the Portland Multnomah Commission on Aging Representing the NE District Advisory Committee on Aging, Term Ending July 1995*
- C-3 *In the Matter of the Appointment of Susan Hathaway-Marxer to the Library Advisory Board, Term Ending September 30, 1995*

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-4 *ORDER in the Matter of the Execution of Deed D940998 Upon Complete Performance of a Contract to WILLIAM NICHOLAS WERNER*

ORDER 94-50.

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 *In the Matter of the Appointment of Blair Batson to the Columbia River Gorge Commission*

COMMISSIONER KELLEY MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-1. CHAIR STEIN INTRODUCED BLAIR BATSON. MS. BATSON COMMENTS IN APPRECIATION OF APPOINTMENT. APPOINTMENT UNANIMOUSLY APPROVED.

- R-2 *Review, Discussion and Board Action on the March 3, 1994 Appeal Hearing of Greg Durham Regarding Adult Care Home License*

PETE KASTING EXPLANATION AND RESPONSE TO BOARD QUESTIONS. COMMISSIONER SALTZMAN'S MOTION TO MODIFY THE HEARINGS OFFICER DECISION BY DELETING THE REVOCATION OF THE LICENSE AS A SANCTION AND SUBSTITUTING IN PLACE OF REVOCATION A PROVISION THAT THE LICENSEE, BY HIS OWN REQUEST, WILL NOT APPLY FOR OR RECEIVE ANY FUTURE FOSTER CARE LICENSES IN MULTNOMAH COUNTY DIED FOR LACK OF SECOND. COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER

SECONDED, TO SUPPORT THE HEARINGS OFFICER DECISION. BOARD COMMENTS. HEARINGS OFFICER DECISION AFFIRMED, WITH COMMISSIONERS KELLEY, HANSEN, COLLIER AND STEIN VOTING AYE AND COMMISSIONER SALTZMAN VOTING NO. MR. KASTING ADVISED A WRITTEN ORDER WILL BE SUBMITTED FOR BOARD ACTION WITHIN TWO WEEKS.

R-3 *PROCLAMATION in the Matter of Proclaiming April, 1994, Earthquake Preparedness Month*

PENNY MALMQUIST EXPLANATION. COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-3. BOARD COMMENTS. PROCLAMATION 94-51 UNANIMOUSLY APPROVED.

R-4 *RESOLUTION in the Matter of Approving the Regional Emergency Management Workplan*

COMMISSIONER COLLIER MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-4. MS. MALMQUIST EXPLANATION OF ITEMS R-4 AND R-5. RESOLUTION 94-52 APPROVING WORKPLAN AND APPOINTING COMMISSIONER TANYA COLLIER AS MULTNOMAH COUNTY'S REPRESENTATIVE TO THE REGIONAL EMERGENCY MANAGEMENT GROUP POLICY ADVISORY COMMITTEE, AND APPOINTING PENNY MALMQUIST AS MULTNOMAH COUNTY'S REPRESENTATIVE TO THE REGIONAL EMERGENCY MANAGEMENT TECHNICAL COMMITTEE, UNANIMOUSLY APPROVED.

R-5 *Ratification of an Intergovernmental Agreement, Contract 500344, between the Jurisdictions Within Washington, Multnomah, Clackamas and Columbia Counties including the Cities and Regional Government within those Counties for the Purpose of Developing an Organization to Recommend Policy and Procedures on Regional Emergency Management Issues*

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-5. VICE-CHAIR COLLIER COMMENTS IN SUPPORT OF AGREEMENT. AGREEMENT UNANIMOUSLY APPROVED.

R-6 *RESOLUTION in the Matter of the Adoption of a Supplemental Budget for Multnomah County, Oregon, for the Fiscal Year July 1, 1993 to June 30, 1994, and Making the Appropriations thereunder, Pursuant to ORS 294.435*

DAVE WARREN AND CHAIR STEIN EXPLANATION. UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER KELLEY, RESOLUTION 94-53 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF COMMUNITY CORRECTIONS

R-7 *Budget Modification DCC 8 Requesting Authorization to Add 1 FTE Data Analyst and Reclassify 1 FTE Data Analyst Senior to a Data Systems Administration*

SUSAN KAESER EXPLANATION. COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-7. MS. KAESER AND TAMARA HOLDEN RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

DEPARTMENT OF HEALTH

R-8 *Ratification of Intergovernmental Agreement Contract 202014, Between Multnomah County and Washington County, Authorizing Washington County to Administer the Regulation of Emergency Medical and Ambulance Services Under the Washington County Code for a Portion of Multnomah County in the West Hills/Skyline Area*

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-8. BILL COLLINS EXPLANATION AND RESPONSE TO BOARD QUESTIONS. AGREEMENT UNANIMOUSLY APPROVED.

PUBLIC CONTRACT REVIEW BOARD

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

R-9 *ORDER in the Matter of Exempting from Public Bidding a Contract with Polar Systems for the Provision of LAN Equipment, Services and Training*

COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-9. JIM MUNZ EXPLANATION AND RESPONSE TO BOARD QUESTIONS. ORDER 94-54 UNANIMOUSLY APPROVED.

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

GENERAL FUND CONTINGENCY REQUESTS

MR. WARREN EXPLANATION REGARDING CONTINGENCY CRITERIA AND RESPONSE TO BOARD QUESTIONS.

NON-DEPARTMENTAL

R-10 *Budget Modification NOND 12 Requesting One Time Only Voluntary Contribution of \$10,000 Contingency Funds for Support of Research and Service Programs of PSU Institute for Portland Metropolitan Studies*

COMMISSIONER HANSEN MOVED AND COMMISSIONER

SALTZMAN SECONDED, APPROVAL OF R-10. ETHAN SELTZER TESTIMONY IN SUPPORT OF REQUEST. CHAIR STEIN COMMENTS IN SUPPORT. MR. SELTZER EXPLANATION IN RESPONSE TO CONCERNS OF VICE-CHAIR COLLIER. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

R-11 *Budget Modification NOND 13 Requesting Authorization to Appropriate \$74,190 from General Fund Contingency to Non-Departmental Special Appropriations for the Purpose of Developing a New Applicant Flow System*

COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-11. MR. WARREN AND CURTIS SMITH EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

DEPARTMENT OF ENVIRONMENTAL SERVICES

R-12 *Budget Modification DES 10 Requesting Authorization to Fund the Establishment of an Animal Control "Pet Adoption Center" in Partnership with Clackamas Town Center*

COMMISSIONER COLLIER MOVED AND COMMISSIONER KELLEY SECONDED, TO SET R-12 OVER ONE WEEK. BETSY WILLIAMS EXPLANATION REGARDING ALTERNATIVE FUNDING VIA SALARY SAVINGS. DAVE FLAGLER AND KAREN BURGER-KIMBER PRESENTATION AND RESPONSE TO BOARD QUESTIONS. BOARD COMMENTS. COMMISSIONERS COLLIER AND KELLEY WITHDREW PREVIOUS MOTION, AND UPON MOTION OF COMMISSIONER COLLIER, SECONDED BY COMMISSIONER KELLEY, R-12 WAS UNANIMOUSLY WITHDRAWN.

R-13 *Budget Modification DES 11 Requesting Authorization to Fund the County's Share of the Project Manager and Associated Costs for Analysis of Potential Consolidation of Support Services with the City of Portland*

COMMISSIONER COLLIER MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-13. MS. WILLIAMS EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

R-14 *Budget Modification DES 12 Requesting Authorization to Fund Environmental, Social, Economic and Energy Analysis of Significant Streams within the Drainage of Howard Canyon*

COMMISSIONER KELLEY MOVED AND COMMISSIONER SALTZMAN SECONDED, APPROVAL OF R-14. SCOTT

**PEMBLE EXPLANATION. BUDGET MODIFICATION
UNANIMOUSLY APPROVED.**

R-15 *Budget Modification DES 13 Requesting Authorization to Appropriate \$25,000 from General Fund Contingency to Fund Challenge Grant for the Friends of the Multnomah County Fair*

COMMISSIONER KELLEY MOVED AND COMMISSIONER COLLIER SECONDED, APPROVAL OF R-15. MS. WILLIAMS EXPLANATION. COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, AN AMENDMENT ADDING "PRIOR TO OBTAINING ANY FUNDS ACCUMULATED THROUGH THIS CHALLENGE GRANT, THE FRIENDS OF THE MULTNOMAH COUNTY FAIR SHALL SUBMIT TO THE COUNTY A FIVE YEAR BUSINESS PLAN FOR THE OPERATION OF THE FAIR, WHICH SHALL INCLUDE A DESCRIPTION OF THE INTENDED USE OF CHALLENGE GRANT FUNDS. AS AN EXCEPTION TO THIS CONDITION, THE DEPARTMENT MANAGER OF ENVIRONMENTAL SERVICES MAY RELEASE A PORTION OF THESE FUNDS TO ASSIST IN THE PREPARATION OF THE FIVE YEAR BUSINESS PLAN IF THIS ASSISTANCE IS REQUESTED BY THE FRIENDS OF THE MULTNOMAH COUNTY FAIR." COMMISSIONER KELLEY COMMENTS IN SUPPORT OF MOTION AND RESPONSE TO QUESTION OF COMMISSIONER SALTZMAN. AMENDMENT UNANIMOUSLY APPROVED. AT THE REQUEST OF COMMISSIONER SALTZMAN, MS. WILLIAMS TO REQUEST COUNTY COUNSEL TO PROVIDE INFORMATION CONCERNING POMONA GRANGE vs MULTNOMAH COUNTY LAWSUIT. BUDGET MODIFICATION DES 13-REVISED UNANIMOUSLY APPROVED.

DEPARTMENT OF COMMUNITY CORRECTIONS

R-16 *Budget Modification DCC 6 Requesting Authorization to Increase the Federal Byrne Grant Revenue by \$100,000 and Increase General Fund Contingency by \$38,311 for the Drug Diversion Program which will Allow an Increase in Contract Expenditures of \$137,350 Plus Indirect*

MS. HOLDEN EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, R-16 WAS UNANIMOUSLY APPROVED.

DEPARTMENT OF HEALTH

R-17 *Budget Modification MCHD 7 Requesting Authorization to Appropriate \$40,000 from General Fund Contingency to Replace an X-Ray Machine*

COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, TO WITHDRAW R-17. TOM FRONK EXPLAINED REPLACEMENT COSTS WILL BE COVERED OUT OF MEDICAID REVENUE. R-17 UNANIMOUSLY WITHDRAWN.

AGING SERVICES DIVISION

R-18 *Budget Modification ASD 9404 Requesting Authorization to Appropriated \$43,400 from General Fund Contingency for Additional One-Time Only Charges Related to the New Southeast Branch Location*

COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-18. MR. WARREN EXPLANATION AND SUBMITTAL OF SUBSTITUTE BUDGET MODIFICATION REQUESTING \$28,000 GENERAL FUND APPROPRIATION. COMMISSIONERS SALTZMAN AND KELLEY WITHDREW PREVIOUS MOTION AND COMMISSIONER SALTZMAN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF SUBSTITUTE BUDGET MODIFICATION. CAROL REX EXPLANATION. BUDGET MODIFICATION ASD 9404-REVISED UNANIMOUSLY APPROVED.

COMMUNITY AND FAMILY SERVICES DIVISION

R-19 *Budget Modification CFS 4 Requesting Authorization to Appropriate \$24,089 from General Fund Contingency to Restore Funds to East County and North Portland Child and Youth Centers for the Remainder of FY 93-94*

COMMISSIONER HANSEN EXPLANATION. COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-19. MR. WARREN AND HOWARD KLINK EXPLANATION AND RESPONSE TO BOARD QUESTIONS. BUDGET MODIFICATION UNANIMOUSLY APPROVED.

R-20 *Budget Modification CFS 5 Requesting Authorization to Appropriate \$43,772 from General Fund Contingency for Pass Through Plus \$306 for Indirect to Provide Five Months of Funding for 52 Units of Alcohol and Drug Free Transitional Housing for Homeless Single Adults at a Rate Established by RFP*

COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-20. MR. WARREN EXPLANATION AND SUBMITTAL OF SUBSTITUTE BUDGET MODIFICATION. COMMISSIONERS HANSEN AND KELLEY WITHDREW PREVIOUS MOTION AND COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF SUBSTITUTE BUDGET MODIFICATION. DEBBIE WOOD, MIKE GARVEY, ROB DeGRAF AND JEAN DeMASTER TESTIMONY IN SUPPORT

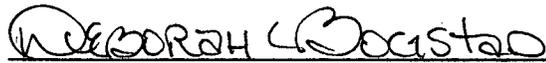
OF ADDITIONAL FUNDING FOR CENTRAL CITY CONCERN AND TRANSITION PROJECTS, INC. AND RESPONSE TO BOARD QUESTIONS. MR. KLINK EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. BOARD COMMENTS. BUDGET MODIFICATION CFS 5-REVISED UNANIMOUSLY APPROVED.

PUBLIC COMMENT

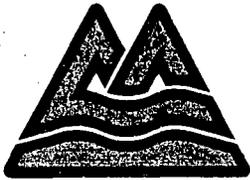
R-21 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

There being no further business, the meeting was adjourned at 11:40 a.m.

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



Deborah L. Bogstad



MULTNOMAH COUNTY OREGON

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

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

AGENDA

MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

FOR THE WEEK OF

March 14, 1994 - March 18, 1994

- Tuesday, March 15, 1994 - 9:30 AM - Board Briefings Page 2*
- Tuesday, March 15, 1994 - 1:30 PM - Budget Work Session Page 2*
- Thursday, March 17, 1994 - 9:30 AM - Regular Meeting Page 2*

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

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

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

Tuesday, March 15, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

BOARD BRIEFINGS

- B-1 Presentation of the RESULTS (Reaching Excellent Service Using Leadership and Team Strategies). Presented by Les Wallace, PhD, of Signature Resources. 2 HOURS REQUESTED - 9:30 AM TIME CERTAIN.
- B-2 Presentation of the Library Department Audit: Open Branches More Hours. Presented by Gary Blackmer. 30 MINUTES REQUESTED - 11:30 TIME CERTAIN.
-

Tuesday, March 15, 1994 - 1:30 PM

Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

- WS-1 Board Work Session to Discuss Issues Important for Development of the 1994-1995 Budget, as Follows: MENTAL HEALTH AND JAILS - 1:30 PM TIME CERTAIN, 1 HOUR REQUESTED; and SCHOOL HEALTH CLINICS - 2:30 PM TIME CERTAIN. Presented by Appropriate Department Staff.
-

Thursday, March 17, 1994 - 9:30 AM

Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

SHERIFF'S OFFICE

- C-1 Application for Business Certification Renewal Submitted by Sheriff's Office with Recommendation for Approval, for R.S. DAVIS RECYCLING, INC., LOCATED AT 28425 SE ORIENT DRIVE, GRESHAM

NON-DEPARTMENTAL

- C-2 In the Matter of the Appointment of Lillian Clark to the Portland Multnomah Commission on Aging Representing the NE District Advisory Committee on Aging, Term Ending July 1995

- C-3 *In the Matter of the Appointment of Susan Hathaway-Marxer to the Library Advisory Board, Term Ending September 30, 1995*

DEPARTMENT OF ENVIRONMENTAL SERVICES

- C-4 *ORDER in the Matter of the Execution of Deed D940998 Upon Complete Performance of a Contract to WILLIAM NICHOLAS WERNER*

REGULAR AGENDA

NON-DEPARTMENTAL

- R-1 *In the Matter of the Appointment of Blair Batson to the Columbia River Gorge Commission*
- R-2 *Review, Discussion and Board Action on the March 3, 1994 Appeal Hearing of Greg Durham Regarding Adult Care Home License*
- R-3 *PROCLAMATION in the Matter of Proclaiming April, 1994, Earthquake Preparedness Month*
- R-4 *RESOLUTION in the Matter of Approving the Regional Emergency Management Workplan*
- R-5 *Ratification of an Intergovernmental Agreement, Contract #500344, between the Jurisdictions Within Washington, Multnomah, Clackamas and Columbia Counties including the Cities and Regional Government within those Counties for the Purpose of Developing an Organization to Recommend Policy and Procedures on Regional Emergency Management Issues*
- R-6 *RESOLUTION in the Matter of the Adoption of a Supplemental Budget for Multnomah County, Oregon, for the Fiscal Year July 1, 1993 to June 30, 1994, and Making the Appropriations thereunder, Pursuant to ORS 294.435*

DEPARTMENT OF COMMUNITY CORRECTIONS

- R-7 *Budget Modification DCC #8 Requesting Authorization to Add 1 FTE Data Analyst and Reclassify 1 FTE Data Analyst Senior to a Data Systems Administration*

DEPARTMENT OF HEALTH

- R-8 *Ratification of an Intergovernmental Agreement, Contract #202014, Authorizes Washington County to Administer the Regulation of Emergency Medical and Ambulance Services Under the Washington County Code for a Portion of Multnomah County in the West Hills/Skyline Area*

PUBLIC CONTRACT REVIEW BOARD

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

- R-9 *ORDER in the Matter of Exempting from Public Bidding a Contract with Polar Systems for the Provision of LAN Equipment, Services and Training*

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

GENERAL FUND CONTINGENCY REQUESTS

NON-DEPARTMENTAL

- R-10 *Budget Modification NOND #12 Requesting One Time Only Voluntary Contribution of \$10,000 Contingency Funds for Support of Research and Service Programs of PSU Institute for Portland Metropolitan Studies*

- R-11 *Budget Modification NOND #13 Requesting Authorization to Appropriate \$74,190 from General Fund Contingency to Non-Departmental Special Appropriations for the Purpose of Developing a New Applicant Flow System*

DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-12 *Budget Modification DES #10 Requesting Authorization to Fund the Establishment of an Animal Control "Pet Adoption Center" in Partnership with Clackamas Town Center*

- R-13 *Budget Modification DES #11 Requesting Authorization to Fund the County's Share of the Project Manager and Associated Costs for Analysis of Potential Consolidation of Support Services with the City of Portland*

- R-14 *Budget Modification DES #12 Requesting Authorization to Fund Environmental, Social, Economic and Energy Analysis of Significant Streams within the Drainage of Howard Canyon*

- R-15 *Budget Modification DES #13 Requesting Authorization to Appropriate \$25,000 from General Fund Contingency to Fund Challenge Grant for the Friends of the Multnomah County Fair*

DEPARTMENT OF COMMUNITY CORRECTIONS

- R-16 *Budget Modification DCC #6 Requesting Authorization to Increase the Federal Byrne Grant Revenue by \$100,000 and Increase General Fund Contingency by*

\$38,311 for the Drug Diversion Program which will Allow an Increase in Contract Expenditures of \$137,350 Plus Indirect

DEPARTMENT OF HEALTH

R-17 *Budget Modification MCHD #7 Requesting Authorization to Appropriate \$40,000 from General Fund Contingency to Replace an X-Ray Machine*

AGING SERVICES DIVISION

R-18 *Budget Modification ASD #9404 Requesting Authorization to Appropriated \$43,400 from General Fund Contingency for Additional One-Time Only Charges Related to the New Southeast Branch Location*

COMMUNITY AND FAMILY SERVICES DIVISION

R-19 *Budget Modification CFS #4 Requesting Authorization to Appropriate \$24,089 from General Fund Contingency to Restore Funds to East County and North Portland Child and Youth Centers for the Remainder of FY 93-94*

R-20 *Budget Modification CFS #5 Requesting Authorization to Appropriate \$43,772 from General Fund Contingency for Pass Through Plus \$306 for Indirect to Provide Five Months of Funding for 52 Units of Alcohol and Drug Free Transitional Housing for Homeless Single Adults at a Rate Established by RFP*

PUBLIC COMMENT

R-21 *Opportunity for Public Comment on Non-Agenda Matters. Testimony Limited to Three Minutes Per Person.*

MEETING DATE MAR 17 1994

AGENDA NO. C-1

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

Subject: Wreckor's License

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING Date Requested: _____

Amount of Time Needed: _____

DEPARTMENT Sheriff's Office DIVISION _____

CONTACT Sergeant Kathy Ferrell TELEPHONE 251-2431

BLDG/ROOM # 313/115

PERSON(S) MAKING PRESENTATION: Sergeant Ferrell

ACTION REQUESTED:

() INFORMATIONAL ONLY () POLICY DIRECTION APPROVAL () OTHER

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

Attached is an application for a business certificate as a wreckor of motor vehicles/license renewal application for the R. S. Davis Recycling, Inc., located at 28425 SE Orient Drive, Gresham, Oregon 97080

The owner, Rex M. Davis, has no appreciable criminal history, and tax requirements have been met.

3/21/94 original & copies to Sgt. Kathy Ferrell

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Sgt. Kathy Ferrell

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

Any questions call the Office of the Board Clerk, 248-3277/248-5222

BOARD OF
COUNTY COMMISSIONERS
1994 MAR - 9 PM 2:25
MULTNOMAH COUNTY
OREGON

MEMO

To: Irv Ewen Date: 01/06/94

From: Shaun Cauley

Auto Wrecking Yard

Would you please site-inspect property located at
28425 SE Orient Drive and check:

2/24/94

Yes, complies with Zoning Code

No, does not comply with Zoning Code

I need report back not later than Wednesday,
January 12, 1994.

Shaun
Cauley



OREGON MOTOR VEHICLES DIVISION
1905 LANA AVE., NE, SALEM OR 97314

APPLICATION FOR BUSINESS CERTIFICATE

AS A WRECKER OF MOTOR VEHICLES OR
SALVAGE POOL OPERATOR

▼ CERTIFICATE NUMBER ▼

3007 *lic*

ORIGINAL
 RENEWAL

'94

NOTE: FAILURE TO ACCURATELY COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.
PLEASE TYPE OR PRINT LEGIBLY WITH INK.
DO NOT SUBMIT THIS APPLICATION WITHOUT YOUR SURETY BOND AND THE REQUIRED FEE.

Handwritten notes:
no to
change
of

1 NAME (CORPORATION AND/OR ASSUMED BUSINESS NAME) RS Davis Recycling Inc. DBA Orient Auto Parts		BUSINESS TELEPHONE 663-1909	
2 MAIN BUSINESS LOCATION (STREET AND NUMBER) 28425 SE Orient Dr.	CITY Gresham	ZIP CODE 97080	COUNTY Mult.
3 MAILING ADDRESS 28425 SE Orient Dr.	CITY Gresham	STATE OR	ZIP CODE 97080

A SEPARATE APPLICATION MUST BE COMPLETED FOR EACH ADDITIONAL LOCATION FROM WHICH YOU OPERATE YOUR BUSINESS.

4 CHECK ORGANIZATION TYPE: INDIVIDUAL PARTNERSHIP CORPORATION

IF CORPORATION, LIST THE STATE UNDER WHOSE LAW BUSINESS IS INCORPORATED: Oregon

LIST NAME AND RESIDENCE ADDRESS OF THIS OWNER, ALL PARTNERS OR PRINCIPAL CORPORATE OFFICERS:

5 NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE
6 RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
7 NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE
8 RESIDENCE ADDRESS	CITY	STATE	ZIP CODE
9 NAME	TITLE	DATE OF BIRTH	RESIDENCE TELEPHONE
10 RESIDENCE ADDRESS	CITY	STATE	ZIP CODE

see attached

11 THE DIMENSIONS OF THE PROPERTY ON WHICH THE BUSINESS IS LOCATED ARE 350 ft. X 750 ft.

I CERTIFY THAT I AM THE OWNER, A PARTNER OR A CORPORATE OFFICER OF THIS BUSINESS AND THAT ALL INFORMATION ON THIS APPLICATION IS ACCURATE AND TRUE. I CERTIFY THAT THE RIGHT OF WAY OF ANY HIGHWAY ADJACENT TO THE LOCATION LISTED ABOVE IS USED FOR ACCESS TO THE PREMISES AND PUBLIC PARKING.

12 NAME: Rex M. Davis TITLE: Vice. Pres. RESIDENCE TELEPHONE: (503) 663-7466

13 ADDRESS, CITY, STATE, ZIP CODE: 39131 SE Hudson Rd. Sandy, Or 97055

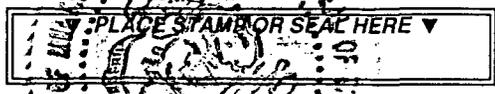
14 SIGNATURE OF OWNER/PARTNER/CORPORATE OFFICER: *Rex M. Davis* DATE: 12/31/93

15 APPROVAL: I CERTIFY THAT THE GOVERNING BODY OF THE CITY COUNTY OF Multnomah HAS:

- (A) APPROVED THE APPLICANT AS BEING SUITABLE TO ESTABLISH, MAINTAIN OR OPERATE A WRECKING YARD OR BUSINESS (ORIGINAL APPLICATIONS ONLY).
- (B) DETERMINED THAT THE LOCATION OR PROPOSED LOCATION MEETS THE REQUIREMENTS FOR LOCATION UNDER OREGON REVISED STATUTE 822.110.
- (C) DETERMINED THAT THE LOCATION DOES NOT VIOLATE ANY PROHIBITION UNDER OREGON REVISED STATUTE 822.135.
- (D) APPROVED THE LOCATION AND DETERMINED THAT THE LOCATION COMPLIES WITH ANY REGULATIONS ADOPTED BY THE JURISDICTION UNDER OREGON REVISED STATUTE 822.140.

I ALSO CERTIFY THAT I AM AUTHORIZED TO SIGN THIS APPLICATION AND AS EVIDENCE OF SUCH AUTHORITY DO AFFIX HEREON THE SEAL OR STAMP OF THE CITY OR COUNTY.

FEE: \$54.00



SUBMIT APPLICATION AND SURETY BOND, WITH ALL REQUIRED FEES AND SIGNATURES TO:
BUSINESS REGULATION SECTION
1905 LANA AVE., NE
SALEM, OR 97314-2350

16 NAME: Beverly Stein TITLE: Multnomah County Chair PHONE NUMBER: 248-3308

17 SIGNATURE: *Beverly Stein* DATE: 3/17/94

SURETY BOND

BOND NUMBER

804327

FAILURE TO COMPLETE THIS FORM WILL CAUSE UNAVOIDABLE DELAY.

LET IT BE KNOWN:

THAT R.S. DAVIS RECYCLING, INC
(OWNER, PARTNERS, CORPORATION NAME)
DOING BUSINESS AS ORIENT AUTO PARTS
(ASSUMED BUSINESS NAME, IF ANY)
HAVING PRINCIPAL PLACE OF BUSINESS AT 28425 SE ORIENT DR GRESHAM, OR 97030
(ADDRESS, CITY, STATE, ZIP CODE)
WITH ADDITIONAL PLACES OF BUSINESS AT _____
(ADDRESS, CITY, STATE, ZIP CODE)
STATE OF OREGON, AS PRINCIPAL(S), AND CONTRACTORS BONDING AND INSURANCE COMPANY
(SURETY NAME)
1827 NE 44th Ave, Suite 100 Portland, Or 97213 287-6000
(ADDRESS, CITY, STATE, ZIP CODE) TELEPHONE NUMBER

A CORPORATION ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF Washington AND AUTHORIZED TO TRANSACT A SURETY BUSINESS IN THE STATE OF OREGON, AS SURETY, ARE HELD AND FIRMLY BOUND UNTO THE STATE OF OREGON IN THE PENAL SUM OF \$2,000 FOR THE PAYMENT OF WHICH WE HEREBY BIND OURSELVES, OUR RESPECTIVE SUCCESSORS AND ASSIGN, JOINTLY AND SEVERALLY, FIRMLY BY THESE PRESENTS.

A CONDITION OF THIS OBLIGATION IS SUCH THAT, WHEN THE ABOVE NAMED PRINCIPAL HAS BEEN ISSUED A CERTIFICATE TO CONDUCT, IN THIS STATE, A BUSINESS WRECKING, DISMANTLING AND SUBSTANTIALLY ALTERING THE FORM OF VEHICLES, SAID PRINCIPAL SHALL CONDUCT SUCH BUSINESS WITHOUT FRAUD OR FRAUDULENT REPRESENTATION, AND WITHOUT VIOLATION OF ANY OF THE PROVISIONS OF THE OREGON VEHICLE CODE SPECIFIED IN ORS 822.120(2) THEN AND IN THAT EVENT THIS OBLIGATION TO BE VOID, OTHERWISE TO REMAIN IN FULL FORCE AND EFFECT UNLESS CANCELED PURSUANT TO ORS 743.755.

THIS BOND IS EFFECTIVE JANUARY 1 19 94 AND EXPIRES DECEMBER 31 19 94 (BOND MUST EXPIRE ON THE LAST DAY OF THE MONTH.)

-- ANY ALTERATION VOIDS THIS BOND --

IN WITNESS WHEREOF, THE SAID PRINCIPAL AND SAID SURETY HAVE EACH CAUSED THESE PRESENTS TO BE EXECUTED BY ITS AUTHORIZED REPRESENTATIVE OR REPRESENTATIVES AND THE SURETY CORPORATE SEAL TO BE HEREUNTO AFFIXED THIS 13TH DAY OF DECEMBER 19 93

SIGNATURE (OWNER/PARTNER/CORPORATE OFFICER) X <i>R.S. Davis</i>	TITLE <u>Vice-pres.</u>
SIGNATURE OF SURETY (AUTHORIZED REPRESENTATIVE) X <i>Jane Hansen</i>	TITLE <u>Attorney-in-Fact</u>

SURETY'S AGENT OR REPRESENTATIVE MUST COMPLETE THIS SECTION:		PLACE SURETY SEAL BELOW
IN THE EVENT A PROBLEM ARISES CONCERNING THIS BOND, CONTACT:		
NAME <u>CBIC</u>	TELEPHONE NUMBER <u>287-6000</u>	
ADDRESS <u>PO Box 12053</u>		
CITY, STATE, ZIP CODE <u>Portland, Or 97212</u>		
APPROVED BY ATTORNEY GENERAL'S OFFICE		

DOB 10/5/35 - Pres. DOB 6/22/37 Sec.
RICHARD DAVIS - JUNE DAVIS
10105 S.E. MATHER RD.
CLACKAMAS OR. 97015 655 5433

Rex DAVIS V.P.
39131 S.E HUDSON
SANDY OR. 970.

DOB 5/25/55
663-7466

MICHAEL DOANE V.P. DOB 10/21/56
1570 S.E 4th
GRESHAM OR. 97080 665-6425

DALE JACKSON V.P.
33150 S.E BLUFF RD.
BORING OR. 97009

10/23/45
663-6769

MEETING DATE: MAR 17 1994

AGENDA NO: C-2

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: APPOINTMENT

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: 3/17/94

Amount of Time Needed: CONSENT AGENDA

DEPARTMENT: NONDEPARTMENTAL DIVISION: COUNTY CHAIR'S OFFICE

CONTACT: DELMA FARRELL TELEPHONE #: X-3953
BLDG/ROOM #: 106/1410

PERSON(S) MAKING PRESENTATION: _____

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Appointment of Lillian Clark to Portland Multnomah Commission on Aging representing the NE District Advisory Committee on Aging. Term ending July, 1995.

MULTNOMAH COUNTY
BOARD OF
COUNTY COMMISSIONERS
1994 MAR -9 PM 5:00
OREGON

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Steir

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

APPLICATION

for Membership on the

PORTLAND/MULTNOMAH COMMISSION ON AGING (PMCoA)

for BOTH Commission and Committee Positions

1. Name Lillian G. Clark
Address 1630 NE Irving St #78 (Zip) 97232-2245
Phone (Home) (503) 236-9801 (Work) Volunteer

2. Education: Please indicate highest level completed.
High School Kalama 1924 College (Undergraduate) Univ. Washington
Other Shelton-Walker Business College (Post-Graduate) 1928 Seattle, Wa.

3. Employment Status: 1925
Employed Full Time _____ Retired X School Admin 1971
Part Time _____ Not Employed Portland Ore

4. Current or past place of employment:

Organization/Address	Dates	Responsibilities
<u>Swedish Council (Valdemar Liddel)</u>	<u>1929</u>	<u>met & take care of foreign travelers in Sweden</u>
<u>Portland Tires & Rubber Co - Portland, Ore.</u>	<u>1926-29</u>	<u>Secretary to Manager</u>
<u>Robert Cooper Clinic - 19th & Oregon</u>	<u>1928</u>	<u>Surgical Assistant</u>
<u>Portland Air Base - 337th USAF Hospital</u>	<u>1960-1</u>	<u>Surgical Assistant</u>

5. Current and past volunteer/civic activities:

Organization/Address	Dates	Responsibilities
<u>Rose Center - Salvation Army</u>	<u>1971 thru 1994</u>	<u>10 yrs. Town Planner & Director</u>
<u>Hollywood Senior Center</u>	<u>Now</u>	<u>Volunteer work</u>
<u>Delta Zeta Sorority - Pres. of Alameda</u>	<u>1950</u>	<u>Supervisor of Alameda & Collins St. High</u>
<u>PTA Pres. Lawrence School</u>	<u>1956-1957</u>	<u>Teacher in 7th grade Oral School (in D.C.)</u>
<u>PTA Pres. Benson School</u>	<u>1960-1961</u>	<u>Many, Many, Great</u>

6. Why do you want to serve on the Commission/Committee?
I hope I can be helpful to Portland - a beautiful city - in need of more input from concerned citizens!!

7. What are your specific areas of interest?

- Health Nursing Homes Community Services Medicare
- Media Transportation Social Security Employment
- Housing Nutrition Elder Abuse Mental Health
- Other (Please Specify) _____

8. I am interested in serving as a: Commission Member
 Committee Member _____
 * Voting Non Voting

What PMCoA Committee are you interested in serving on?

- Elder Safety Coalition Nutrition Coalition Multi-Ethnic
- Area Agency on Aging Senior Center Task Force

9. Give two references:

Name	Address	Phone	Relationship
Larry Mc Adams	3206 NE 25 th Grant Pl.	282-1935	Son-in-Law
Ralph Bunnell	3024 NE 24 th Ave.	284-3664	Long time friend Magnum

THIS SECTION IS VOLUNTARY AND WILL REMAIN CONFIDENTIAL

Since our bylaws require representation from certain categories of individuals we request your assistance in supplying this information.

Are you over 60? Under 60? Are you low-income? Yes No

Do you have a disability? Yes No

Ethnic origin: Black Native American Hispanic
 Asian White Other

All Commission members must live in Portland or Multnomah County.

*The following persons shall be ineligible for membership on the PMCoA: Board members, paid professionals, or individuals with ownership interest in agencies who contract with/or receive substantial funds or benefit personally from the Area Agency on Aging (OAA, XIX, SSBG, OPI, etc.), County Dept. of Human Services, City Human Resources Bureau, State Dept. of Human Resources or Senior and Disabled Services Division.

Those ineligible for membership due to conflict of interest may serve on committees in a non-voting status.

Signature Lillian Birch Clark Date Feb: 14, 1994

Return completed application to: Portland/Multnomah Commission on Aging, 1120 SW 5th Avenue, Room 518, Portland, OR 97204, PHONE 823-5269.

MEETING DATE: MAR 17 1994

AGENDA NO: C-3

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: APPOINTMENT

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: 3/17/94

Amount of Time Needed: CONSENT AGENDA

DEPARTMENT: NONDEPARTMENTAL DIVISION: CHAIR'S OFFICE

CONTACT: DELMAR FARRELL TELEPHONE #: X-3308
BLDG/ROOM #: 106/1410

PERSON(S) MAKING PRESENTATION: _____

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Appointment of Susan Hathaway-Marxer to Library Advisory Board. Term expires 9/30/95. Fills unexpired portion of resigning member term.

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR - 9 PM 1:39

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein '94

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

Supplemental Prospective Library Board Member Interest Survey

Name: Susan Hathaway-Marxer
Work phone: 823-5247
Home phone: 281-5629

1. I want to serve on the Library Advisory Board because I believe that excellent public library systems are among the most important of public institutions. I want to advocate for our library's continued good standing in this community and for the enhancement of its opportunities to contribute to the general welfare and enrichment of our community.

2. I am particularly interested in accessibility issues, youth and family service programming and comprehensive planning to position the system for continued excellence in service. Promotion of the library's standing within Multnomah County's long and challenging set of other responsibilities is also important to me.

3. I have previous board experience and currently serve on the Friends of the Library Board. My professional expertise is real estate. I manage property for the City of Portland's Parks and Recreation Bureau and have on-going responsibility for both policy development and public administration. I have significant experience in the development and analysis of both capital and operating budgets, and I have lobbied extensively on behalf of library system before the Board of County Commissioners, various organizations and individuals.

4. Yes. I consider regular attendance at board meetings to be among the most important responsibilities of board members.

Susan Hathaway-Marxer



MULTNOMAH COUNTY OREGON

BOARDS AND COMMISSIONS

INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

Library Advisory Board

B. Name Susan Hathaway-Marxer

Address 2136 NE 22nd Ave

City Portland State OR Zip Code 97212

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

Home Phone 281-5629

C. Current Employer City of Portland - Parks & Recreation

Address 1120 SW 5th Ave, Room 1302

City Portland State OR Zip Code 97204

Your Job Title Property Manager

Work Phone 823-5247 (Ext) NA

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

D. Previous Employers _____ Dates _____ Job Title _____

City of Portland - Bureau of Gen Services 1989-1993 property technician

Port of Portland 1972-1988 various positions.

My work for the Port was primarily in economic development area - last position was Aviation Prop. Mgr.

E. Please list all current and past volunteer activities.

Name of Organization	Dates	Responsibilities
Friends of Mult. Co. Library	1988-present	past Pres. / board member
Sevington Community Assn.	1988-1992	board member
Port of Portland Credit Union	1975-1981	past Pres / board member

F. Please list all post-secondary school education.

Name of School	Dates	Responsibilities
Portland State Univ.	1973-75	part-time student
Portland Community College	various	part-time student
(single mom w/ 2 kids)	1972-77	

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

Bill Naito	228-7404	55. W Buenside
Don BARNEY	222-0146	1211 SW 5 th

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

None.

I. Affirmative Action Information

F / white
sex/racial ethnic background

Birth date: Month 5 Day 21 Year 43

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

Signature Susan Hartnaway-MANXER Date 1.13.94

MEETING DATE: MAR 17 1994

AGENDA NO: C-4

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

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

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: _____

Amount of Time Needed: Consent

DEPARTMENT: Environmental Services DIVISION: Assessment & Taxation

CONTACT: Kathy Tuneberg TELEPHONE #: 248-3590

BLDG/ROOM #: 166/200/Tax Title

PERSON(S) MAKING PRESENTATION: Kathy Tuneberg

ACTION REQUESTED:

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

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

Request approval of deed to contract purchaser for completion of Contract #15515. (Property originally purchased at auction.)

Deed D940998 and Board Orders attached.

3/21/94 original & copy to tax title

1994 MAR - 8 PM 2:53
MULTNOMAH COUNTY
CLERK OF COUNTY COMMISSIONERS
OREGON

SIGNATURES REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: *James M. Drum* *Betsy H. Wallis*

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

In the matter of the Execution of)
Deed D940998 Upon Complete Performance of) ORDER
a Contract to)
WILLIAM NICHOLAS WERNER) 94-50

It appearing that heretofore on March 19, 1990, Multnomah County entered into a contract with WILLIAM NICHOLAS WERNER for the sale of the real property hereinafter described; and

That the above contract purchaser has fully performed the terms and conditions of said contract and is now entitled to a deed conveying said property to said purchaser;

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

PORTLAND PARK ADD
EXC PT IN ST, LOTS 1-5, BLOCK 25;
NWLY OF SW 45TH DR, LOTS 6&7, BLOCK 25

Dated at Portland, Oregon this 17th day of March, 1994.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

Beverly Stein

Beverly Stein, Chair

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

By *John L. DuBay*

John L. DuBay

DEED D940998

MULTNOMAH COUNTY, a political subdivision of the State of Oregon, Grantor, conveys to WILLIAM NICHOLAS WERNER, Grantee, the following described real property, situated in the County of Multnomah, State of Oregon:

PORTLAND PARK ADD
EXC PT IN ST, LOTS 1-5, BLOCK 25;
NWLY OF SW 45TH DR, LOTS 6&7, BLOCK 25

The true and actual consideration paid for this transfer, stated in terms of dollars is \$13,000.00.

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

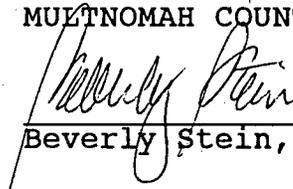
Until a change is requested, all tax statements shall be sent to the following address:

1077 DYER
LAKE OSWEGO OR 97034

IN WITNESS WHEREOF, MULTNOMAH COUNTY has caused these presents to be executed by the Chair of the Multnomah County Board of County Commissioners this 17th day of March, 1994, by authority of an Order of the Board of County Commissioners heretofore entered of record.

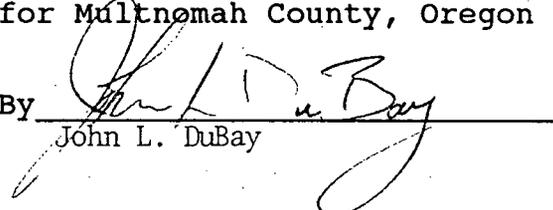


BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON


Beverly Stein, Chair

REVIEWED:

Laurence Kressel, County Counsel
for Multnomah County, Oregon

By 
John L. DuBay

DEED APPROVED:

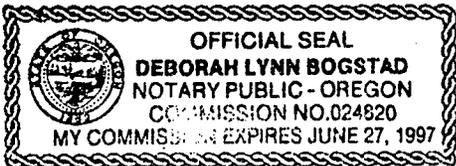
Janice Druian, Director
Assessment & Taxation

By 
K. A. Tuneberg

STATE OF OREGON)
) ss
COUNTY OF MULTNOMAH)

On this 17th day of March, 1994, before me, a Notary Public in and for the County of Multnomah and State of Oregon, personally appeared Beverly Stein, Chair, Multnomah County Board of Commissioners, to me personally known, who being duly sworn did say that the attached instrument was signed and sealed on behalf of the County by authority of the Multnomah County Board of Commissioners, and that said instrument is the free act and deed of said County.

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



Deborah Lynn Bogstad

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

MEETING DATE: MAR 17 1994

AGENDA NO: R-1

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Columbia River Gorge Commission Appointment

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: March 17, 1994

Amount of Time Needed: Consent Calendar

DEPARTMENT: Chair's Office **DIVISION:** _____

CONTACT: Sharon Timko **TELEPHONE #:** 248-3960
BLDG/ROOM #: 106/1410

PERSON(S) MAKING PRESENTATION: Consent Calendar

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

In the matter of appointing Blair Batson to the Columbia River Gorge Commission.

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR -8 PM 4:11

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BLAIR BATSON
2877 NW Savier
Portland, Oregon 97210
(503) 497-1000 (w) (503) 227-5878 (h)

EXPERIENCE: 1000 FRIENDS OF OREGON Portland, OR
Staff Attorney
August 1988-Present

JONES, WALKER, WAECHTER, New Orleans, LA
POITEVENT, CARRERE & DENEGRÉ
Associate, October 1986-June 1988
Member, Commercial Litigation
Section, Environmental Division
Summer Associate, 1984

THE HONORABLE JOHN M. DUHE, JR. Lafayette, LA
United States District Court
Western District of Louisiana
Law Clerk, 1985-1986

OSBORNE & MCCOMISKEY New Orleans, LA
Legal assistant, Summer/Fall 1984
Assisted in initial stages of Clean
Water Act citizen suit litigation.

PROFESSOR OLIVER A. HOUCK New Orleans, LA
Professor of Environmental Law
Tulane University School of Law
Research assistant, 1983-1985
Researched and prepared memoranda on
various issues of environmental law.

EDUCATION: TULANE UNIVERSITY SCHOOL OF LAW New Orleans, LA
Juris Doctor, cum laude, May 1985
Academic Standing:
GPA: 3.4/4.0
Rank: Top 11% of class
Honors: Member, Moot Court Board
ABA/ALI Environmental Law
Seminar Scholarship, 1985
Activities:
Senior Fellow, 1984-1985
Instructed first-year students
in legal research and writing
Tulane Public Interest Law
Foundation, Treasurer, 1984-1985

NEWCOMB COLLEGE OF
TULANE UNIVERSITY
Bachelor of Arts, August 1980
Major: English

New Orleans, LA

PUBLICATIONS: Oregon State Bar, Land Use, CLE Chapter
on Statewide Planning Goals 3 and 4
(1994 revision).

"Nonfarm and Nonforest Dwellings,"
Chapter 10, Recent Developments in Land
Use Law (Oregon Law Institute, 1991).

"Ryan v. Southern Natural Gas Co.:
Towards Fashioning an Appropriate Measure
of Damages for Land Loss in Coastal
Louisiana," 1 Tul. Env. L. J. 8 (1988).

BAR

ADMISSIONS:

Oregon Supreme Court, 1988
Louisiana Supreme Court, 1986
United States Court of Appeals for
the Fifth Circuit, 1986
United States District Court,
Western, Middle and Eastern Districts
of Louisiana, 1986

E. Please list all current and past volunteer activities.

Name of Organization	Dates	Responsibilities
Oregon League of Conservation Voters	Aug. 1993	Board of Dir.
Oregon Growth Mgmt Political Action Comm.	Aug. 1991	Advisory Bd M.
1000 Friends of Oregon Cooperating Attorney	1988-present	Handle land cases on <u>pro bono</u> basis.

F. Please list all post-secondary school education.

Name of School	Dates	Responsibilities
Tulane University School of Law	J.D. May 1985	
Newcomb College of Tulane University	B.A. Aug. 1980	

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

Ed Sullivan, 111 SW 5th Avenue, Suite 3200, Portland, OR 97204 228-3200

Anne Squier, Room 160 J, State Capitol, Salem, OR 97310 378-3548

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

None that I am aware of.

I. Affirmative Action Information

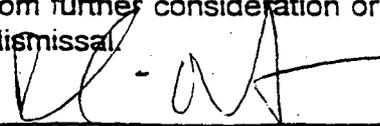
Female/White

sex/racial ethnic background

Birth date: Month 2 Day 17 Year 58

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

Signature



Date

Aug. 13, 1994



INTEREST FORM FOR BOARDS AND COMMISSIONS

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

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

B. Name Blair Batson
Address 2877 NW Savier
City Portland State OR Zip Code 97210

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

Home Phone (503) 227-5878

C. Current Employer 1000 Friends of Oregon
Address 300 Willamette Building, 534 SW Third Avenue
City Portland State OR Zip Code 97204

Your Job Title Staff Attorney
Work Phone (503) 497-1000 (Ext)

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

Table with 3 columns: Previous Employers, Dates, Job Title. Rows include Jones, Walker, et al. (Associate), The Hon. John M. Duhe (Law Clerk), and Jones, Walker, et al. (Law Clerk).

MEETING DATE: March 17, 1993

AGENDA NO: R-2

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Review and Vote on Appeal of Greg Durham Regarding Adult Care Home License

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: March 17, 1993

Amount of Time Needed: 5 to 10 Minutes

DEPARTMENT: Non-Departmental DIVISION: Chair's Office

CONTACT: Pete Kasting (City) 823-4047 TELEPHONE #: _____
Clerks Office 248-5222 BLDG/ROOM #: _____

PERSON(S) MAKING PRESENTATION: Pete Kasting, Deputy City Attorney

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Review and discussion and tentative vote on the Appeal of Greg Durham as heard by the Board of County Commissioners on March 3, 1994.

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR 10 AM 10:06

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY OREGON

OFFICE OF COUNTY COUNSEL
1120 S.W. FIFTH AVENUE, SUITE 1530
P.O. BOX 849
PORTLAND, OREGON 97207-0849
(503) 248-3138
FAX 248-3377

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN, CHAIR
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

MEMORANDUM
MULTNOMAH COUNTY
OREGON
MARCH 10 AM 11:56
COUNTY COUNSEL

COUNTY COUNSEL
LAURENCE KRESSEL
CHIEF ASSISTANT
JOHN L. DU BAY
ASSISTANTS
J. MICHAEL DOYLE
SANDRA N. DUFFY
GERALD H. ITKIN
H.H. LAZENBY, JR.
STEVEN J. NEMIROV
MATTHEW O. RYAN
JACQUELINE A. WEBER

M E M O R A N D U M

TO: Board of County Commissioners
FROM: H. H. Lazenby, Jr. (106/1530) 
Assistant County Counsel
DATE: March 3, 1994
SUBJECT: License Revocation Appeal of Greg Durham

This supplemental memorandum is meant to summarize the essential points of the Adult Care Home Program presentation to be made before the Board March 3, 1994. All material contained in this memo was before the Hearings Officer and is a part of the record that is currently before the Board.

◆ Mr. Durham's original application for a license was denied by the Agency.

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

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

After persisting with the agency, Balog and Durham reached an understanding. Durham was granted a license on condition that he never be left alone with residents. To accomplish this, Durham persuaded the agency to issue a joint license to Durham and a woman acquaintance. It was understood that her presence was a key factor in the issuance of the license. He was also restricted as to the number and type of residents that could be admitted under this joint license. He was limited to a maximum of five residents and was not authorized to take any elderly residents.



Durham Appeal
March 9, 1994
Page 2

◆ Durham violated the express terms of his license.

At one time 6 residents were living in the home. In addition Durham accepted 3 elderly persons as residents. These violations are sufficient to merit revocation.

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

Durham accepted elderly residents in the home at the same time his request for a change of status had been denied by the agency. When agency staff asked whether his co-licensee still lived at the home, he lied knowing that she had moved out. This also meant that Durham had to provide care without any supervision contrary to his agreement with the agency.

The Hearings Officer's Ruling should be upheld.

◆ As promised, attached is a copy of ORS 410.715.

Person suffering brain injury to be considered disabled person.

cc: Pete Casting (w/encl)
Steven Marks (w/encl)
Steve Balog (w/encl)

forcement agency, to any public agency which licenses or certifies residential facilities or licenses or certifies the persons practicing therein, to any public agency providing protective services for the elderly person, to the Mental Health and Developmental Disability Services Division and to the Long Term Care Ombudsman, if appropriate. The division shall also make the information and any investigative report available to any private nonprofit agency providing protective services for the elderly person. When this information and any investigative report is made available to the private agency, ORS 410.610 to 410.700 relating to confidentiality apply to the private agency. [1981 c.183 §9; 1983 c.434 §2; 1985 c.651 §2]

410.700 Treatment means not issue of abuse. An elderly person who in good faith is voluntarily under treatment solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for this reason alone, not be considered subjected to abuse by reason of neglect under ORS 410.610 to 410.700. [1981 c.183 §10]

STATE POLICY FOR DISABLED PERSONS AND SENIOR CITIZENS

410.710 State policy for disabled persons. (1) The Legislative Assembly finds and declares that it is a policy of this state that:

(a) All persons regardless of any disability have the right to live their lives with dignity and to participate in society and all state programs to the fullest extent possible.

(b) There is a need for education of state employees and the public generally about the capacity of persons with disabilities to participate and compete in the mainstream of society.

(c) Stereotypes and negative labels have no place in state laws and words such as "victim," "afflicted," "crippled" and "handicapped" that have connotations of unclean, unworthy, unproductive and begging are judgmental. Wherever possible, words such as these shall be avoided.

(d) The language of state laws shall reflect a positive outlook about persons with disabilities. The worth and uniqueness of each individual citizen is to be emphasized by using words and phrases which emphasize the person as an individual first and then identify any disability when relevant.

(2) Nothing in this Act is intended to extend entitlements, create or establish benefits or deny or limit benefits existing under state law prior to October 3, 1989. [1989 c.224 §1]

Note: The Legislative Counsel has not, pursuant to 173.160, undertaken to substitute specific ORS references for the words "this Act" in 410.710. Chapter 224, Oregon Laws 1989, enacted into law and amended the ORS sections which may be found by referring to the Comparative Section Table located in volume 15 of Oregon Revised Statutes (1989 Replacement Parts).

410.715 Person suffering brain injury to be considered disabled person. It is the policy of the state that any person experiencing an injury defined as an injury to the brain caused by extrinsic forces where the injury results in the loss of cognitive, psychological, social, behavioral or physiological function for a sufficient time to affect that person's ability to perform activities of daily living shall be considered a person with disabilities. [1991 c.402 §1]

410.720 Policy on mental health services for senior citizens. (1) It is the policy of this state to provide for the mental health needs of all Oregon senior citizens through a comprehensive and coordinated statewide network of local senior mental health services and alcohol and drug abuse education and treatment. These services should involve family and friends and be provided in the least restrictive and most appropriate settings.

(2) In carrying out the provisions of subsection (1) of this section, the Department of Human Resources shall insure that the Senior and Disabled Services Division, in cooperation with the Mental Health and Developmental Disability Services Division and the office of Alcohol and Drug Abuse Programs, develop plans for service coordination, negotiate appropriate interagency agreements and recommend budget provisions for the delivery of needed services. [1991 c.775 §2]

MISCELLANEOUS

410.850 [1985 c.647 §2; repealed by 1987 c.523 §1 (410.851 enacted in lieu of 410.850)]

410.851 Policy on patient-based reimbursement system for long term care facilities. (1) The Legislative Assembly finds and declares that patients admitted to and cared for by long term care facilities in Oregon are more impaired than in the past. In keeping with the traditional commitment of the State of Oregon to the care and protection of its frail, elderly and handicapped citizens, as expressed in ORS 410.020 (1) to (6), the Legislative Assembly declares that a patient-based reimbursement system emphasizing quality incentives is appropriate for long term care facilities. Such a system would reward long term care facilities for outcomes, such as maintaining or improving a patient's condition, and meet the legitimate costs of caring for patients.

MEETING DATE: March 3, 1994

AGENDA NO: R-5

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Hearing - Appeal of Greg Durham regarding Adult Care Home License

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: March 3, 1994

Amount of Time Needed: 45 Minutes

DEPARTMENT: Non-Departmental DIVISION: Chair's Office

CONTACT: Larry Kressel or Clerk's Office TELEPHONE #: 248-3138/248-3277

BLDG/ROOM #: 106/1530

PERSON(S) MAKING PRESENTATION: Larry Kressel, County Counsel
Pete Kasting, Deputy City Attorney

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Hearing in the Matter of an Appeal of Greg Durham from Hearings Officer Decision Revoking Appellant's Adult Care Home License.

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 FEB 22 PM 2:01

SIGNATURES REQUIRED:

ELECTED OFFICIAL: *Beverly Steen*

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



CITY OF
PORTLAND, OREGON
OFFICE OF CITY ATTORNEY

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

February 17, 1994

Chip Lazenby
Office of County Counsel
1120 S.W. 5th Avenue
Portland, OR 97204

Steven Marks
Carey & Marks
520 S.W. Yamhill
414 Pacific Building
Portland, OR 97204-1383

Re: Appeal of Greg Durham from Hearings Officer Decision
Revoking Appellant's Adult Care Home License

Dear Mr. Lazenby and Mr. Marks:

This letter is to confirm the procedure to be used in the Board of County Commissioner's review of this appeal. As discussed at this morning's Board of County Commissioner's meeting:

1. The hearing on this appeal is scheduled for March 3, 1994, at 11:00 time certain.
2. Each side will be given 15 minutes to present argument and evidence. The appellant will go first. Each side may also submit written materials. (For all written submissions you should provide a copy for each member of the Board, for the Clerk of the Board, for opposing counsel, and for me.)
3. At the close of the hearing the record will be held open until 5:00 p.m. on Thursday, March 10, 1994. During the time the record is held open either side may submit written rebuttal to the arguments and evidence presented during the hearing. Materials submitted during this time must be limited to rebuttal only. Provide copies as described above.
4. The Board will review the written materials and place this matter on the agenda for discussion and a tentative vote. I will suggest to the Clerk of the Board that this be scheduled for March 17. This will not be a hearing, so the parties will not be allowed to address the Board. After the Board votes on the appeal I will prepare an Order reflecting the Board's decision. The Order will be placed on the

BOARD OF
COUNTY COMMISSIONERS
1994 FEB 22 AM 9:36
MULTNOMAH COUNTY
OREGON

agenda for adoption at a subsequent Board meeting. Again, no opportunity for argument is provided at this point.

5. As provided for in the administrative rules, review of the final order of the Board may be taken solely by writ of review.
6. To provide a fair hearing for both sides, this should be treated as a quasi-judicial proceeding. You should not engage in ex parte contacts with members of the Board, and should instruct your clients to avoid ex parte contacts regarding this matter. At the beginning of the hearing I will ask the commissioners to disclose any ex parte contacts they have had.
7. The contents of the record made before the Hearings Officer will be made a part of the Board's record. You do not need to resubmit that evidence.

Please let me know if you have any questions or would like to discuss this matter further.

Sincerely,



Peter A. Kasting
Senior Deputy City Attorney

c: Carrie Parkerson, Clerk of the Board

M E M O R A N D U M

TO: Pete Kasting, City Attorney's Office
FROM: Laurence Kressel (106/1530) 
County Counsel
DATE: February 3, 1994
SUBJECT: Durham Appeal to BCC (Adult Foster Care License Case)

Thanks for agreeing to serve as counsel to the BCC in this appeal.

As we discussed, I enclose copies of the relevant code and administrative rule provisions on adult foster care. Also enclosed are (1) appellant's notice of appeal (he was supposed to file "exceptions" to the Hearings Officer report, but he filed only the enclosed), (2) the agency's response and (3) an agenda placement form for scheduling the appeal at the BCC.

Deb Bogstad, the Board Clerk (248 3277), expects a call from you to set up a hearing date and to arrange for filing the agenda placement form. She can give you alternative dates that are available.

Thanks again.

cc: Deb Bogstad
Chip Lazenby

BOARD OF
COUNTY COMMISSIONERS
1994 FEB - 3 PM 4: 20
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES
AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
421 S.W. 5TH, ROOM. 405
PORTLAND, OREGON 97204-2221

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

MEMORANDUM

TO: Clerk of the Board of County Commissioners
FROM: Stephen P. Balog, Manager *SB*
Adult Care Home Program
DATE: February 1, 1994
SUBJECT: Appeal of Mr. Greg Durham

1994 FEB -2 AM 10:05
MULTNOMAH COUNTY
OREGON
CLERK OF BOARD OF COUNTY COMMISSIONERS

This written rebuttal to the appeal of Greg Durham is filed pursuant to MCAR 890-090-430.

The agency has reviewed the appeal and determined that the appeal seeks review of the entire ruling of the Hearings Officer. (Copy attached).

After two days of testimony, the Hearings Officer determined that there were violations of the Adult Care Home Rules which were "serious, substantial and intentional". Mr. Durham clearly violated the Rules by taking more than 5 residents into his home. During the hearing he admitted doing so. This is a clear and significant violation of Care Home Rules. The Hearings Officer specifically found that Durham intentionally violated this rule by ignoring his "obligation to either refuse to admit this sixth resident or to seek appropriate waivers or approvals from the Adult Care Home Program...He did neither and, instead, accepted the sixth resident in violation of the rules".

Durham also violated the rules by taking residents outside the restrictions placed on types of residents that he was authorized to care for as a condition of being licensed. In this violation he accepted elderly residents knowing that his license specifically barred him from serving such clients. In fact, Durham had requested exception that would allow him to serve elderly and those requests were denied. He proceeded to accept the residents anyway.

In addition to these violations of the rules, it was clear from the evidence introduced at the hearing that Durham took steps to conceal these violations from the Adult Care Home Program. The Hearings Officer's conclusion that Durham was "less than

forthright with the Manager and his staff" is charitably understated.

The agency believes that revocation of this license was an appropriate sanction and concurs with the reasoning of the Hearings Officer. There is little factual dispute in the record concerning the violations or Mr. Durham's duplicitous behavior. The decision of this office, which was sustained by the Hearings Officer, should be upheld.

c. H.H. Lazenby, County Counsel
Jeff Bennett, Attorney at Law
William Shatzer, Hearings Officer
Greg Durham



CITY OF

PORTLAND, OREGON

HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960

Elizabeth A. Normand, Land Use Hearings Officer
(503) 823-7719

William W. Shatzer, Code Hearings Officer
(503) 823-7307
FAX (503) 823-5370

RECEIVED

DEC 30 1993

HEARINGS OFFICER'S ORDER

ADULT CARE HOME PROGRAM

APPEAL OF GREG DURHAM

HEARING NO. 134022

DATE OF HEARING: December 16 and 17, 1993

APPEARANCES:

Mr. Greg Durham, appellant, personally and by his attorney, Mr. Jeffrey S. Bennett

Mr. H. H. Lazenby, Jr., Deputy County Counsel

HEARINGS OFFICER: Mr. William W. Shatzer

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

This is an appeal from a determination by the Director of the Multnomah County Adult Care Program revoking the Adult Care Home License of the appellant, Mr. Durham. The Director determined that the license holders had violated the provisions of MCAR 890-020-120 (c) by having more than five residents in the home and had violated a condition of the license by admitting non-DD and non-DSO residents to the home.

The factual issues in this proceeding are not difficult to resolve. By the appellant's own admission, he admitted a sixth resident to his adult care home without first obtaining an appropriate waiver or approval of the Multnomah County Adult Care Program and maintained that additional resident in his adult care home for a period of 61 days in violation of MCAR 890-020-1209 (c).

While appellant claims he was somehow pressured or misled by social workers for Multnomah County into accepting this additional resident, it is clear that these County employees were uninformed or misinformed as to the actual number of residents in the home at the time they requested Mr. Durham to accept the new resident. Mr. Durham, conversely, knew exactly how many residents he had. Clearly he had the obligation to either refuse to admit this sixth resident or to seek appropriate waivers or approvals from the Adult Care Program to accept the additional resident. He did neither and, instead, accepted the sixth resident in violation of MCAR 890-020-120(c).

FROM: LAZENBY Chip H

TO: BOGSTAD Deborah L

DATE: 01-29-94

TIME: 15:14

CC: KRESSEL Larry

SUBJECT: Greg Durham Appeal

PRIORITY:

ATTACHMENTS:

The appeal letter I received was dated January 13 and not recieved by this office until January 14. Under Balog's rules we have 20 days to file a rebuttal. I think this gives Balog until February 3 to make a filing. Because I advised and represented Adult Care Home Program during this hearing, Larry has decided to advise the Board on the procedure in this matter. Please contact him to see if this complies with the rules. I plan to have the agency response to you by Tuesday February 1.
=====

BOARD OF
COUNTY COMMISSIONERS
1994 FEB - 1 AM 10:41
MULTNOMAH COUNTY
OREGON

1-13-94

To The Clerk of The Multnomah County
Board of County Commissioners,

We, Greg Durlan & Betty Clemence,
DBA Caring Hearts Adult Foster Care,
would like this letter to be our notice
that we would like to appeal Hearings
Officer Stotzer's decision to revoke our
license to provide foster care, hearing
no: 134022. Thankyou.

BOARD OF
COUNTY COMMISSIONERS
1994 JAN 14 AM 9:58
MULTNOMAH COUNTY
OREGON

Sincerely,
Greg Durlan

5027 NE 19th Ave.
Portland OR 97211
503-284-7694

cc: Steve Baloga
CHIP LAZENBY



CITY OF
PORTLAND, OREGON

HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960

Elizabeth A. Normand, Land Use Hearings Officer
(503) 823-7719

William W. Shatzer, Code Hearings Officer
(503) 823-7307

FAX (503) 823-5370

HEARINGS OFFICER'S ORDER

APPEAL OF GREG DURHAM

HEARING NO. 134022

DATE OF HEARING: December 16 and 17, 1993

APPEARANCES:

Mr. Greg Durham, appellant, personally and by his attorney, Mr. Jeffrey S. Bennett

Mr. H. H. Lazenby, Jr., Deputy County Counsel

HEARINGS OFFICER: Mr. William W. Shatzer

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

This is an appeal from a determination by the Director of the Multnomah County Adult Care Program revoking the Adult Care Home License of the appellant, Mr. Durham. The Director determined that the license holders had violated the provisions of MCAR 890-020-120 (c) by having more than five residents in the home and had violated a condition of the license by admitting non-DD and non-DSO residents to the home.

The factual issues in this proceeding are not difficult to resolve. By the appellant's own admission, he admitted a sixth resident to his adult care home without first obtaining an appropriate waiver or approval of the Multnomah County Adult Care Program and maintained that additional resident in his adult care home for a period of 61 days in violation of MCAR 890-020-1209 (c).

While appellant claims he was somehow pressured or misled by social workers for Multnomah County into accepting this additional resident, it is clear that these County employees were uninformed or misinformed as to the actual number of residents in the home at the time they requested Mr. Durham to accept the new resident. Mr. Durham, conversely, knew exactly how many residents he had. Clearly he had the obligation to either refuse to admit this sixth resident or to seek appropriate waivers or approvals from the Adult Care Program to accept the additional resident. He did neither and, instead, accepted the sixth resident in violation of MCAR 890-020-120(c).

Similarly, the appellant concedes that he had three elderly residents in his home despite the "DD and DSO only" restriction on his adult care license. While there was some dispute at hearing as to the exact meaning of these terms, it appears clear from the evidence that the appellant was well aware that this restriction was intended to preclude elderly residents in the home¹.

While there was much discussion at hearing about whether or not the appellant's co-owner, Ms. Clemence, remains a resident of the home, it is clear that, whatever the intention of the Manager, Ms. Clemence's residency in the home was not made a condition of the license. Accordingly, even if Ms. Clemence is not residing in the home, this would not constitute a violation of any of the conditions of the license nor of the applicable administrative rules. In any case, I note that Ms. Clemence's residency or non-residency in the home was not a basis for the Manager's determination to revoke the license (exhibits 4 and 5).

As the two violations are clearly established, there is adequate factual basis under the Rules to support the Manager's determination to revoke the appellant's license. After review of the evidence, it appears the Manager's determination was appropriate as well. While this review of the Manager's determination is not limited to merely a review for abuse of discretion, the Manager's experience and expertise are entitled to due weight. Moreover, while it does not appear that the appellant's violations directly endangered or harmed any of the residents, it does appear that the violations were serious, substantial, and intentional. Moreover, it does appear that appellant was less than forthright with the Manager and his staff and made a conscious effort to conceal these violations. Taken together, these factors make revocation an appropriate sanction.

The Manager's determination should be modified to change the effective date of the revocation to allow the opportunity for the orderly relocation of the current residents.

ORDER AND DETERMINATION:

The determination of the Manager of the Mulmomah County Adult Care Home Program dated October 1, 1993, revoking the appellant's Adult Care Home license is MODIFIED to change the effective date for removing the residents from the home from November 3, 1993, to February 1, 1994. Except as so modified, the determination is AFFIRMED.

This order and determination has been mailed to the parties on December 28, 1993, and shall become final on January 18, 1994, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated: 12/28/93

W. W. S. K.
Code Hearings Officer

WWS:db

¹ Apparently either the appellant or his co-owner made at least four requests to County officials for special permission to admit elderly applicants. All of these requests were denied, but the fact they were made demonstrates that the appellant was aware that the "DD and DSO only" restriction precluded elderly residents.

HEALTH

CHAPTER 8.90. ADULT CARE HOMES*

GENERAL PROVISIONS

- 8.90.005. Title; area of application.
- 8.90.010. Policy and purpose.
- 8.90.015. Definitions.
- 8.90.020. Administration and enforcement; powers and duties of director.
- 8.90.030. Institution of legal proceedings.
- 8.90.040. Licensure required; application form.
- 8.90.050. License.
- 8.90.060. Licensure fee.
- 8.90.070. Licenses not transferable.
- 8.90.080. Revocation, suspension, or denial of licenses.
- 8.90.090. Appeals and hearings; review.
- 8.90.100. Inspections.
- 8.90.110. Complaints.
- 8.90.120. Residents' bill of rights.
- 8.90.125. Civil cause of action.
- 8.90.130. Penalty; additional remedies.
- 8.90.140. Savings clause.
- 8.90.150. Intergovernmental agreements.

ADOPTION OF RULES

- 8.90.160. Initiation of rule adoption.
- 8.90.165. Approval of rule form; filing.
- 8.90.170. Contents of notice of intent to adopt.
- 8.90.175. Notice publication.
- 8.90.180. Review and comment period.
- 8.90.185. Rule adoption.
- 8.90.190. Postponement of rule action.
- 8.90.195. Request for public hearing.
- 8.90.200. Public hearing notice contents.
- 8.90.205. Publication of notice of public hearing.
- 8.90.210. Public hearing; action on rule; filing.
- 8.90.215. Appeal to the board of county commissioners.
- 8.90.220. Appeal and review request contents.
- 8.90.225. Commissioner request for review.
- 8.90.230. Date of hearing.
- 8.90.235. Notice of appeal hearing.
- 8.90.240. Conduct of appeal hearing.
- 8.90.245. Temporary rules.
- 8.90.250. Requirements for effective temporary rule.
- 8.90.255. Effective date of temporary rule.
- 8.90.260. Duration of temporary rule.

*Cross reference—Nursing homes, ch. 6.40.

GENERAL PROVISIONS

8.90.005. Title; area of application.

This chapter shall be known as the Multnomah County Adult Care Homes Licensure Ordinance, may be so pleaded and referred to and shall apply to the unincorporated areas of Multnomah County. [Ord. 387 (1983); Ord. 503 (1986)]

8.90.010. Policy and purpose.

(A) The board of county commissioners finds that:

- (1) Approximately 2,000 dependent adults, including the elderly and the mentally and physically disabled, live in unlicensed adult care homes in Multnomah County; and
- (2) The county's program for registration of adult care homes, established in July, 1983, has successfully registered and inspected homes and investigated complaints. However, the effectiveness of this program can be further improved by requiring inspection and approval of all adult care homes prior to operation; and
- (3) State licensure applies to only selected adult care homes.

(B) The board of county commissioners has therefore determined that as a result of the conditions stated above and in the interests of public health, safety, and welfare, there is a need for licensure and inspection of adult care homes and it is desirable to establish chapter 8.90 of title 8 of the Multnomah County Code to address the problem set forth above. It is the intent of this chapter that information gained from licensure and inspection shall be made available to the public to assist in its selection of an adult care home.

[Ord. 387 (1983); Ord. 503 (1986)]

8.90.015. Definitions.

As used in this chapter, unless the context requires otherwise:

(A) *Adult care home* means any home or other facility which provides room and board or room and care for compensation to one or more elderly,

handicapped or dependent person(s) over the age of 18 not related to the owner or operator by blood or marriage. Adult care homes include room and board homes where assistance with major life activities is provided. Adult care homes do not include any facility already licensed by a public agency as a residential care facility or a longterm care facility.

(B) *Board* means the provision of meals on a predictable and/or regular basis.

(C) *Care* means the provision of services that assist the resident in personal care activities, such as assistance with bathing, dressing, grooming, eating and/or services that assist the resident in activities of daily living, such as assistance with ambulation, communication, education, employment, laundry, meal preparation, medication supervision, money management, recreation, socialization, transportation.

(D) *Compensation* means payments in cash, in kind or in labor, by or on behalf of a resident to an operator or common fund.

(E) *Dependent person* means any person who has a physical or mental dependency which for the individual constitutes or results in a functional limitation to one or more major life activities.

(F) *Director* means the director of the department of human services of Multnomah County, Oregon, or his or her designee.

(G) *Elderly person* means any person over the age of 60 who is limited in one or more major life activities.

(H) *Handicapped person* means any person who has a physical or mental impairment which for the individual constitutes or results in a functional limitation to one or more major life activities.

(I) *Licensed adult care home* means a facility which has been investigated and approved by the director. This includes an on-site inspection of the facility and approval of the operator and resident manager, if any, upon application and payment of fees.

(J) *Major life activities* means self-care, ambulation, communication, transportation, education, socialization, employment, and the ability to acquire and maintain adequate, safe, and decent shelter.

(K) *Operator* means the owner, lessor, sublessor, manager, or any other person with the right or power of control over the operations or physical structure of an adult care home.

(L) *Owner* means any person with any legal or equitable interest in, and with the right or power of control over the operations or physical structure of an adult care home.

(M) *Person* includes an individual, partnership, corporation, or organization.

(N) *Resident* means any elderly, handicapped or dependent person not related to the owner or operator by blood or marriage who is or was at any relevant time residing in an adult care home.

(O) *Resident manager* means an employee of the operator who lives in the adult care home and is directly responsible for the facility on a day-to-day basis, and who has been approved by the director.

(P) *Room* means the provision of a place to sleep on a predictable and/or regular basis.
[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.020. Administration and enforcement; powers and duties of director.

(A) It shall be the responsibility of the director to administer and enforce this chapter and rules adopted under it. The director shall have the authority to initiate enforcement proceedings. Nothing in the provisions of this chapter, however, shall be construed to create a cause or right of action against Multnomah County, its agents or employees for the failure to enforce any provision of this chapter.

(B) The director shall have the authority to promulgate such rules as may be necessary for the administration and enforcement of this chapter, pursuant to the procedures set forth in MCC 8.90.160 through 8.90.260.

(C) The director shall adopt rules and standards governing adult care homes such as are nec-

essary to protect the health, safety, welfare of the residents, but [which] shall not be inconsistent with the residential nature of the living accommodations.

(D) Variances from requirements of this chapter. The specific requirements of this chapter or rules adopted under it may be varied by the director upon good and sufficient cause shown that this action is in keeping with the intent and purpose of this chapter. When a variance is granted, the director shall provide documentation of the reasons for it.

(E) The director shall have the authority to do the following:

- (1) Administer oaths;
- (2) Audit records in order to assure conformance with this chapter;
- (3) Certify official acts;
- (4) Subpoena and require attendance of witnesses at meetings or hearings to determine compliance with this chapter;
- (5) Require the production of relevant documents;
- (6) Swear witnesses;
- (7) Take testimony of witnesses in person or by deposition; and
- (8) Perform all other acts necessary to enforce the provision of this chapter.

[Ord. 387 (1983); Ord. 503 (1986)]

8.90.030. Institution of legal proceedings.

Upon recommendation of the director, the county counsel, acting in the name of the county, may bring an action or proceeding in a court of competent jurisdiction to compel compliance with or restrain by injunction any violations of this chapter or the rules adopted under it. Circumstances in which such an action or proceeding may be brought include but are not limited to the following:

- (A) When an adult care home is operated without valid licensure;

(B) After notice of denial, suspension, or revocation of a license has been given and a reasonable time for placement of individuals by the operator in other facilities has been allowed, but such placement has not been accomplished.

[Ord. 387 (1983); Ord. 503 (1986)]

8.90.040. Licensure required; application form.

(A) It is unlawful, and it shall constitute an offense in violation of this chapter, for any person to establish, maintain or conduct in Multnomah County any adult care home without first having been licensed by the director of the department of human services. Owners or operators of adult care homes at the time this chapter becomes effective shall apply for a license no later than March 31, 1986.

(B) Every person desiring to establish, maintain, operate or conduct an adult care home in Multnomah County shall make application for a license upon a form supplied by and addressed to the director. The application shall contain a statement giving clear and specific description of the property or place in or upon which the applicant proposes to maintain or conduct an adult care home; the number of residents which can be taken care of; the number of floors to be occupied; the number of beds on each floor; the name, address, telephone numbers, date of birth, and social security number of the applicant; the name, address, telephone numbers, date of birth and social security number of the resident manager, if other than the applicant, who will be living in the adult care home; the names, addresses and telephone numbers of all owners of the adult care home; and any other information requested by the director.

(C) An owner or operator must live in an adult care home where assistance with major life activities is provided on a 24-hour basis or hire a resident manager in order for the adult care home to be licensed pursuant to this section. If during the period covered by the license a resident manager changes, within 15 days the operator must submit an application for a new resident manager and request a new license.

[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.050. License.

(A) After receipt of the application, and upon payment of the prescribed fee, the director shall cause an investigation to be made and subject to the provisions of MCC 8.90.080, the director shall issue a license to the owner or operator if the adult care home is in compliance with the provisions of this chapter and the rules and standards established by the director. Licenses are effective for one year from the date of issue unless sooner revoked and shall be renewed annually on a date established by the director. The director shall maintain a registry of adult care homes licensed under this chapter.

(B) The owner or operator of the adult care home to whom a license is issued shall post the license in a conspicuous place on the premises.

(C) The license shall state the name of the operator, the name of the resident manager, if any, the address of the licensed adult care home, and the maximum number of residents permitted, and shall state in bold type the telephone number and procedure for making complaints.

[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.060. Licensure fee.

There shall be a licensure fee of \$20.00 per bed per annum up to a maximum of \$100.00 per annum, payable to the department of human services. There shall be a fee of \$10.00 for each change of resident manager.

[Ord. 387 (1983); Ord. 503 (1986)]

8.90.070. Licenses not transferable.

No license which has been issued for the operation of an adult care home to any person for a given location shall be valid for use by any other person or at any location other than that for which it is issued.

[Ord. 387 (1983); Ord. 503 (1986)]

8.90.080. Revocation, suspension, or denial of licenses.

(A) The director shall have the authority to revoke, suspend, or deny or attach conditions to any license for an adult care home under the following circumstances and such other circumstances as

may be established by rules adopted under this chapter:

- (1) When the certificate was issued upon fraudulent or untrue representation.
- (2) Where there exists a threat to the life, health, safety, or welfare of any resident.
- (3) When there is reliable evidence of abuse, neglect or exploitation of any resident.
- (4) When the owner or operator has failed to comply with the provisions of this chapter; with city and county codes and ordinances; with the rules and standards duly promulgated by the director for an adult care home; or any other state or federal law or rule applicable or relevant to the health or safety of a resident.

(B) Denial, suspension or revocation of a license by the director shall be preceded by a hearing under MCC 8.90.090 if requested by the owner or operator, unless the license is denied, suspended or revoked for the reason of an imminent threat to the life, health, safety, or welfare of a resident, or the reason of abuse, neglect or exploitation of a resident in which case the denial, suspension or revocation shall be effective upon order of the director. Conditions attached to a license shall be effective upon order of the director.

(C) An owner or operator of an adult care home whose license has been revoked, suspended or denied, or who has operated without a license in violation of this chapter, has a duty, when so ordered by the director, to effect orderly and appropriate placement of all residents, and to refund any monies due, within a reasonable period of time from the effective date of the order. The owner or operator shall cooperate with the department of human services, which shall assist the residents and operator in effecting such placement.

(D) Any owner or operator of an adult care home whose license has been revoked, suspended or denied two times within one year, or who has had a total of four denials or revocations in any three-year period, shall be disqualified from applying for a license for a period of two years from the date of the last suspension, denial or revocation. [Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.090. Appeals and hearings; review.

(A) Any owner or operator aggrieved by any decision of the director with regard to its application for licensure, or a violation of this chapter, may request a hearing by filing a written request with the director. The request for a hearing shall be filed within ten days of receipt of written notice of the director's action and shall set forth reasons for the hearing and issues to be heard. The director may prescribe forms for the filing of an appeal.

(B) Upon receipt of a timely request for a hearing, the director shall designate and promptly notify the hearings officer, who shall set a time and place for a hearing. The hearing shall not be scheduled more than 30 days from the date of the receipt of request for hearing. The hearings officer shall give the aggrieved owner or operator who has requested a hearing pursuant to subsection (A) of this section not less than ten days' written notice of the time and place of hearing and shall cause such notice to be posted in a conspicuous place at the adult care home.

(C) Any resident who is to be provided care and who is not covered by the Residential Landlord and Tenant Act, or any person acting in such a resident's behalf, may request a hearing by filing a request with the director following receipt of a notice of involuntary eviction, transfer, or discharge from an owner, operator or payor for the resident. An adult care home owner, operator or employee who receives a request for such a hearing shall immediately notify the director.

(D) Upon receipt of a request for a hearing on an involuntary eviction, transfer or discharge pursuant to subsection (C) of this section, the director shall promptly cause an investigation to be made to determine if a resolution can be achieved without a hearing. If a resolution cannot be achieved, the director shall designate and promptly notify the hearings officer, who shall set a time and place for a hearing. The hearing shall not be scheduled more than 30 days from the date the director receives the request for a hearing. The hearings officer shall give the parties written notice of the time and place of hearing. If the director has determined that immediate transfer is justified by an emergency as specified in rules

adopted under this chapter, then this hearing may occur after such transfer has taken place.

(E) Hearings shall be conducted, by the hearings officer in accordance with the attorney general's Model Rules of Procedure, rule 137.03.005 and 137.03.030 through 137.03.050 (November 17, 1981) unless superseded by rules adopted by the director. The director shall adopt rules and standards concerning involuntary evictions, transfers or discharges involving residents receiving care, including information to be considered, such as the effect of the move on the resident, and standards for decisions in hearings.

(F) "Party" means a person who is a party to the proceeding or hearing and, unless such rights are waived, is entitled to participate in the manner or area(s) specified by the hearings officer according to rule duly promulgated pursuant to MCC 8.90.160 through 8.90.260. Parties include:

- (1) Multnomah County, through the initiating bureau or department;
- (2) The person(s) requesting the hearing and named respondents;
- (3) Residents of the involved adult care home where vacation, closure, demolition, or relocation of residents is a reasonable possible outcome of the proceeding or hearing.

(G) Disclosure of ex parte communications shall be made by the hearings officer, director, or the board of county commissioners in accordance with the attorney general's Model Rules of Procedure, rules 137.03.062 through 137.03.064 (November 17, 1981).

(H) The hearings officer shall issue an order as soon as is practicable but in no event later than 45 days after the termination of the hearing and shall mail a copy of the order to the parties. The order shall include an opinion containing findings of fact and conclusions of law explaining the reason and rationale adopted by the hearing officer in arriving at his or her conclusions.

(I) The hearings officer's order shall become a final order if no written exceptions are filed. The hearings officer shall notify the parties of the date when written exceptions to the order must be filed

to be considered by the board of county commissioners.

(J) Upon receipt of the hearings officer's order and after reviewing the record of the proceedings and written exceptions filed by the parties, the board of county commissioners may accept, modify or reject the order or may remand the matter to the hearings officer. If the hearings officer's order is reviewed by the board, the board shall then issue a final order. Nothing in this section shall prevent the board of county commissioners from conducting a hearing or scheduling oral arguments, if written exceptions are filed pursuant to subsection (I) of this section, before issuing a final order. The board's action shall be taken at a regular meeting of the board and shall be taken in the form of a board order. The final order shall be filed with the clerk of the board and the director and mailed to the parties.

(K) Review of the final order of the board of county commissioners shall be taken solely and exclusively by writ of review in the manner set forth in ORS 34.010 to ORS 34.100. [Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.100. Inspections.

(A) The director or authorized representative of the director, including but not limited to county, city, and state officials, shall have full authority to and may enter, at any reasonable time, any adult care home licensed pursuant to this chapter or any unlicensed adult care home which the director has cause to believe is operating without a license and inspect the entire premises for the purposes of ascertaining the safe, sanitary and habitable condition thereof and the physical and mental condition of the residents. The director or the director's authorized representative shall have full authority to and may privately interview any resident and inspect any records concerning residents maintained by the adult care home.

(B) In the event that the director or his or her authorized representative is denied access to any adult care home for the purpose of making an inspection in the administration of this chapter, the director or his or her authorized representative shall not inspect without a search warrant or its equivalent.

(C) The director may proceed ex parte to seek a warrant or its equivalent. Application for a search warrant to inspect the premises shall be made to any magistrate authorized to issue a warrant of arrest. The application must be supported by an affidavit filed with the magistrate stating the purpose and extent of the proposed inspection, whether it is a routine or periodic inspection or an inspection instituted by complaint and other specific or general information concerning the premises.

(D) The director or the director's authorized representative shall report observations of or evidence of substandard conditions or poor care to the director and shall report observations or evidence indicating a potential need for protective services including abuse, neglect, or exploitation of a resident to the appropriate agency. The director may make recommendations for corrective action.

[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.110. Complaints.

(A) Complaints against licensed or unlicensed adult care homes may be filed with the director by any person, whether or not a resident of the home. The director shall investigate and respond promptly to each complaint subject to the resources of the department of human services.

(B) The director shall maintain a file of all complaints and the action taken on the complaint, if any, indexed by the name of the owner or operator and the address of the adult care home. The filed complaint forms shall protect the privacy of both the complainant and the resident.

(C) It is the intent of this chapter that information shall be made available to the public which would assist the public in its selection of an adult care home. To this end, the director may make available the relevant information in the complaint files for inspection and copying by the public. The director may, however, in accordance with the provisions of ORS 410.610 through 410.690 (1981 Replacement Part) or according to rule duly promulgated pursuant to MCC 8.90.160 through 8.90.260, classify certain files as confidential.

(D) No owner or operator of an adult care home shall retaliate against a resident by increasing charges; decreasing services, rights or privileges; or threatening to increase charges or decrease services, rights or privileges; by taking or threatening to take any action to coerce or compel the resident to leave the facility, including bringing or threatening to bring an action for possession; or by abusing or threatening to harass or to abuse a resident in any manner after the resident or any person acting on behalf of the resident has filed a complaint with the director.

(E) No owner or operator of an adult care home shall retaliate against an employee who has filed a complaint with the director.

[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.120. Residents' bill of rights.

(A) Each owner and operator of an adult care home shall comply with the residents' bill of rights. Each owner and operator shall post in a conspicuous place on the premises the residents' bill of rights, monthly rates and house rules. The director shall provide owners and operators with copies of the residents' bill of rights.

(B) The residents' bill of rights shall read as follows:

The Residents' Bill of Rights

To guarantee that each resident is treated with respect and dignity, each resident has the right:

- (1) Not to be denied his or her constitutional and legal rights, including but not limited to the right:
 - (a) To vote;
 - (b) To practice the religion of his or her choice;
 - (c) To freedom of movement;
 - (d) To privacy.
- (2) To a safe and sanitary environment.
- (3) To be free from chemical or physical restraints except as ordered by a physician.
- (4) To talk privately with any doctor, nurse, attorney, family member, caseworker, and/or other person of choice.

- (5) To receive visitors free from arbitrary and unreasonable restrictions, including representatives of community and advocacy organizations.
 - (6) To send and receive mail unopened, unless medically contra-indicated and documented by a physician.
 - (7) To manage his or her own financial affairs unless a guardian or authorized representative requires in writing that the provider assume this responsibility.
 - (8) To keep and use reasonable personal belongings and to have private, secure storage space.
 - (9) Not be forced to work against his or her will.
 - (10) To be paid for agreed-upon work done.
 - (11) If meals are to be provided, to daily adequate and nutritious meals.
 - (12) To clean bedding.
 - (13) To receive written notice 30 days prior to a rate increase and 30 days prior to eviction.
 - (14) To prompt return of security deposits and advance payments of rent.
 - (15) To a written statement signed by the owner/operator regarding the services to be provided and the rates, and if requested, countersigned by the resident.
 - (16) If care is to be provided, not to be involuntarily evicted, transferred or discharged without opportunity for a hearing, by filing a request with the department of human services as provided for in the adult care home licensure ordinance MCC 8.90.090, to determine if medical reasons, if the welfare of the resident, other residents or the operator, or if nonpayment justifies such action.
- [Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.125. Civil cause of action.

A violation of any of the rights set forth in MCC 8.90.120 or the rules adopted in connection with MCC 8.90.120 creates a civil claim by the resi-

dent against the owner or operator of the adult care home. The resident may bring an individual action in an appropriate court for injunctive relief and/or recover actual damages or \$1,000.00 whichever is greater. The court may provide such equitable relief as it deems proper, and may award, in addition to relief provided in this section, reasonable attorney fees, at trial and on appeal, and costs. If the defendant prevails, the court may award reasonable attorney fees at trial and on appeal, and costs if it finds the action to be frivolous.

[Ord. 387 (1983)]

8.90.130. Penalty; additional remedies.

(A) Any person who violates a provision of this chapter or the rules promulgated thereunder may be punished by a fine in an amount to be fixed by the director, not to exceed \$1,000.00 for each violation. In addition, a continuing violation will subject the owner or operator to an action for injunctive relief.

(B) The provisions of this chapter are in addition to and not in lieu of other procedures and remedies provided by law.

[Ord. 387 (1983); Ord. 392 (1983); Ord. 503 (1986)]

8.90.140. Savings clause.

In the event any subsection, subdivision, phrase, clause, sentence or word in this chapter is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such holding shall not invalidate the remainder of this chapter, but shall be confined to such subsection, subdivision, phrase, clause, sentence or word.

[Ord. 387 (1983)]

8.90.150. Intergovernmental agreements.

The county may enter into agreements with municipal corporations in the county permitting enforcement of this chapter within those municipal corporations. In addition, the county may enter into such agreements with the state as are necessary to permit administration and enforcement of this chapter within Multnomah County.

[Ord. 387 (1983); Ord. 392 (1983)]

ADOPTION OF RULES

8.90.160. Initiation of rule adoption.

The director or any member of the board of county commissioners may propose adoption, amendment or repeal of a rule under this chapter. [Ord. 387 (1983)]

8.90.165. Approval of rule form; filing.

The proposed rule shall be approved as to form by the county counsel and filed with the director and the clerk of the board of county commissioners. [Ord. 387 (1983)]

8.90.170. Contents of notice of intent to adopt.

Notice of intent to adopt a proposed rule shall contain the following information:

- (A) Description of the proposed action, i.e., adoption, repeal, or amendment.
 - (B) A summary of the intent, subject and content of the proposed rule.
 - (C) Complete text of the proposed rule where practicable, or the location, time and contact person for obtaining a copy of the complete text of the proposed rule.
 - (D) The time limit, location, contact person and format for submitting views and comments on the proposed rule.
 - (E) The time limit, location, format and contact person for requesting postponement of the action on the proposed rule.
- [Ord. 387 (1983)]

8.90.175. Notice publication.

In addition to such notice as may be required by law, notice of intent to adopt a rule shall be made in the following manner:

- (A) Publication in a newspaper of general circulation at least 15 days before the close of the review period.
 - (B) Posting in a prominent location in the county courthouse at least 15 days before the close of the review period.
- [Ord. 387 (1983)]

8.90.180. Review and comment period.

Notice of intent to adopt a proposed rule shall be made after the notice is filed with the clerk of the board of county commissioners. The review period for submitting comments shall be 15 days and shall commence with publication of notice of intent to adopt a proposed rule. [Ord. 387 (1983)]

8.90.185. Rule adoption.

If at the close of the review period there have been no requests for a postponement or a public hearing, the director shall, within ten days from the close of the review period, consider the review comments and either adopt or reject the proposed rule or adopt the rule with modifications. If a proposed rule is to be substantially amended as a result of review comments, it must be considered as a newly proposed rule. The adopted rule shall be filed with the director and the clerk of the board of county commissioners within ten days from the close of the review period. [Ord. 387 (1983)]

8.90.190. Postponement of rule action.

If within the review period an interested person requests postponement of the intended action, the director, if the grounds are judged to be sufficient, shall postpone the intended action no less than ten days nor more than 60 days to allow the requesting person an opportunity to submit data, views or arguments. A request for postponement must be made in writing to the director and must include a statement of the identity and interest of the requesting person and of the grounds for requesting postponement. [Ord. 387 (1983)]

8.90.195. Request for public hearing.

If within the review period ten or more persons, or an association with ten or more members or a corporation requests, in writing, a public hearing on the proposed rule, the director shall announce and conduct a public hearing. [Ord. 387 (1983)]

8.90.200. Public hearing notice contents.

Notice for a public hearing on a proposed rule shall contain the following information:

- (A) Description of the proposed action, i. e., adoption, repeal or amendment.
- (B) A summary of the intent, subject and content of the proposed rule.
- (C) The date, time, place and presiding officer of the public hearing and the manner in which interested persons may present their views.
- (D) Complete text of the proposed rule if practicable or the location, time and contact person for obtaining a copy of the complete text of the proposed rule.
- (E) The time limit, location, format and contact person for appealing the decision of the director to the board of county commissioners.

[Ord. 387 (1983)]

8.90.205. Publication of notice of public hearing.

The notice of a public hearing shall be published in a newspaper of general circulation within Multnomah County and posted prominently in the county courthouse at least ten days before the hearing. Notice of the public hearing shall also be given by mail to all parties who have submitted comments and to the mailing list of the interested parties.

[Ord. 387 (1983)]

8.90.210. Public hearing; action on rule; filing.

The director shall conduct the public hearing. At the close of the hearing the director shall adopt, reject or amend the proposed rule. No further notice is required for continuation of a hearing to a certain date. The director shall file notice of the action taken with regard to the proposed adoption, amendment or repeal of a rule with the clerk of the board of county commissioners within five days of the public hearing. Filing of the notice of action with the clerk of the board of county commissioners initiates a ten-day appeal period. If no appeal is made, the action by the director in re-

gard to the rule shall take effect at the end of the appeal period, unless a later effective date is specified.

[Ord. 387 (1983)]

8.90.215. Appeal to the board of county commissioners.

Any interested person may appeal the action of the director on a rule after a public hearing on the matter. Any member of the board of county commissioners may also request review of the action. Appeal must be made in writing and filed with the director within ten days of filing of the notice of action with the clerk of the board of county commissioners. Members of the board of county commissioners must request review within the same time.

[Ord. 387 (1983)]

8.90.220. Appeal and review request contents.

The appeal request shall contain the following:

- (A) An identification of the decision or action being appealed, including its date.
- (B) A statement of the identity interest of the person making the appeal.
- (C) The specific grounds for the appeal.

[Ord. 387 (1983)]

8.90.225. Commissioner request for review.

A member of the board of county commissioners may initiate review by requesting that the matter be placed on the agenda for the board's next regular meeting.

[Ord. 387 (1983)]

8.90.230. Date of hearing.

Upon receipt of an appeal request in conformance with the requirement of MCC 8.90.220, the director shall schedule a hearing by the board of county commissioners at the board's next regular meeting for which the agenda has not closed and the date of which permits ten days to publish notice in a newspaper of general circulation.

[Ord. 387 (1983); Ord. 392 (1983)]

8.90.235. Notice of appeal hearing.

The county shall prepare notice for appeal of hearings. The notice shall contain the information described in MCC 8.90.200(D) and (E). Notice shall be published in a newspaper of general circulation in the county and posted prominently in the county courthouse at least ten days prior to the hearing. The county and shall also notify by mail persons who have submitted comments on the proposed rule and to the mailing list of interested parties.

[Ord. 387 (1983)]

8.90.240. Conduct of appeal hearing.

The appeal hearing shall be conducted as a regular meeting of the board of county commissioners. The board's action shall take the form of a board order.

[Ord. 387 (1983)]

8.90.245. Temporary rules.

The director may be confronted with a situation where it is necessary to put a rule into immediate effect in order to protect the public or the interests of particular parties. In that case, and where there is not sufficient time to follow the procedure requirements set forth in MCC 8.90.160 to 8.90.240, the director is authorized to use temporary rules.

[Ord. 387 (1983)]

8.90.250. Requirements for effective temporary rule.

The director may proceed without prior notice or hearing that he or she finds practicable, to adopt a rule without the notice otherwise required by this chapter. In that case, the director shall:

- (A) File a certified copy of the rule with the clerk of the board of county commissioners.
- (B) File with the rule the director's finding that failure of the director to act promptly will result in serious prejudice to the public interest or to the interest of the parties concerned. Findings shall be supported by a statement of specific facts and reasons.

- (C) Take appropriate measures to make the temporary rule known to the persons who may be affected by the temporary rule, including publication in a newspaper of general circulation in the county, as promptly after filing the rule as practicable and giving notice of the rule by mail to persons who may be affected by it.

[Ord. 387 (1983)]

8.90.255. Effective date of temporary rule.

A temporary rule adopted in compliance with MCC 8.90.250 and this section becomes effective immediately upon filing with the clerk of the board of county commissioners or at a later time which may be designated by the rule itself.

[Ord. 387 (1983)]

8.90.260. Duration of temporary rule.

A temporary rule may be effective for a period of not longer than 120 days. No temporary rule may be renewed after it has been in effect 120 days. The director may, however, adopt an identical rule on notice in accordance with the procedures set forth in this chapter.

[Ord. 387 (1983)]



CITY OF
PORTLAND, OREGON

OFFICE OF CITY ATTORNEY

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

February 9, 1994

INTEROFFICE MEMORANDUM

TO: Board of County Commissioners

FROM: Peter Kasting *PK*
Senior Deputy City Attorney

SUBJ: Appeal of Greg Durham from Hearings Officer Decision
Revoking Appellant's Adult Care Home License

BOARD OF
COUNTY COMMISSIONERS
1994 FEB -9 PM 2:10
MULTNOMAH COUNTY
OREGON

At its meeting on February 17, 1994, the Board needs to decide whether it wants to (1) hold a hearing to accept evidence and argument on the appeal or (2) decide this appeal on the record. MCC section 8.90.090 (J) and section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes give the Board discretion to follow either course.

The meeting on the 17th is not intended to address the merits of the appeal. It is only to decide whether the Board wants to receive additional evidence and argument in this matter.

A copy of the hearings officer's decision is attached for your reference. I have also attached the appellant's exceptions to the hearing's officer's decision and the Department of Social Service's response to the exceptions.¹

I will be attending the meeting on the 17th. Mr. Durham and Mr. Lazenby are likely to attend also. If the Board wants to hear from them on why a hearing should or should not be scheduled (and on that question only), I would suggest giving each side two minutes to make a statement.

c: Greg Durham
Chip Lazenby
Stephen Balog

¹The appellant's exceptions do not clearly identify how the appellant believes the hearings officer erred. Section 890-090-420 of the administrative rules provides that "A written exception shall set forth reasons for the exception and specific objections to the findings, conclusions, corrective actions, and/or sanctions contained in the order." The appellant in this case does not appear to have complied with this rule.



CITY OF
PORTLAND, OREGON

HEARINGS OFFICE

1120 S.W. 5th Avenue, Room 1017
Portland, Oregon 97204-1960
Elizabeth A. Normand, Land Use Hearings Officer
(503) 823-7719
William W. Shatzer, Code Hearings Officer
(503) 823-7307
FAX (503) 823-5370

HEARINGS OFFICER'S ORDER

APPEAL OF GREG DURHAM

HEARING NO. 134022

DATE OF HEARING: December 16 and 17, 1993

APPEARANCES:

Mr. Greg Durham, appellant, personally and by his attorney, Mr. Jeffrey S. Bennett

Mr. H. H. Lazenby, Jr., Deputy County Counsel

HEARINGS OFFICER: Mr. William W. Shatzer

FINDINGS OF FACT AND CONCLUSIONS OF LAW:

This is an appeal from a determination by the Director of the Multnomah County Adult Care Program revoking the Adult Care Home License of the appellant, Mr. Durham. The Director determined that the license holders had violated the provisions of MCAR 890-020-120 (c) by having more than five residents in the home and had violated a condition of the license by admitting non-DD and non-DSO residents to the home.

The factual issues in this proceeding are not difficult to resolve. By the appellant's own admission, he admitted a sixth resident to his adult care home without first obtaining an appropriate waiver or approval of the Multnomah County Adult Care Program and maintained that additional resident in his adult care home for a period of 61 days in violation of MCAR 890-020-1209 (c).

While appellant claims he was somehow pressured or misled by social workers for Multnomah County into accepting this additional resident, it is clear that these County employees were uninformed or misinformed as to the actual number of residents in the home at the time they requested Mr. Durham to accept the new resident. Mr. Durham, conversely, knew exactly how many residents he had. Clearly he had the obligation to either refuse to admit this sixth resident or to seek appropriate waivers or approvals from the Adult Care Program to accept the additional resident. He did neither and, instead, accepted the sixth resident in violation of MCAR 890-020-120(c).

Similarly, the appellant concedes that he had three elderly residents in his home despite the "DD and DSO only" restriction on his adult care license. While there was some dispute at hearing as to the exact meaning of these terms, it appears clear from the evidence that the appellant was well aware that this restriction was intended to preclude elderly residents in the home¹.

While there was much discussion at hearing about whether or not the appellant's co-owner, Ms. Clemence, remains a resident of the home, it is clear that, whatever the intention of the Manager, Ms. Clemence's residency in the home was not made a condition of the license. Accordingly, even if Ms. Clemence is not residing in the home, this would not constitute a violation of any of the conditions of the license nor of the applicable administrative rules. In any case, I note that Ms. Clemence's residency or non-residency in the home was not a basis for the Manager's determination to revoke the license (exhibits 4 and 5).

As the two violations are clearly established, there is adequate factual basis under the Rules to support the Manager's determination to revoke the appellant's license. After review of the evidence, it appears the Manager's determination was appropriate as well. While this review of the Manager's determination is not limited to merely a review for abuse of discretion, the Manager's experience and expertise are entitled to due weight. Moreover, while it does not appear that the appellant's violations directly endangered or harmed any to the residents, it does appear that the violations were serious, substantial, and intentional. Moreover, it does appear that appellant was less than forthright with the Manager and his staff and made a conscious effort to conceal these violations. Taken together, these factors make revocation an appropriate sanction.

The Manager's determination should be modified to change the effective date of the revocation to allow the opportunity for the orderly relocation of the current residents.

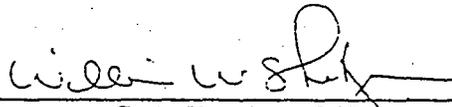
ORDER AND DETERMINATION:

The determination of the Manager of the Multnomah County Adult Care Home Program dated October 1, 1993, revoking the appellant's Adult Care Home license is MODIFIED to change the effective date for removing the residents from the home from November 3, 1993, to February 1, 1994. Except as so modified, the determination is AFFIRMED.

This order and determination has been mailed to the parties on December 28, 1993, and shall become final on January 18, 1994, unless written exceptions are filed with the Board of County Commissioners prior to such date.

Dated: _____

12/28/93



Code Hearings Officer

WWS:db

¹ Apparently either the appellant or his co-owner made at least four requests to County officials for special permission to admit elderly applicants. All of these requests were denied, but the fact they were made demonstrates that the appellant was aware that the "DD and DSO only" restriction precluded elderly residents.

1-13-94

To The Clerk of The Multnomah County
Board of County Commissioners;

We, Greg Durlam & Bethy Clemence,
DBA Caring Hearts Adult Foster Care,
would like this letter to be our notice
that we would like to appeal Hearings
Officer Stotzer's decision to revoke our
license to provide foster care, hearing
no: 134022. Thankyou.

BOARD OF
COUNTY COMMISSIONERS
1994 JAN 14 AM 9:58
MULTNOMAH COUNTY
OREGON

Sincerely,
Greg Durlam

5027 NE 19th Ave.
Portland, OR 97211
503-284-7694

cc: Steve Batoca
CHIP LAZENBY



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES
AGING SERVICES DIVISION (503) 248-3646
ADULT CARE HOME PROGRAM (503) 248-3000
421 S.W. 5TH, ROOM 405
PORTLAND, OREGON 97204-2221

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

MEMORANDUM

TO: Clerk of the Board of County Commissioners
FROM: Stephen P. Balog, Manager *SB*
Adult Care Home Program
DATE: February 1, 1994
SUBJECT: Appeal of Mr. Greg Durham

BOARD OF
COUNTY COMMISSIONERS
1994 FEB - 2 AM 10:05
MULTNOMAH COUNTY
OREGON

This written rebuttal to the appeal of Greg Durham is filed pursuant to MCAR 890-090-430.

The agency has reviewed the appeal and determined that the appeal seeks review of the entire ruling of the Hearings Officer. (Copy attached).

After two days of testimony, the Hearings Officer determined that there were violations of the Adult Care Home Rules which were "serious, substantial and intentional". Mr. Durham clearly violated the Rules by taking more than 5 residents into his home. During the hearing he admitted doing so. This is a clear and significant violation of Care Home Rules. The Hearings Officer specifically found that Durham intentionally violated this rule by ignoring his "obligation to either refuse to admit this sixth resident or to seek appropriate waivers or approvals from the Adult Care Home Program...He did neither and, instead, accepted the sixth resident in violation of the rules".

Durham also violated the rules by taking residents outside the restrictions placed on types of residents that he was authorized to care for as a condition of being licensed. In this violation he accepted elderly residents knowing that his license specifically barred him from serving such clients. In fact, Durham had requested exception that would allow him to serve elderly and those requests were denied. He proceeded to accept the residents anyway.

In addition to these violations of the rules, it was clear from the evidence introduced at the hearing that Durham took steps to conceal these violations from the Adult Care Home Program. The Hearings Officer's conclusion that Durham was "less than

forthright with the Manager and his staff" is charitably understated.

The agency believes that revocation of this license was an appropriate sanction and concurs with the reasoning of the Hearings Officer. There is little factual dispute in the record concerning the violations or Mr. Durham's duplicitous behavior. The decision of this office, which was sustained by the Hearings Officer, should be upheld.

c. H.H. Lazenby, County Counsel
Jeff Bennett, Attorney at Law
William Shatzer, Hearings Officer
Greg Durham



CITY OF

PORTLAND, OREGON

OFFICE OF CITY ATTORNEY

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

February 9, 1994

INTEROFFICE MEMORANDUM

TO: Board of County Commissioners

FROM: Peter Kasting
Senior Deputy City Attorney

SUBJ: Appeal of Greg Durham from Hearings Officer Decision
Revoking Appellant's Adult Care Home License

1994 FEB -9 PM 2 10
MULTNOMAH COUNTY
OREGON
BOARD OF
COUNTY COMMISSIONERS

At its meeting on February 17, 1994, the Board needs to decide whether it wants to (1) hold a hearing to accept evidence and argument on the appeal or (2) decide this appeal on the record. MCC section 8.90.090 (J) and section 890-90-450 of the Administrative Rules for Licensure of Adult Care Homes give the Board discretion to follow either course.

The meeting on the 17th is not intended to address the merits of the appeal. It is only to decide whether the Board wants to receive additional evidence and argument in this matter.

A copy of the hearings officer's decision is attached for your reference. I have also attached the appellant's exceptions to the hearing's officer's decision and the Department of Social Service's response to the exceptions.¹

I will be attending the meeting on the 17th. Mr. Durham and Mr. Lazenby are likely to attend also. If the Board wants to hear from them on why a hearing should or should not be scheduled (and on that question only), I would suggest giving each side two minutes to make a statement.

c: Greg Durham
Chip Lazenby
Stephen Balog

¹The appellant's exceptions do not clearly identify how the appellant believes the hearings officer erred. Section 890-090-420 of the administrative rules provides that "A written exception shall set forth reasons for the exception and specific objections to the findings, conclusions, corrective actions, and/or sanctions contained in the order." The appellant in this case does not appear to have complied with this rule.

CAREY & MARKS
ATTORNEYS AT LAW

GORDON T. CAREY JR., P.C.
STEVEN G. MARKS, P.C.*

TELEPHONE: 503-222-1415
FACSIMILE: 503-222-1923

*ALSO LICENSED IN ALASKA

520 S.W. YAMHILL
414 PACIFIC BUILDING
PORTLAND, OR 97204-1383

February 16, 1994

Multnomah County Board of
County Commissioners
Office of the Board Clerk
Suite 1510 Portland Building
1120 S.W. Fifth Avenue
Portland, Oregon 97204

BOARD OF
COUNTY COMMISSIONERS
1994 FEB 16 PM 4:14
MULTNOMAH COUNTY
OREGON

Re: Appeal of Gregory Durham Regarding Revocation of Adult
Care Home License (Agenda Item R-2 for February 17, 1994)

To the Board of County Commissioners:

Gregory Durham respectfully requests the Board of County Commissioners hold a hearing to accept evidence and argument on his appeal regarding revocation of his Adult Care Home License. Mr. Durham believes that a hearing is necessary to establish the following points:

1. There is a dire need for adult care home facilities in Northeast Portland, and that need is currently not being fulfilled;
2. This revocation proceeding has never alleged harm, or inadequate care, to residents of Mr. Durham's adult care home facility. Quite the contrary is true. Attachment 1 to this letter contains letters written from county case workers (2) attesting to the excellent level of care provided at the facility. The other letters in attachment 1 are from former residents and relatives of residents of the facility, all attesting to the excellent care received at the facility;
3. The county alleges two violations as the basis for revocation:
 - A. The first violation is that six residents were in the home at one time, rather than the maximum of five. However, attachment 2 to this letter is an entry prepared by Multnomah County staff which proves that Mr. Durham told county case workers the facility was full, and they insisted that Mr. Durham accept a sixth resident. He did so as an accommodation and to fill an urgent need;

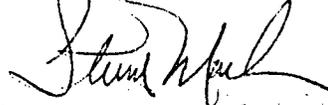
Multnomah County Board
of County Commissioners
February 16, 1994
Page 2

- B. The county seeks revocation because Mr. Durham accepted three elderly residents. Attachment 3 is another entry prepared by Multnomah County staff where the county admits that it listed Mr. Durham's facility as an elderly facility (see 9/7/93 entry) and county workers continued to refer elderly residents to Mr. Durham, who accepted them.

Given these circumstances, we suggest that a full hearing be held to determine if revocation of Mr. Durham's license is in the public interest.

Respectfully Submitted,

CAREY & MARKS



Steven G. Marks
Of Counsel to Gregory Durham

cc: Peter A. Kasting
Portland City Attorneys' Office



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN RESOURCES
AGING SERVICES DIVISION
NORTHEAST BRANCH
5325 N.E. M.L. KING BLVD.
P.O. BOX 11366
PORTLAND, OREGON 97211-0366
(503) 248-5470

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

Greg Durham
5027 NE 19th ave
Portland, OR 97211

October 8, 1993

Dear Greg:

I want to thank you on behalf of the agency, for the time and effort you have extended to ward our residents. I especially appreciate your following through with Alvin Olshaks medical appointments to find out if he can have hip replacement surgery. This issue has been unresolved since January of this year. Hopefully we should have an answer one way or another in the next few days.

Thanks again,

Jim Sweeney



MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN RESOURCES
AGING SERVICES DIVISION
NORTHEAST BRANCH
5325 N.E. M.L. KING BLVD.
P.O. BOX 11366
PORTLAND, OREGON 97211-0366
(503) 248-5470

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

December 12, 1993

Greg Durham
5027 NE 19th Avenue
Portland, OR 97211

Dear Greg:

Since July 14, 1993 I have placed three elderly men in your adult foster care home. I believe that your home provided excellent hands on care for each of these clients, and would have no reason not to place anyone in your facility in the future if adult housing approves.

Yours truly,

Jim Surrency, Case Manager II
NE Aging Services

To Whom It May Concern:

RE: GREG DURHAM CARE PROVIDER

I have had occasion to visit the Caring Heart's AFH owned and operated by Mr. Greg Durham. My observation on those visits was that the care provider keeps a pleasant, clean, and caring environment for the residence in his home. He is very attentive to their needs and not only provides the daily routine needs of each individual but provides psychosocial needs as well.

The provider keeps extensive records and goes the extra mile in improving each persons standard of living in a way that is not offensive to the individual.

Due to the limited amount and quality of Adult Foster Homes in the North/Northeast area, this home is an invaluable resource.

To Whom It May Concern;

I am very concerned about the possibility of "Caring Hearts" losing their license.

I am quite knowledgeable about Foster Care Homes because my sister-in-law and friends of mine were in homes in Eugene and I have visited friends here in Astoria who are foster care homes.

I was very impressed with the home-like atmosphere of Caring Hearts. We visited 4 or 5 times while our Cousin was at "Caring Hearts". The patients enjoyed the use of the home other than their own rooms. They could watch T.V. Converse with the Care-givers or other patients, enjoy coffee at the dining room table etc. It has a real home like feeling.

Medications were administered according to doctor's orders and the food was prepared and served according to a preplanned menu.

I would suggest that you look closely at all aspects of "Caring Hearts" Foster Home before you make a final decision. We need more foster homes managed by caring people like the Care-Givers of "Caring Hearts".

Sincerely,
Terne E. Brockhoff

October 13, 1993

Greg Durham
Caring Hearts Adult Foster Care
5027 N.E. 19th Avenue
Portland, Oregon 97211

Dear Greg:

As the parents and family of William Bonds, one of your residents, we wish to commend your facility for the care given William (Bill).

Bill is very happy in your home and in our frequent visits to him, we have found you to be taking very good care of him mentally and physically. We sincerely appreciate what you do for Bill.

Very truly yours,

Ainslie Bonds
Verna Bonds

Ainslie & Verna Bonds
and Family

William R. Bonds
5027 NE 19th Ave.
Portland, OR 97211-5605

October 13, 1993

Department of Social Services
Adult Care Home Program
421 SW Fifth Ave, Room 405
Portland, OR 97204-2221

Attention : Mr. Stephen P. Balog

Dear Sir:

I am writing to ~~protest~~ protest your decision to revoke the foster care home license of Mr. Greg Durham at 5027 NE 19th Ave., Portland. You state in your letter that it is upsetting for elderly residents to have to move; ~~XXXX~~ well it is extremely upsetting for me to contemplate a move too. Especially since the other foster care homes my relatives checked on in this part of town were totally inadequate to my needs. I am finally starting to get settled in here. My health is starting to stabilize; my dialysis is going fine; my blood sugars are OK; I've got my provider and his employees trained and you want me to move and do it all over again.

My sisters and father and mother are satisfied with this place (it's a palace compared to the other places in north and northeast portland) and I am too. Please don't make me leave.

Sincerely:

William R. Bonds

William R. Bonds
284-7694

Dear Sir:

OCT 14

This is a nice house, it is kept
very clean the rooms are kept
clean. The meals are good and delicious
the manager does a good job
keeping things organized. The grounds
are kept clean, I like staying
here.

Ronald Fiddament

10/11/12

Seve
I Live overy He a man
he a Cook he does
the food is overy good
he dove themeg for us

Richard a gates

3/31/93 We received an anonymous letter saying:

1. even though Greg wrote us a plan for him never being alone with the residents he has no such plan--he's just good at playing a game, saying he will hire nurses or other people.
2. Greg plans to do all the cooking, cleaning and care providing of the residents himself.
3. Betty has many mental problems, allows Greg to use her and manage her money.
4. Greg made Betty leave when he wanted another girlfriend, then he let Betty move back in so she would be in the home when ACHP staff came by.
5. Greg has a criminal record of drug conviction and raping a young woman in his care.

4/6/93 Adm. conf. with Steve and Greg regarding Greg's criminal record and sexual exploitation of a woman in his care.

4/24/93 Greg and Betty take in first over-65 resident, Vernon Cook.

5/17/93 Betty called Eileen asking if they can take elderly or women. Eileen said no, wait a year.

6/93 Eileen learned that Jill Nave, case manager, had placed an elderly man (Vernon Cook) in the home. Eileen called Greg and told him he could have no elderly residents.

6/30/93 Eileen told Greg not to accept elderly residents. Jill Nave had already placed one in his home. Eileen told him not to accept anymore.

7/14/93 Greg takes in 2nd over-65 resident, Joe Carter.

7/15/93 Raymond Fox, DSO, is placed in the home.

7/27/93 Greg called Eileen to request an exception for a Class III resident--denied.

7/30/93 Greg takes in 3rd over 65 resident, Alvin Olsback.

8/6/93 Richard Yates (DD) is placed in the home by his father. There are now 6 residents. DD case manager Valarie Stoney has no idea there are 6 residents. She has no other DD residents in the home.

8/19/93 Raymond Fox's case manager, Terry Andrews, finds out that Raymond does not want to be in Greg's home anymore and does not even want DSO services at all. Raymond had left the home sometime earlier to visit a friend and never came back.

8/20/93 Alexis Cauble calls Greg. Greg says he has no vacancy. Terry Andrews grabs the phone and tells Greg she learned that Raymond Fox is not coming back so now he does have a vacancy. Terry has no idea that there are already five other residents in the home. So Greg takes in Ron Fiddament, again making it 6

residents in his home.

8/26/93 Ron Fiddament leaves home for 1 or 2 days, in jail, comes back again.

9/1/93 Greg called Eileen about a problem with his 67 year old resident (Joe Carter) who was alcoholic. Eileen again told him not to take elderly residents, it was a violation of the conditions on his license.

9/3/97 Kathy Millan visited the home. She found:

1. Greg and Betty were there.
2. There were 6 residents.
3. Greg said Alexis Coble referred the sixth resident to the home knowing it was full. Greg's progress notes for the sixth resident show Greg told Alexis he had a vacancy.
4. Kathy checked with Alexis, she said she was told one resident was permanently gone.
5. Greg later accepted back the resident who had moved out.
6. Greg and Betty admitted knowing it was wrong to have six residents.
7. Greg appeared to be lying.

9/7/93 Eileen noted that our registry reflects Greg's AFH as a SDSO home for elderly. The registry actually just says Greg has a SDSO contract which is needed to receive payment for either elderly or DSO residents.

9/10/93 Adm. Conf. with Steve, Eileen, Kathy, Greg and Betty.

1. Greg admitted his 3 elderly residents came to his AFH on the following dates:

Vernon Cook 4/24/93
Joe Carter 7/14/93
Alvin Olsback 7/30/93

2. Greg said that a resident left the AFH to spend the night with a friend and did not return for a few weeks, and in the meantime another resident came to the AFH. Greg first noticed he had six residents when he had no place to sit at breakfast.
3. Betty and Greg said Kathy and Eileen told them they could take in elderly residents. (It is true Kathy and Eileen told them this at the initial P.I.)
4. Betty and Greg said they thought the license had a typo when it said DD/DSO only.
5. Betty and Greg blamed Cheryl Morgan for referring six residents to them.
6. Greg said he called Eileen twice for exceptions for elderly. Eileen denied the exceptions. So then he called Heather for the exceptions.
7. Greg said his elderly residents could run up and down stairs.

10/1/93 Steve sent Greg and Betty a certified letter-revoking their license.

10/13/93 Joan called Greg. He said he had received a notice from the post office of a certified letter. Joan told him to go pick it

MEETING DATE: MAR 17 1994

AGENDA NO.:

R-3

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Proclamation claiming "April as Earthquake Preparedness Month"

BOARD BRIEFING Date Requested:

Amount of Time Needed:

REGULAR MEETING Date Requested: March 17, 1994

Amount of Time Needed: 5 min

DEPARTMENT: Non-Departmental

DIVISION: Emergency Management

CONTACT: Penny Malmquist

TELEPHONE #: 251-2466

BLDG/ROOM#: 313/110

PERSON(S) MAKING PRESENTATION: Penny Malmquist

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Request for Multnomah County Board of County Commissioners to Proclaim April, 1994 as Earthquake preparedness month in Multnomah County and to encourage all citizens to take a personal interest in increasing their awareness of and preparedness for the possibility of a major earthquake or other major disaster in their community, as well as taking steps to increase their safety.

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

3/21/94 copy to Penny Malmquist

Beverly Stein

OR

DEPARTMENT

MANAGER:

MULTNOMAH COUNTY
OREGON
1994 MAR - 8 PM 2 54
BOARD OF
COUNTY COMMISSIONERS

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM BRIEFING
STAFF REPORT SUPPLEMENT

TO: Board of County Commissioners

FROM: Joy Tumbaga
Multnomah County Emergency Management

TODAY'S DATE: March 2, 1994

REQUESTED PLACEMENT DATE: March 17, 1994

RE: Proclamation declaring April 1994, "Earthquake Preparedness Month"

I. Recommendation/Action Requested:

- Approval of Proclamation to declare April 1994, "Earthquake Preparedness Month"

II. Background/Analysis:

- Governor, Barbara Roberts and Multnomah County Chair, Gladys McCoy proclaimed April 1993 as "Earthquake Preparedness Month".
- The State Office of Emergency Management has submitted a Proclamation to the Governor for April 1994.

III. Financial Impact:

- Resources necessary to actively promote and assist in preparedness measures have already been incorporated into the 1993-1994 budget.

IV. Legal Issues:

- None

V. Controversial Issues:

- None

VI. Link to Current County Policies:

- None

VII. Citizen Participation:

- None

VIII. Other Government Participation:

- The Governor of the State of Oregon will be proclaiming April 1994, "Earthquake Preparedness Month". There is planning in the works for the Governor to active the Statewide Emergency Boardcast System on April 13, 1994 to kick off statewide earthquake exercises taking place during the time of April 13-24, 1994 (see article attached)
- Boards and Councils of counties and cities in the Tri-County area are being asked to proclaim April 1994 as "Earthquake Preparedness Month".

- State and local emergency management offices and the American Red Cross have been working with public and private sectors to plan preparedness activities centered around the month of April.
- Multnomah County Office of Emergency Management and Multnomah County Library have prepared a public education campaign focused on citizen preparedness to be displayed in each of the 13 county libraries during the month of April.
- Local emergency management offices in this region and the Oregon Trail Chapter of the American Red Cross have activity been working with local area schools to plan preparedness activities for the month of April focused on education and awareness for the children within our school system and have encouraged and assisted local area school to plan and execute a earthquake drill on April 29, 1994 at 10:00. (see letter attached)
- State, public, private and non-profit agencies, business and industries, and citizen groups throughout the state have planned preparedness activities during the month of April.

DEPARTMENT OF STATE POLICE
Office of State Fire Marshal
4760 Portland Road NE
Salem OR 97305-1760



Penny Malmquist
Multnomah Co Shrfs Ofc
12240 NE Glisan Street
Portland, OR 97230

BULK RATE
US Postage
PAID
Permit 320
Salem Oregon

Route to:

THE GATED WYE

OREGON FIRE SERVICE NEWS

No. 121



QUAKEX 94: Fire departments are invited to participate in an earthquake disaster drill for Oregon on April 13-24, 1994. The tentative plan is for the Governor to broadcast the earthquake drill on the Emergency Broadcast System at an undisclosed time on April 13, 1994.

Oregon Emergency Management and the Federal Emergency Management Agency are hosting this drill to test the capabilities and response of state government, local emergency management agencies and

several private sector groups. Each participating city and county is coordinating exercise design teams. These teams will determine the level of participation the jurisdiction will test during the drill. The earthquake exercise will accomplish the following:

- ☆ Provide disaster response and recovery training;
- ☆ Strengthen interagency coordination, cooperation and communication;
- ☆ Enhance the coordination and utilization of (scarce) resources;
- ☆ Identify short and long-term efforts needed to both respond and recover from this type of catastrophic disaster; and
- ☆ Strengthen the coordination of emergency operations plans.

This multi-day exercise has been divided into three distinct phases for planning purposes. The exercise is designed so agencies may participate at any exercise level (tabletop, functional or full scale) during any or all of the phases. Agencies are not required to participate for the entire two weeks; however, a commitment of more than one day of participation is encouraged.

Fire departments interested in participating are encouraged to contact their emergency managers for more details. If your city or county emergency manager does not plan to participate, you may still put together your own design team and test your capabilities.

For more information, call Jim Court, Office of State Fire Marshal, 503-731-3480; or Kelly Jo Jensen, Oregon Emergency Management, 503-378-2903.



MULTNOMAH COUNTY OREGON

OFFICE OF EMERGENCY MANAGEMENT
12240 N.E. GLISAN
PORTLAND, OREGON 97230
(503) 255-3600
PENNY G. MALMQUIST, DIRECTOR

February 03, 1994

Dear Principal:

Oregon is "Earthquake County". A five-year study by the United States Geological Survey (USGS) reveals that the earthquake potential in western Oregon and Washington is significant. Oregon experienced two damaging earthquakes in 1993. Additionally, we know that Oregonians are particularly vulnerable to the devastating effects of earthquakes because we are not adequately prepared.

The 1991 Oregon legislative session, after reviewing this study and school earthquake readiness, enacted ORS 336.072 requiring schools to perform monthly earthquake drills. This packet was created by the American Red Cross, Oregon Trail Chapter and local emergency managers to help you meet the requirements of ORS 336.072 and to support you as you begin or continue school earthquake planning.

April has been declared Earthquake Preparedness Month. Earthquake planning is ongoing. Use this packet to:

- o Train students and staff when and how to "Duck, Cover and Hold On."
- o Participate in a region-wide earthquake drill on Friday, April 29, 1994 at 10:00 am. (Choose an alternate date if necessary.)
- o Plan how you will survive the first 72 hours following an earthquake. Involve staff, parents and students in the planning process.
- o Identify earthquake hazards in your school and learn procedures for eliminating them.
- o Use recommended resource people and products.

As a measurement of our success, we ask you to complete and return the enclosed postcard by May 13, 1994. Your comments are important to us.

For additional information, contact the American Red Cross or your local emergency manager. Names and numbers are listed on the enclosed. "Community Resources" page.

Sincerely,

Joy Tumbaga
Assistant Director OEM

Sincerely,

Norma Paulus
State Superintendent
of Public Instruction

BEFORE THE BOARD OF COUNTY COMMISSIONERS

MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming)
April, 1994, Earthquake)
Preparedness Month)

PROCLAMATION
94-51

WHEREAS, Oregon has suffered considerable damage from two small earthquakes last year; and

WHEREAS, scientific evidence indicates that Multnomah County is at risk for a major earthquake in the future; and

WHEREAS, there is currently no accurate way to predict when an earthquake will occur; and

WHEREAS, the loss of life and property can be greatly reduced if appropriate earthquake preparedness measures are taken BEFORE such an earthquake occurs; and

WHEREAS, emergency management agencies and the American Red Cross will highlight these lifesaving procedures and provide earthquake safety information to citizens during the month of April; and

WHEREAS, because it may not be possible to overcome physical barriers caused by an earthquake. Individual, family, and organizational preparedness is crucial to survival during the first 72 hours after a major disaster until relief assistance can arrive.

NOW, THEREFORE, THE BOARD OF COUNTY COMMISSIONERS
PROCLAIMS:

APRIL, 1994 as Earthquake Preparedness Month in Multnomah County and encourage all citizens to take a personal interest in increasing their awareness of and preparedness for the possibility of a major earthquake or other major disaster in their community, as well as taking steps to increase their safety.

Proclaimed this 17th date of March, 1994



Multnomah County

By: *Beverly Stein*
Beverly Stein, Chair
Multnomah County, Oregon

MEETING DATE: MAR 17 1994
AGENDA NO: R-4

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Resolution implementing Regional Emergency Management Intergovernmental Agreement

BOARD BRIEFING Date Requested:

Amount of Time Needed:

REGULAR MEETING Date Requested: 3/17/94

Amount of Time Needed: 5 minutes

DEPARTMENT: Non-department DIVISION: Emergency Management

CONTACT: Penny Malmquist TELEPHONE #: 251-2466

BLDG/ROOM#: 313/118

PERSON(S) MAKING PRESENTATION: Penny Malmquist, EM Director

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Resolution requesting Board of County Commissioner's adopt the Regional Emergency Management Group's, Initial Workplan, per Intergovernmental Agreement #500344 and to accomplish task #2 and #3 of the Initial Workplan by appointing a County Commissioner to serve as the Multnomah County member to the Regional Emergency Management Policy Advisory Committee and appointing the County Emergency Management Director to serve as the County's representative to the Regional Emergency Management Technical Committee.

3/21/94 copy to Penny Malmquist

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Stein

OR
DEPARTMENT
MANAGER:

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

MULTNOMAH COUNTY
OREGON
1994 MAR - 8 PM 2:54
BOARD OF
COUNTY COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM BRIEFING
STAFF REPORT SUPPLEMENT

TO: BOARD OF COUNTY COMMISSIONERS

FROM: PENNY MALMQUIST
MULTNOMAH COUNTY EMERGENCY MANAGEMENT

TODAY'S DATE: March 7, 1994

REQUESTED PLACEMENT DATE: March 17, 1994

RE: RESOLUTION TO ADOPT REGIONAL EMERGENCY MANAGEMENT GROUP'S
INITIAL WORKPLAN

(See Staff Report Supplement for Regional Emergency Management Group Intergovernmental Agreement).

RESOLUTION

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF MULTNOMAH COUNTY, OREGON

In the matter of approving the Regional) RESOLUTION
Emergency Management Workplan) 94-52

WHEREAS, Multnomah County recognizes the need for regional coordination, cooperation, and planning for emergencies; and

WHEREAS, no formally recognized organization currently exists to facilitate regional emergency mitigation, preparedness, response, and recovery functions; and

WHEREAS, the proposed Regional Emergency Management Workplan and corresponding Intergovernmental Agreement formally establishes the Regional Emergency Management Group made up of a policy advisory committee and a technical committee, and

WHEREAS, Multnomah County recognizes the need to develop a regional emergency management system encompassing those elements appropriate to a regional emergency management system as defined in the Workplan; and

WHEREAS, a Regional Emergency Response Plan addressing regional disaster response issues will be developed by the technical committee of the Regional Emergency Management Group with review by the policy advisory committee that focuses on the cooperation, coordination and decision-making structures needed for regional response to a region-wide disaster; and

WHEREAS, pursuant to ORS Chapter 190, Multnomah County may enter into an agreement with other public jurisdictions to form the Regional Emergency Management Group; and

WHEREAS, the Regional Emergency Management Workplan and corresponding Intergovernmental Agreement were developed with full participation by Emergency Management staff.

WHEREAS, as of March 4, 1994, Washington County, Clackamas County and Columbia County, Metropolitan Service District, and the cities of Gladstone, Tualatin, Oregon City, Beaverton, Portland, and Gresham have formally committed to regional emergency management coordination and cooperation by approving the Regional Emergency Management Workplan dated August 1993, and the Intergovernmental Agreement for the Regional Emergency Management Group.

THEREFORE BE IT RESOLVED, that Multnomah County approves the Regional Emergency Management Workplan dated August, 1993, which is attached hereto and incorporated.

BE IT FURTHER RESOLVED, that Commissioner Tanya Collier shall serve as the County's representative to the Regional Emergency Management Group Policy Advisory Committee.

BE IT FURTHER RESOLVED, the County Emergency Management Director shall serve as the County's representative to the Regional Emergency Management Technical Committee.

ADOPTED this 17th day of March 1994.



By Beverly Stein
Beverly Stein, County Chair

REVIEWED

By Matthew O. Ryan
MULTNOMAH COUNTY COUNSEL

REGIONAL EMERGENCY MANAGEMENT WORKPLAN



Prepared by the
REGIONAL PLANNING GROUP
August 1993

ACKNOWLEDGEMENT

Regional Planning Group

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John DeFrance - Columbia County, Vice Chair

Bill Blanchard - City of Oregon City

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Margaret Dimmick - City of Gresham

Sherry Grandy - City of Beaverton/Tualatin Valley Fire and Rescue District

Robert Joy - American Red Cross

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Penny Malmquist - Multnomah County

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EXECUTIVE SUMMARY

For several years, local emergency managers in the region encompassing Multnomah, Clackamas, Columbia and Washington Counties have met to share information concerning emergency management programs. This ad hoc group calls itself the Regional Planning Group (RPG).

As a result of the Goldschmidt Task Force and a concern over the lack of regional emergency preparedness for dealing with a regionwide emergency, the RPG has developed this Workplan to be used as a guide for regional emergency management planning.

This Workplan summarizes existing emergency management responsibilities, programs and funding in the jurisdictions. The Workplan also lists regional emergency management issues and proposes a mechanism to develop a regional emergency management program. Through an intergovernmental agreement, the various jurisdictions in the region will jointly develop a program, policies, and plan to deal with regional disasters. The regional program would include activities enhancing the development of a regional emergency services system to manage response to regionwide emergencies. Part One of the Workplan describes our various existing programs and systems. Part Two lists the regional issues, goals and implementation strategy.

The Regional Issue

The primary issue is that no comprehensive regional emergency management planning has been done and no regional emergency management/response plan exists in this region.

Proposed Regional Goals

To address the lack of regional emergency management planning and management/response plans, the following statement of regional goals has been proposed:

- Build formal machinery to facilitate regional emergency management and preparedness.
- Develop a regional emergency management system.
- Develop a regional emergency management plan.
- Encourage jurisdictions and agencies in the region to participate in the planning process.

Proposed Workplan Tasks

To achieve these goals the following tasks should be accomplished in the order listed:

- Recognition of this Workplan as a guide for initiating regional emergency management planning.
- Adoption of the Intergovernmental Agreement to establish the Regional Emergency Management Group (REMG).
- Identify the members of and form the REMG Policy Advisory Committee.
- Identify the members of and form the REMG Technical Committee.

- Hold the initial REMG meeting to organize and schedule future meetings.
- The REMG Technical Committee will prepare an initial annual workplan for approval by the Policy Advisory Committee.

Part One: Background

INTRODUCTION

The purpose of the workplan is to determine the emergency management issues and needs of this region and propose methods of coordinating, improving and maintaining the emergency services system in the region.

Part one of the workplan describes existing emergency management responsibilities, programs and funding at various levels of government in the region.

Part two articulates the issues, needs, and projects necessary for effective and efficient regional emergency management coordination.

The status of emergency management and a detailed analysis of regional emergency management elements which need to be planned for and coordinated at the regional level are presented in Appendixes A and B respectively.

I. THE REGIONAL PLANNING GROUP

The Regional Planning Group (RPG) is made up of representatives of legislatively established emergency management programs in Clackamas, Columbia, Multnomah and Washington Counties, the cities within those counties, Metro, Tualatin Valley Fire and Rescue, and the Oregon Trail Chapter of the American Red Cross. The full list of members is in Appendix B.

Members of the RPG have worked together on an informal basis for several years dealing primarily with local emergency program issues such as: a) Regional Contacts Information; b) Emergency Management Resource System; c) Earthquake Preparedness Month activities; and d) Winter Storm Preparedness.

Increased recognition of seismic hazards risk has brought to the forefront the need to address formally the common issues faced in a regional disaster. RPG hopes to use earthquake planning as a focal point for its regional disaster planning activities. Most of the activities associated with earthquake planning (mitigation, preparedness, response and recovery) are similar to those for other natural disasters such as flooding, and major storms. For example, an earthquake mitigation policy addressing land use planning or building codes patterning to landslide hazards could be applied to flood or earthquake.

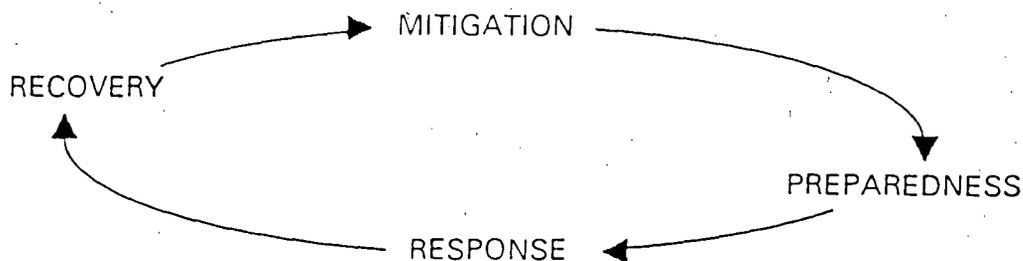
II. ELEMENTS OF EMERGENCY MANAGEMENT PROGRAMS

Emergency management programs are based on the strategy of developing integrated emergency management systems (IEMS) to include all hazards, all phases, all disciplines, and all jurisdictions that may be involved in a major emergency. This strategy is based on proven concepts and was developed by the Federal Emergency Management Agency (FEMA) and endorsed by the President and Congress. Basically, the concept emphasizes:

- All hazards which may face a community should be addressed. That is, the consequences of a disaster must be considered regardless of the hazard that caused the problems. A majority of the emergency services functions will apply in most emergencies (law enforcement, fire, medical, evacuation, mass care, public works, communications, etc.).
- All phases applies to all the aspects of emergency management dealing with the four phases of an emergency described below. It is important to note that each of the four phases (see Figure 1) is integral to the others. For example, preparedness must continue after response to incorporate lessons learned; recovery must include mitigation activities to attempt to prevent the emergency from recurring, etc.

FIGURE 1

Phases of Emergency Management



Mitigation includes all those proactive measures that may be taken to prevent an emergency or limit the problems resulting from one. Some examples of mitigation efforts include land use planning, building codes, flood plain management, fire safety, etc.

Preparedness includes all steps involved in being ready to respond and accomplish emergency functions in an effective manner should an emergency occur. Examples of preparedness activities include the adoption of an incident management system, training of personnel, developing and maintaining community plans, identifying and locating needed resources, conducting disaster exercises, etc.

Response includes all those actions which must be taken to protect life and property when a disaster is imminent or occurs. Such action may include public warning, evacuation, search and rescue, mass care, maintaining order, fire suppression, etc.

Recovery includes those activities of both a short-term and long-term nature which involve returning the community to its pre-disaster conditions. Examples of both short- and long-term recovery activities include restoring water and electricity, clearing roads, demolishing damaged structures, rebuilding roads and bridges, housing, etc. Long-term recovery activities may take several years to accomplish and, in some cases, the community may never completely recover.

- All disciplines emphasizes that no one emergency services organization has sole responsibility for a major emergency. An effective response is dependent on the different skills and expertise of a number of public and private agencies. The development of an IEMS must include all those disciplines with a role in the emergency. These disciplines include: police and fire responders, emergency managers, public works personnel, medical professionals, shelter managers, communications technicians, public officials, etc.
- All jurisdictions identifies that, while jurisdictional boundaries exist, they seldom are honored by a disaster. It is critical that emergency management programs take into account the multi-jurisdictional nature of some emergencies. In that way, emergency services providers will not be competing for limited resources and available resources will be committed to the greatest benefit of the whole stricken area instead of on a "first come-first served" basis.

III. AUTHORITIES

Several public organizations are involved in emergency management at different capacities in this region. For example, through Oregon emergency management law (ORS Chapter 401) the State and counties are required to establish an emergency management agency while cities may establish such programs if they wish. Through the Metro Charter (Chapter 2, Section 6), Metro is authorized to address metropolitan aspects of natural disaster planning and response coordination. Through a Federal Act (36 USC 1905) the American Red Cross is authorized to meet the emergency needs of disaster victims. By the nature of their charters, fire and emergency medical services (EMS) districts are also involved in disaster planning.

A. Responsibilities of the Federal Government

As outlined in the Robert T. Stafford Disaster Relief & Emergency Assistance Act (P.L. 93-288 and amended by P.L. 100-707), it is the intent of Congress to provide an orderly and continuing means of assistance by the federal government to state and local governments in carrying out their responsibilities to alleviate suffering and damage from disasters by:

- revising and broadening the scope of existing disaster relief programs;
- encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities and organizations by the states and by local governments;
- achieving greater coordination and responsiveness of disaster preparedness and relief programs;
- encouraging individuals, states and local governments to protect themselves by obtaining insurance coverage to supplement or replace governmental assistance; and
- encouraging hazard mitigation measures to reduce losses from disasters, including development of land use and construction regulations; and
- providing Federal assistance programs for both public and private losses sustained in disasters.

B. Responsibilities of the Governor

The Governor is responsible for the emergency services system within the State of Oregon. The executive officer, or governing body of each county or city of this state is responsible for

the emergency services system within that jurisdiction. In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in them by ORS Chapter 401.

The Governor is authorized by state law to declare a state of emergency by proclamation at the request of a county governing body or after determining that an emergency has occurred or is imminent. The state law also authorizes the Governor to exercise all police powers vested in the State by the Oregon Constitution. The Governor may direct state agencies to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency. The law also authorizes the Governor to direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area.

Further, the law authorizes the Governor to issue, amend and enforce rules and orders to: 1) control, restrict and regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing, allocation or other means, the use, sale or distribution of food, feed, fuel, clothing and other commodities, materials, goods and services; 2) prescribe and direct activities in connection with use, conservation, salvage and prevention of waste of materials, services and facilities, including but not limited to, production, transportation, power and communication facilities training, and supply of labor, utilization of industrial plants, health and medical care, nutrition, housing, rehabilitation, education, welfare, child care, recreation, consumer protection and other essential civil needs; and 3) take any other action that may be necessary for the management of resources following an emergency.

C. Responsibilities of Local Governments

State law requires each county to establish an emergency management agency which shall be directly responsible for the organization, administration and operation of such agency, subject to the direction and control of the county. Cities may establish an emergency management agency which shall also be directly responsible for the organization, administration and operation of such agency, subject to the direction and control of the city. Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid agreement or as authorized by the county or city.

County governing bodies may request (through the Emergency Management Division of the Oregon State Police) the Governor to declare an emergency. Cities must submit such requests through the governing body of the county in which the majority of the city's property is located. Requests from counties shall be in writing and include: 1) the geographical area that will be covered by the proclamation; 2) a certification signed by the county governing body that all local resources have been expended; and 3) a preliminary assessment of property damage or loss, injuries and deaths.

In Oregon, special districts such as fire and EMS are considered local governments. Some of these districts, by virtue of their charters, have established programs to plan for disaster. Special districts perform those emergency management functions necessary to maintain its service in all phases within the territorial limits of the districts and may perform such

functions outside the territorial limits. State law does not provide for special districts to submit requests for disaster declarations.

D. Responsibilities of Metro

The Metro Charter, effective January 1, 1993, authorizes Metro to exercise several regional planning functions including "metropolitan aspects of natural disaster planning and response coordination." Current Metro involvement in natural disaster planning is limited to collection and dissemination of seismic risks information and interacting with federal, state and local governments, businesses, utilities and special interests in developing a regional earthquake program. Metro's budget for fiscal year 1993\94 created a position that will be responsible for developing emergency response plan for its facilities in the region and to support cooperative efforts to address common policy issues faced in region disasters.

E. Responsibilities of the American Red Cross

The American Red Cross is charged by Congressional Mandate (36 USC 1905) to provide relief and recovery services within the United States. This responsibility has been reaffirmed by the Disaster Relief Act of 1974 (P.L. 93-288).

As a humanitarian organization led by volunteers, the American Red Cross provides relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the principles of the International Red Cross.

IV. EXISTING PROGRAMS

A. Federal Programs

In 1988, Public Law 93-288 was amended by Public Law 100-707 and retitled the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act provides the authority for the Federal Government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety and property.

The Federal Response Plan is designed to address the consequences of any disaster or emergency situation in which there is a need for federal assistance under the authorities of the Stafford Act. It is applicable to natural disasters such as earthquakes, hurricanes, typhoons, tornados and volcanic eruptions; technological emergencies involving radiological or hazardous materials releases; and other incidents requiring federal assistance under the Act.

Historically, the federal government has been seen as a provider of recovery assistance, including temporary housing, loans and grants to individuals, business loans, and grants to local and state government. In recent years, major disasters have shown the need for resources not available at the local and state level to respond to the immediate impact of a disaster. Thus, the Federal Response Plan has been developed with federal agencies tasked to take the lead in providing assistance under the following Emergency Support Functions: transportation, communications, public works and engineering, fire fighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food and energy.

Few resources have been committed to federal agencies to conduct the planning required under the Federal Response Plan. Most agencies have assumed the function as a collateral duty. Both federal response planning and disaster response and recovery activities are coordinated through the Federal Emergency Management Agency (FEMA).

At the time a disaster strikes, and with a governor's request for assistance, the President may declare a Presidential Emergency and will assign a Federal Coordinating Officer to work with local and state officials. Funding for disaster response and recovery activities is authorized under a separate appropriation by Congress following a specific disaster.

B. State Programs

Oregon Emergency Management Division (OEM) is the agency responsible for: 1) coordinating the state emergency services system and for making rules necessary to administer ORS Chapter 401; 2) coordinating the activities of all public and private organizations providing emergency services within the state; 3) for maintaining liaison and cooperating with emergency management agencies and organizations of local governments, other states and the federal government; and 4) administering grants relating to emergency program management and services.

The OEM provides emergency alert and warning and notification of state agencies. They also assist local governments in damage assessment and the emergency declaration process, assure continuity of government, provide assistance in training and exercising and administer the Emergency Management Assistance Program. In addition, OEM supports the State's sheriffs in wilderness search and rescue activities and administers the 9-1-1 program throughout the State.

Emergency Management Assistance Program objectives are to increase the operational capability for emergency management at state and local government levels, including development and maintenance of trained and experienced full-time emergency management professional personnel. In Oregon, 22 counties and three cities are currently participating in the EMA Program.

C. Local Government Programs

The local programs are responsible for the full spectrum of emergency management tasks necessary to plan with and coordinate an emergency services system. These tasks include program development, fiscal management, coordination with nongovernmental agencies and organizations, public information development, personnel training, and development and implementation of exercises to test the system.

An Emergency Services system is defined in ORS 401.025 as "...system composed of all agencies and organizations involved in the coordinated delivery of emergency services." Within the emergency services system, the emergency services are defined as "...local government agencies with emergency operational responsibilities to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. These activities include: coordination, preplanning, training, interagency liaison, fire fighting, oil or hazardous materials spill response, law enforcement, medical, health and sanitation services, engineering and public works, search and rescue activities, warning and public information, damage

assessment, administration and fiscal management. The other component of the system is the administrative framework necessary to ensure the mission of coordinated delivery of emergency services is realized. This framework includes appropriate staffing and funding for emergency management programs. It is this second component which is addressed in this plan.

Those jurisdictions participating in the state's Emergency Management Assistance program are required, according to Oregon Administrative Rules, to develop and submit an annual Comprehensive Cooperative Agreement (workplan), review the jurisdiction's Emergency Operations Plan for consistency with Federal Civil Preparedness Guide (CPG 1-8), conduct emergency operating plan exercises, and attend a minimum of 20 hours of training a year.

Local emergency management programs vary throughout the region by personnel size and placement in county and city structure. Emergency management programs established within cities and counties may be responsible directly to the governing body or may be assigned within another emergency services organization (i.e., fire department or sheriff's office). Depending on that assignment, emergency program managers may have additional responsibilities than those stated above within the parent organization. Like other local governments, programs provided by special district vary in size and complexity.

D. Metro Programs

Recently, Metro started working with the State Department of Geology and Mineral Industries (DOGAMI) to initiate a regional earthquake planning effort with focus on mitigation. Current projects of Metro's earthquake planning program include: 1) developing a seismic hazard database for the Portland quadrangle utilizing Metro's Regional Land Information System (RLIS); 2) establishing a model for regional assessment of damage and loss resulting from an earthquake; 3) disseminating seismic risk and damage and loss information to emergency service planners, land use planners, policy makers, businesses, risk managers, and citizens; and 4) providing a forum (workshop) for everyone to participate in the discussion of earthquake hazards mitigation approaches. Metro's staff has proposed to develop a model zoning regulation and building design guidelines that would: a) correlate geologic and relative earthquake hazards data with land use ordinances; and b) correlate geologic and relative earthquake hazards data with structures and occupancy.

In the 1993\94 fiscal year Metro will be developing an emergency response plan for its facilities in the region and to support some of the efforts of the REMG.

E. American Red Cross Program

The Oregon Trail Chapter of the American Red Cross includes Clackamas, Columbia, Multnomah, Washington and Yamhill Counties. The Chapter has further responsibilities within the state of Oregon, as a State Coordinating Chapter, for ensuring consistent Red Cross response to disaster within Oregon.

The American Red Cross maintains its capability to take immediate action to provide emergency assistance to any number of people affected by, and emergency workers involved in disaster or the threat of disaster. Assistance provided includes: 1) emergency shelter; 2) food; 3) clothes; 4) medicine; 5) verification of the health and welfare of relatives living in

a disaster area; 6) recovery assistance for individuals and families affected by disaster; and 7) preparedness programs that encourage families to prevent, prepare for and cope with disasters. All Red Cross Assistance is an outright grant.

V. PROGRAM FUNDING

A. Federal Program Funding

FEMA receives its on-going funding from a variety of sources, including the Department of Defense, and other Federal programs such as National Earthquake Hazards Reduction, Radiological Emergency Preparedness, Chemical Stockpile Emergency Preparedness, etc.).

Federal funding for state and local emergency management programs comes primarily from the EMA program. Under this program, participating state and local governments may be reimbursed for up to 50 percent of the cost of maintaining an emergency management program (actual reimbursement is most often less than 30 percent). There are a number of other federal agencies/programs which may make grants to individual state and local governments for specific contingencies or emergency functions.

B. State Program Funding

OEM program funding primarily comes from FEMA. The only state general fund monies that OEM receives are matching funds for the FEMA Emergency Management Assistance Program (EMA). The state may keep one-third of the total amount received through the EMA program and must match that fund with state general fund monies.

C. Local Government Program Funding

The majority of funding for local programs is provided by local government. All county and some city programs in the region are minimally funded by FEMA through the EMA Program, but some city programs receive no outside funding. EMA funding allocated usually amounts to less than 30 percent of a program's budget for 100 percent of the program activity. Some programs receive additional funds from state and federal agencies based on special hazards or projects. Special districts receive no outside emergency management assistance funding.

D. Metro Program Funding

Currently, seismic hazards mapping and public education programs are partly funded by Metro and FEMA. Metro and the Oregon Department of Geology and Mineral Industries will receive additional money from FEMA in 1993 for collecting earthquake hazards data in other quadrangles in the metropolitan area and extending the damage and loss assessment throughout the Portland quadrangle.

E. American Red Cross Program Funding

The local programs of the American Red Cross are funded through Membership Campaigns, Annual Giving Program, Alumni, Leadership Society, Bequests, Remembrances, Special Events and United Way.

Part Two: Initial Workplan

VI. THE REGIONAL ISSUE

The primary regional emergency preparedness issue is that no comprehensive regional emergency management planning has been done and no regional emergency management/response plans exist.

Follow are the elements of the regional issue which have been identified regarding regional emergency preparedness:

1. Regional Emergency Management Planning

While formal programs exist in many jurisdictions and individual agencies, an ad hoc group, the Regional Planning Group (RPG) was formed several years ago through the desires of the region's several emergency management agencies; **however, no formal organization exists which can provide policy decision-making at the regional level.**

2. Legal Authority

Legal authorities for emergency planning and/or response exist at the city, county, regional, special districts and state levels of government. **These authorities are vaguely worded and the relationships among the jurisdictions are poorly defined.**

3. Regional Planning Elements

The Regional Planning Group (RPG) has defined many of the elements of an emergency preparedness program. (The summation of these elements is included in Appendix B.) **However, the RPG has not been able to identify which of these "elements" apply to a regional emergency management plan and regional emergency response plan.**

4. Compatibility and Consistency

All counties, some cities and one special district have formal emergency management programs and have developed emergency response plans. Jurisdiction plans follow a variety of planning formats. **It is unknown if the existing emergency management plans of cities, counties, special districts, METRO, the American Red Cross, and the state and other organizations are compatible and consistent with each other for effective coordination of regional response to regional emergencies.**

VII. PROPOSED WORKPLAN TASKS

To deal with the Regional Issue and begin to implement the Proposed Regional Goals, the following tasks are proposed to be should be accomplished in the order listed:

1. Adoption of the Intergovernmental Agreement to establish the Regional Emergency Management Group (REMG).

The intent of the agreement is to bring together public officials and emergency management officials in Clackamas, Columbia, Multnomah and Washington counties, the cities and special districts within those counties, Metro and the Oregon Trail Chapter of the American Red Cross to deal with regional emergency management issues.

2. Identify the members of the Regional Emergency Management Policy Advisory Committee (REMPAC).

The REMPAC will be composed of a single representative from each jurisdiction which signs the Intergovernmental Agreement. Jurisdictions will need to identify their representative in preparation for the initial REMPAC meeting.

3. Identify the members of the Regional Emergency Management Technical Committee (REMTEC).

Once the IGA is adopted, the REMTEC shall be formed with one person appointed by each signatory jurisdiction and the Red Cross as members.

4. Hold the initial REMG meeting to organize and schedule future meetings.

The REMG is made up of REMPAC and REMTEC. The initial meeting of the Regional Emergency Management Group (REMG) will be made up of REMPAC and REMTEC. As a minimum, the officers of the Policy Advisory Committee will establish future meeting dates, and the review the proposed regional goals. At this meeting, or at a separate meeting, the officers of the two committees will be selected and their future meeting dates established.

5. The REMTEC will meet and prepare proposed annual 1994-95 Workplan for review by the REMPAC at their next scheduled meeting.

As soon as possible after the initial REMG meeting, the Technical Committee will meet to prepare a proposed 1994-95 Workplan. This Workplan will, at a minimum, contain one or more projects intended to begin development of a regional emergency preparedness system and a regional emergency response plan. The Workplan may call for policy development and/or regional emergency management and response projects.

6. The REMPAC will meet and review the proposed 1994-95 annual Workplan and considers the proposed Regional Goals (see Appendix A) for recommending adoption by member jurisdictions.

REMPAC will meet following completion of the proposed 1994-95 annual Workplan by REMTEC, and review the proposed 1994-95 annual Workplan including the proposed regional goals for recommending to signatory jurisdictions for adoption.

APPENDIX A

PROPOSED REGIONAL GOALS

Assuming that we want to develop and be able to implement a regional emergency management/response plan for responding to a "regional" disaster, the following statement of regional goals has been proposed:

1. **Build a formal, regional machinery that will facilitate REGIONAL EMERGENCY MANAGEMENT and PREPAREDNESS.**

To accomplish this goal, an intergovernmental agreement (IGA) to authorize regional emergency management planning has been drafted and will be presented to jurisdictions along with this workplan.

2. **Develop a REGIONAL EMERGENCY MANAGEMENT SYSTEM.**

To accomplish this goal, the elements of a regional emergency management system have been identified (see Appendix C). Those elements appropriate to a regional emergency management system will be selected for regional development and scheduled into yearly work plans.

3. **As part of the regional emergency management system, develop a REGIONAL EMERGENCY RESPONSE PLAN which addresses regional disaster response issues.**

To accomplish this goal, a technical committee (created through the IGA) will develop a response plan which will focus on the cooperation, coordination and decision-making structures needed for regional response to a region-wide disaster.

4. **Encourage jurisdictions to become a party to the intergovernmental agreement, and encourage jurisdictions and agencies to participate in the planning process.**

To accomplish this goal, the emergency management agency of each jurisdiction who is a party to the IGA will encourage jurisdictions and agencies within their geographic area to participate in the IGA and in the planning process.

APPENDIX B

STATUS OF EMERGENCY MANAGEMENT IN THE REGION

ORGANIZATION	ORDINANCE	DESIGNATED DIRECTOR/MANAGER	DAY TO DAY EMERGENCY MANAGEMENT CONTACT	CURRENT REMG MEMBER
Multnomah County	Yes	Emergency Manager	Emergency Manager	Yes
Portland	Yes	Fire Chief	Emergency Coordinator	Yes
Gresham	Yes	Fire Chief	Emergency Coordinator	Yes
Troutdale	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Fairview	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Wood Village	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Clackamas County	Yes	Sheriff	Emergency Coordinator	Yes
Barlow	No			No
Canby	Yes	Police Chief	Police Chief	No
Estacada	No	City Manager	City Manager	No
Gladstone	Yes	Police	Police Chief	No
Happy Valley	No			No
Johnson City	No			No
Lake Oswego	Yes	Fire Chief	Fire Marshall	No
Milwaukie	?	Fire Chief	Fire Chief	No
Molalla	No	Police Chief	Police Chief	No
Oregon City	Yes	Police Chief	Police Officer	Yes
Rivergrove	Yes	Councilor	Councillor	No
Sandy	No	City Manager	Police Chief	No
West Linn	Yes	Fire Chief	Fire Chief	No
Wilsonville	No	Planning Director	Planning Director	No
Washington County	Yes	Emergency Program Mgr.	Emergency Coordinator	Yes
Banks	No	Fire Chief	Fire Chief	No
Beaverton	Yes	Emergency Manager	Emergency Manager	Yes
Cornelius	No	Fire Chief	Fire Chief	No
Durham	No	City Administrator	City Administrator	No
Forest Grove	Yes	Fire Chief	Fire Chief	No
Gaston	No	Fire Chief	Fire Chief	No
Hillsboro	Yes	Fire Chief	Fire Chief	No
King City	No	Police Chief	Police Chief	No
North Plains	No	Public Works Supdnt.	Public Works Supdnt.	No
Sherwood	No	Police Chief	Police Chief	No
Tigard	Yes	Police Chief	Administrative Lt.	No

ORGANIZATION	ORDINANCE	DESIGNATED DIRECTOR/MANAGER	DAY TO DAY EMERGENCY MANAGEMENT CONTACT	CURRENT REMG MEMBER
Tualatin	Yes	Public Works Director	Public Works Director	Yes
Columbia County	Yes	Emergency Manager	Emergency Manager	Yes
Clatskanie	No	-	-	No
Columbia City	No	-	-	No
Prescott	No	-	-	No
Rainier	No	-	-	No
St. Helens	No	-	-	No
Scappoose	No	-	-	No
Vernonia	No	-	-	No
OTHER ORGANIZATIONS				
Metro	Yes	Planning Director	Emergency Coordinator	Yes
American Red Cross	Yes	Emergency Services Director	Emergency Services Director	Yes
Tualatin Valley Fire and Rescue	Yes	Emergency Manager	Emergency Manager	Yes

KEY: - means Unknown/Not Available

APPENDIX C

POTENTIAL REGIONAL PREPAREDNESS PROGRAM ELEMENTS

The purpose of this appendix is to identify potential emergency preparedness elements and related issues which need to be planned for and coordinated at the regional level in order to improve current multi-jurisdictional planning for and response to regional disasters.

The criteria established to identify regional emergency management issues are:

- the issue must cover more than one county;
- the issue must not already be more effectively addressed by the local governments; and
- the issue must be one which may be more efficiently or effectively addressed at the regional level.

Not all elements found in local plans will have a corresponding plan at the regional level. Only those elements which require a regional approach will be included in the Regional Plan.

1. Administration

Program Description/Regional Issues: A program to establish and administer a regional organization to assure the coordination of regional emergency management activities. This includes outlining the roles and responsibilities of the REMG and the REMPAC and formalizing working relationships among members of jurisdictions, defining the relationship of REMG and REMPAC with other established regional groups.

Current Status: From time to time representatives from local jurisdictions have come together in an organized fashion to address specific problems and perform specific tasks. Examples include the 1992 Washington County Earthquake Task Force and the Regional Incident Command System (ICS) Steering Committee. While such examples involve regional emergency related planning, and often the same personnel, these are initiatives independent of overall regional coordination.

Goal Statement: Provide structure to and recognition of the REMG, and also create a Policy Advisory Committee to which recommendations for regional emergency management policy will be presented. The goal also is to facilitate groups of other emergency service providers in order to resolve emergency response and recovery issues which could impact the emergency management system in a regional emergency.

2. Alert and Warning

Program Description/Regional Issues: A common method of providing emergency information and protective action recommendations to public officials, first responders and

the public. This may include use of various emergency communications systems, commercial radio and television stations, and printed materials.

Current Status: Each jurisdiction maintains its individual alert and warning procedures for notification of public officials and resource providers. No outdoor warning systems exist in this region, except for the Trojan Warning System in Columbia County. The Clackamas/Multnomah County Emergency Broadcast System Plan (soon to include Washington and Clark Counties) has been developed to coordinate the use of the media to provide emergency information to the public. All counties are equipped to receive warnings from higher authority by use of the National Warning System (NAWAS).

Goal Statement: Create a coordinated regional Emergency Broadcasting System (EBS) and develop a structured process to provide definitions and criteria which will establish when a "regional" emergency exists, provide notification of appropriate jurisdictions so the regional emergency can be managed, and manage the regional media to provide public alert, warning and instructions.

3. Communications

Program Description/Regional Issues: A system to assure communications (by voice or other method) among emergency service agencies to coordinate emergency response and recovery activities. This may include a variety of emergency communications systems, dispatch centers and emergency service agencies.

Current Status: Common communications systems (including both hardware and frequencies) among regional emergency services providers and local/regional/state emergency management agencies are very limited or nonexistent. Washington County is currently changing to an 800 mhz system with Multnomah County soon to follow. Funding for such a system in Clackamas County is currently not available. A thorough analysis of emergency communications needs and capabilities has not been conducted.

Goal Statement: Design, fund and implement a regional emergency communications system which will enable coordination during emergencies affecting the entire region.

4. Damage Assessment

Program Description/Regional Issues: A system to a) conduct safety inspections for habitability of buildings, homes, etc.; b) estimate financial loss for damage to real property; and c) analyze the economic impact of a disaster.

Current Status: The State Recovery Guide that is being developed by OEM will contain standardized damage assessment procedures that local governments can use. Metro is developing a comprehensive damage and loss assessment database and models for buildings, critical facilities, and lifeline systems for the Portland 7 ½-Minute Quadrangle. The data and model are resident in the Regional Land Information System (RLIS). The database will be expanded in the future to include the rest of the region as funding permits. Washington

County is also developing a system for initial damage assessment that estimates dollar loss as part of the process of developing a state of emergency request for State and Federal help.

Goal Statement: To develop a system for determining impact and assessing damage following a major emergency to ensure citizen safety, effective resource allocation, timely disaster declaration and the implementation of recovery operations.

5. Debris Removal

Program Description/Regional Issues: A program designed to collect, sort, temporarily store and dispose the potentially massive amount of debris which may accompany a regional disaster.

Current Status: While Metro and local governments within the urban growth boundary has developed a Regional Solid Waste Management Plan, this plan does not cover the REMG region, nor does it have provisions for contingency arrangements for disaster-related debris management.

Goal Statement: Develop a regional plan for disaster response waste management for the entire REMG region.

6. Evacuation

Program Description/Regional Issues: The process of moving people in an orderly fashion from areas threatened or impacted by an emergency. This may include identification of routing alternatives, transportation resources and temporary staging areas.

Current Status: A formal process does not currently exist except for interagency cooperation at the responder level. While this includes cooperation among local agencies currently participating in the REMG, there is no mechanism to manage a regional evacuation effort.

Goal Statement: Develop a mechanism for the development and implementation of regional evacuation guidelines.

7. Exercise

Program Description/Regional Issues: The effectiveness of emergency management plans and training are tested through emergency incident simulations. This may include multi-jurisdictional drills, functional or full scale exercises.

Current Status: There is currently no formal regional exercise program in place. While the State may encourage participation in statewide exercises, each individual jurisdiction usually participates independently of the other jurisdictions in the region. Local agencies may assist each other in design, development, delivery and evaluation of exercises, but these usually

involve response to an emergency in one or possibly two jurisdictions rather than the whole region.

Goal Statement: Develop a program to test regional emergency plan elements.

8. Incident Command Management

Program Description/Regional Issues: A standardized system to manage major incidents. This may include the coordination of inter-jurisdictional emergency response and decision making, and designation of a point of contact for state, federal and private assistance organizations.

Current Status: While National Interagency Incident Management Systems (NIIMS) incident command system (ICS) provides a standard incident management system for local jurisdictions, there is currently no system for regional incident management. Several jurisdictions within the region have adopted and implemented NIIMS, but there is no established focal point for regional policy decision-making.

Goal Statement: Establish a regional system for the allocation of scarce resources and coordinate emergency response to: a) serve as a point of contact for state and federal agencies; and b) facilitate regional decisions that may need to be addressed during and following a regional emergency or disaster.

9. Individual Assistance

Program Description/Regional Issues: A system to provide citizens with services/assistance to meet their basic needs. This may include the provision of food, shelter, water, medical care and other needed goods or services.

Current Status: Emergency managers coordinate individual assistance during emergencies through a variety of government agencies, charitable and other volunteer organizations. There is currently no mechanism in place to provide "one stop" assistance shopping and access to these public assistance programs. During the recovery process individual assistance is provided through a FEMA Disaster Application Center.

Goal Statement: Regional emergency management programs will provide individuals with basic needs in the same way, while streamlining access to such assistance regionally.

10. Judicial Issues

Program Description/Regional Issues: A process to standardize roles and responsibilities, legal mandates and authorities among various levels of governments in judicially oriented functions which may be impacted by a regional emergency. This may include the movement or release of prisoners, court closures, conduct of elections, or other judicial issues.

Current Status: No regional policies or procedures currently exist for dealing with court closures, prisoner release or transfer, cancellation of elections or other court related functions of government during a major disaster.

Goal Statement: Establish procedures for continuation of the Criminal Justice system, compliance with election laws and other judicial issues which may arise during a major disaster.

11. Legal Issues

Program Description/Regional Issues: A process to interpret, define, revise or otherwise clarify existing laws relating to emergency management. This would include the roles and relationships among the counties, cities, service districts and the regional government.

Current Status: There is currently no review underway to identify or resolve legal issues relevant to response to a regional emergency. Some mutual aid agreements exist for the use of emergency services resources, but these are not standardized nor adopted by the entire region. In addition, ORS 401 and the Metro Charter leave much open to interpretation and do not clearly specify the emergency management roles and responsibilities of cities, counties, the regional government, special districts, or the State. Current barriers exist in law at nearly all levels of government.

Goal Statement: Clarify the roles of state and local governments in a disaster to support the continued development of mutual aid cooperative assistance. Create a memorandum of understanding (MOU) for response agencies regionally.

12. Medical

Program Description/Regional Issues: A common system for the delivery of emergency medical services to victims of disaster. This may include the development of protocols for medical treatment or transportation, identification of medical resources, and use of non-licensed medical personnel.

Current Status: Emergency medical services are provided by fire agencies and public/private ambulance companies, with oversight by County Health Departments. The medical community within the region is not standardized and insufficient planning has taken place to identify and resolve regional issues relating to the provision of medical care in a region-wide emergency.

Goal Statement: Develop a Regional Disaster Medical System. The system would include protocols that would be used in all hospitals and by all ambulance services. It also would include a system for effectively utilizing known medical personnel and incorporating those that respond who are from out of the area or out of the state.

13. Mitigation

Program Description/Regional Issues: A program of activities designed to prevent the occurrence of a disaster, or to reduce the effects when a disaster occurs, or to reduce the risk of a recurrence. This may include land use planning, building codes, public education or flood plain management programs.

Current Status: Most emergency managers in the region are familiar with earthquake mitigation references and materials from various sources such as FEMA, the American Red Cross and land use associations, but there is no current regional program or focus on mitigation. The Metro emergency management program work plan includes the development of model zoning ordinance for adopting seismic safety elements into land use planning.

Goal Statement: Include seismic safety strategies in land use regulations, building codes and building engineering to reduce the loss of life and damage to property caused by catastrophic disasters.

14. Public Education (Mitigation and Preparedness)

Program Description/Regional Issues: A program to educate the public in this region regarding hazards, risks and preparedness efforts. This may include self-help information for the public or coordinating emergency plans with businesses.

Current Status: Each jurisdiction and the Oregon Trail Chapter of the American Red Cross will provide public education primarily through the distribution of brochures on disaster preparedness and prevention. Through the distribution of FEMA, ARC and other cooperatively produced brochures, the message is consistent, but not necessarily complete or disseminated in a consistent, ongoing or widespread manner. The citizens on the street do not understand his or her role or governments' roles in emergency preparedness. The Oregon Trail Chapter of the American Red Cross and local emergency management take the lead in organizing a regional effort within the region's school districts for individual, family and organizational earthquake preparedness during the month of April known as "Earthquake Preparedness Month."

Goal Statement: Develop a regional plan for effective, consistent, ongoing public education on hazards faced by this region and prevention, preparedness and response activities for citizen action. Identify and secure funding source(s) for implementation of this plan.

15. Public Information (Response and Recovery)

Program Description/Regional Issues: A system to disseminate and manage information given to the public after an emergency occurs (may or may not follow an alert or warning). This may include official details of the response, instructions for self help, or protective actions and coordination of activities with the media.

Current Status: Most jurisdictions in this region have designated Public Information Officers for response and administrative agencies that operate independently. Many have been trained in NIIMS ICS. No plans or agreements are in place for cooperative functioning in a Joint Information Center (JIC).

Goal Statement: Create a coordinated regional public information system including: b) Joint Information Center; c) common public protective action statements; and d) joint rumor control.

16. Recovery Management

Program Description/Regional Issues: A program to standardize activities to deal with recovery from a catastrophic event. This may include standardized forms, agreements with professional specialists or plans to deal with specific problems.

Current Status: The final draft of the State Recovery Guide will soon be distributed by OEM. Once the final review is completed, this guide will serve as a planning base.

Goal Statement: Identify regional recovery issues and develop a guideline which documents the agreements reached by regional players as to how those elements will operate before, during and after a disaster (while recovery is a process which takes place after the dust settles, certain associated tasks must take place before and even during the disaster response).

17. Resource Management

Program Description/Regional Issues: An integrated system for the collection of resource information and the coordination and utilization of resources. This may include public or privately owned resources, volunteer groups, or other goods or services.

Current Status: Currently management tools for the inter-jurisdictional deployment and use of resources does not exist with the exception of mutual aid agreements specific to certain disciplines or agencies. Washington County has been developing a county-wide resource management model which can be adapted to other counties. This model then can be expanded to include all resource providers in the region. Multnomah County has completed a computerized resource inventory system called EMRIS (Emergency Management Resource Inventory System).

Goal Statement: Promote and facilitate the development of the "hardware" and management "software" to implement a regional resource management system.

18. Shelters

Program Description/Regional Issues: A regional system to provide short-term safe refuge for people displaced by a disaster. This may include the identification of appropriate

facilities, recruitment and training of shelter workers, or the evaluation of the most efficient or effective shelter locations.

Current Status: The American Red Cross has an inventory of reception and care shelters, identified and surveyed through collaborative efforts between the American Red Cross and local government. The American Red Cross will set up and staff shelters to meet the short-term shelter needs of disaster victims. While many local jurisdictions have identified American Red Cross as the agency to provide reception and care shelters, some may have identified others.

Goal Statement: Develop regional self-sufficiency in shelter operations pre-positioned in key locations by: a) increasing inventory to meet the region's shelter needs; b) facilitating regional acceptance of public health and safety standards for shelter facilities, e.g., food handling requirements and inspections, fire and construction code; and c) fostering local jurisdiction cooperation and support to facilitate the training of shelter management staff.

19. Training

Program Description/Regional Issues: A regional program to provide emergency management related training to emergency responders, public officials, media, volunteers and the public. This may include such topics as Incident Command Systems, mitigation strategies or emergency preparedness.

Current Status: The Regional ICS Training Committee is performing incident command system training on a regional basis and this can be used as a model for successful integration of other training needs of REMG.

Goal Statement: Perform an assessment of training needs, resources, and courses as a basis for developing short-term and long-term regional emergency management training programs.

20. Transportation

Program Description/Regional Issues: A system for the movement of goods and people. This may include such activities as route identification, access restoration or priority repair.

Current Status: To date, little analysis has been done to determine, develop or coordinate emergency routes within their jurisdiction or between jurisdictions. Data has not previously existed to allow jurisdictions to clearly identify those areas that will be hardest hit in an earthquake. Some emergency transportation planning has been conducted to deal with winter weather transportation problems, but not for a catastrophic disaster such as an earthquake. Metro's RLIS and other geographic information systems being developed by local governments can be used to develop regional emergency transportation plan.

Goal Statement: Develop a regional emergency transportation plan that identifies emergency transportation routes which will be designated to receive priority for repair and debris

clearance/access restoration, and a method for effective utilization of regional mass transit resources.

21. Urban Search and Rescue

Program Description/Regional Issues: A program to locate and extricate victims from collapsed structures. This may include search activities using search dogs and sensing equipment, technical heavy rescue and medical treatment.

Current Status: Locating and extricating victims from collapsed structures, such as might be required following an earthquake, requires a properly trained and specially equipped cadre of personnel. This need can rarely be met within the confines of a single emergency service agency or jurisdiction. By combining the assets of several organizations, at least a minimum level capability could be achieved and maintained through joint training, exercising and equipment purchase. The federal government has enhanced national capabilities through the development of 25 US&R Task Forces available nationwide to respond to a Presidentially declared emergency in which there is a need for US&R capabilities. There has been no marked progress in efforts to evaluate or enhance US&R capabilities within the region or the State of Oregon.

Goal Statement: Identify most probable areas of need and evaluate and enhance existing capabilities to provide US&R resources for quick response in this region. This program may be most cost-effective if developed on a statewide, rather than region wide, basis.

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DRAFT

RESOLUTION NO. _____

**A MODEL RESOLUTION APPROVING THE REGIONAL EMERGENCY
MANAGEMENT WORKPLAN AND ADOPTING THE INTERGOVERNMENTAL
AGREEMENT FOR REGIONAL EMERGENCY MANAGEMENT**

WHEREAS, the City of Tualatin recognizes the need for regional coordination, cooperation, and planning for emergencies; and

WHEREAS, no formally recognized organization currently exists to facilitate regional emergency mitigation, preparedness, response, and recovery functions; and

WHEREAS, the proposed Regional Emergency Management Workplan and corresponding intergovernmental agreement formally establishes the Regional Emergency Management Group made up of a policy advisory committee (REMPAC) and a technical committee (REMTEC); and

WHEREAS, The City of Tualatin recognizes the need to develop a regional emergency management system encompassing those elements appropriate to a regional emergency management system as defined in the Workplan; and

WHEREAS, a Regional Emergency Response Plan addressing regional disaster response issues will be developed by the REMTEC with review by REPAC that focuses on the cooperation, coordination and decision-making structures needed for regional response to a region-wide disaster; and

WHEREAS, pursuant to ORS Chapter 190, the City of Tualatin may enter into an agreement with other public jurisdictions to form the Regional Emergency Management Group; and

WHEREAS, the Regional Emergency Management Workplan and corresponding intergovernmental agreement were developed with full participation by City of Tualatin staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City of Tualatin approves the Regional Emergency Management Workplan dated July, 1993, which is attached hereto and incorporated.

Section 2. The City of Tualatin approves the Intergovernmental Agreement for Regional Emergency Management which is attached hereto and incorporated and authorizes the Mayor and City Recorder to execute said agreement.

**PROPOSED TIMELINE FOR DEVELOPMENT OF
REGIONAL EMERGENCY MANAGEMENT PROGRAM**

<u>DATE</u>	<u>TASKS</u>
May - July 1993	<ul style="list-style-type: none">• Workplan Committee submits final draft of Regional Emergency Management Workplan to REMG• IGA Committee submits final draft of IGA to RPG• RPG review and approve Workplan and IGA
August - Sept. 1993	<ul style="list-style-type: none">• Workplan and IGA presented to public officials in RPG member jurisdictions to solicit concurrence or recommendation for modification
October 1993	<ul style="list-style-type: none">• RPG make changes in the Workplan and IGA (if any) as recommended by public officials
November 1993	<ul style="list-style-type: none">• IGA completed by member jurisdictions
December 1993	<ul style="list-style-type: none">• Formation of Regional Emergency Management Group (REMG - made up of the Regional Emergency Management Policy Advisory Committee - REMPAC, and the Regional Emergency Management Technical Advisory Committee -REMPAC)
January 1993	<ul style="list-style-type: none">• REMG (REMPAC & REMG first joint meeting)
Jan. - Mar. 1994	<ul style="list-style-type: none">• Development of annual strategic work plan elements by REMTEC
April 1994	<ul style="list-style-type: none">• REMPAC review the proposed 1994-95 annual workplan and also consider proposed regional goals• Work plan finalized• REMPAC approves annual strategic work plan elements
May - June 1994	<ul style="list-style-type: none">• REMG member jurisdictions approves by resolution the annual workplan

MEETING DATE: MAR 17 1994
AGENDA NO. R-5

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: *Regional Emergency Management Group Intergovernmental Agreement*

BOARD BRIEFING *Date Requested:*

Amount of Time Needed:

REGULAR MEETING *Date Requested: 3/17/94*

Amount of Time Needed: 5 minutes

DEPARTMENT: *Non-department* **DIVISION:** *Emergency Management*

CONTACT: *Penny Malmquist* **TELEPHONE #:** *251-2466*

BLDG/ROOM#: *313/118*

PERSON(S) MAKING PRESENTATION: *Penny Malmquist, EM Director*

ACTION REQUESTED:

INFORMATIONAL ONLY **POLICY DIRECTION** **APPROVAL** **OTHER**

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

Approval of an Intergovernmental Agreement between the jurisdictions within Washington, Multnomah, Clackamas and Columbia Counties including the cities and regional governments within those counties for the purpose of developing an organization to recommend policy and procedures on regional emergency management issues.

3/21/94 original to Penny Malmquist

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

Beverly Stein

OR

DEPARTMENT

MANAGER:

BOARD OF
COUNTY CLERK
MULTNOMAH COUNTY
OREGON
1994 MAR -8 PM 2:54

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF COUNTY COMMISSIONERS
AGENDA ITEM BRIEFING
STAFF REPORT SUPPLEMENT

TO: BOARD OF COUNTY COMMISSIONERS
FROM: PENNY MALMQUIST
MULTNOMAH COUNTY EMERGENCY MANAGEMENT

TODAY'S DATE: March 4, 1994

REQUESTED PLACEMENT DATE: March 17, 1994

RE: REGIONAL EMERGENCY MANAGEMENT GROUP INTERGOVERNMENTAL
AGREEMENT

RESOLUTION TO ADOPT REGIONAL EMERGENCY MANAGEMENT GROUP'S
INITIAL WORKPLAN

I. Recommendation/Action Requested:

Board Agenda Item ____:

- Authorize the Chair, on behalf of the Board, to sign the Intergovernmental Agreement for the Regional Emergency Management Group.

Board Agenda Item ____:

- Adopt the Initial Workplan.
- Appoint a County Commissioner to serve as the Multnomah County member to the Regional Emergency Management Policy Advisory Committee.
- Appoint the County Emergency Management Director to serve as the County's representative to the Regional Emergency Management Technical Committee.

II. Background/Analysis:

This Intergovernmental Agreement will enable the development of a regional organization to recommend policy and procedures on regional emergency management issues related to planning, mitigation, response, and recovery; to develop an ongoing, interjurisdictional training and exercise program; to establish mutual aid agreements to ensure effective management of resources during emergencies; and to develop a regional emergency management plan. This organization shall be known as the Regional Emergency Management Group (REMG) .

The REMG will be governed by a Policy Advisory Committee comprised of an elected official from each party to the agreement. The Policy Advisory Committee will annually review programs and the developments of the past year and recommend to their respective governing bodies both programs and work plans for the coming year, as well as regional policy on emergency management issues.

The Intergovernmental Agreement also provides for a Technical Committee, with one person appointed by each party to the agreement. This committee will develop and propose an Annual Workplan for the consideration of the Policy Advisory Committee and, as needed, identify policy issues, research alternative strategies, and present options for action to the Policy Advisory Committee.

A 1994-95 draft Workplan also is enclosed for your reference. This draft is for submission to the "to be appointed" Policy Advisory Committee member. Adoption of this second Workplan, or any other workplan will occur only after the Policy Advisory Committee reviews and refers one back to the parties for formal adoption.

III. Financial Impact:

The fiscal impact of this agreement is expected to be minimal, with each jurisdiction funding its own participation. The Intergovernmental Agreement specifies, in Section IX, that funding sources and cost allocations shall be identified and cost share agreements shall be developed as needed and included in each Annual Workplan. All required expenditures identified in any proposed annual workplans must be ratified by resolution or ordinance as specified in the Intergovernmental Agreement.

IV. Legal Issues:

There are no legal issues that need to be addressed by the County at this time.

V. Controversial Issues:

Since this Workplan was developed there have been two Attorney General's opinions regarding Special District and their authorization to perform emergency management functions. I have enclosed a copy of the opinions for your review.

VI. Link to Current County Policies:

This Intergovernmental Agreement is being proposed as an effort to more effectively and efficiently deal with regional emergency management issues and to avoid duplication by the jurisdiction who choose to be a party to this agreement.

VII. Citizen Participation:

None

VIII. Other Government Participation:

This Agreement has been signed by Washington County, Clackamas County, Columbia County, Metro, and the Cities of Beaverton, Gresham, Portland, Tualatin, and Oregon City. It is being presented to the Cities of Troutdale, Wood Village and Fairview.

The Annual Workplan which is the annual commitment to this Agreement may impact other county departments by asking them to participate on committees dealing with regional issues in their areas of responsibility. The County department managers and staff are not aware of this potential commitment and will need to be taken into consideration at the time of adoption of the 1994-95 Annual Workplan.

EDDORE R. KULONGOSKI
ORNEY GENERAL

DMAS A. BALMER
UTY ATTORNEY GENERAL



DEPARTMENT OF JUSTICE
GENERAL COUNSEL DIVISION

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DEC 16 1993
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December 14, 1993

Myra Thompson Lee, Administrator
Office of Emergency Management
595 Cottage St., NE
Salem, OR 97310

Re: Review of Metropolitan Area Regional Planning Group Intergovernmental Agreement
DOJ File No. 257-100-FG028-93

Dear Myra:

You have asked me to review a proposed Intergovernmental Agreement for Regional Emergency Management and an accompanying Regional Emergency Management Workplan. The Agreement establishes a regional emergency management organization known as the Regional Emergency Management Group (REMG). Membership is open to Washington, Multnomah, Clackamas and Columbia Counties and all included cities, regional governments^{1/} and special districts.^{2/}

One of the stated purposes of REMG under the Agreement is "to develop a regional management plan." Special district are considered full participants, authorized to perform emergency management functions. See particularly pages 4-5, 9 of the Workplan. This assumption is incorrect. As indicated in my letter to you of June 29, 1993, a special district has no authority to act as an emergency management agency, establish an emergency management agency, or expend funds for the services of an emergency program manager, unless the county transfers these functions to the district by intergovernmental agreement and pays for the services. Unlike cities and counties, special districts have only those powers expressly provided by law. Letter of Advice dated March 31, 1992, to Representative Tim Josi (OP-644) (domestic water supply district is not authorized to enter into an intergovernmental agreement to expend district funds for police protection for district residents.).

Does the conclusion that a special district lacks authority to perform emergency management functions have any bearing on its entry into the intergovernmental agreement and its participation as a member of REMG? This question is not easily answered. Although a special district is not involved in emergency program management, it may be an emergency service agency as defined by ORS 401.025(9) and is therefore involved with

Myra Thompson Lee, Administrator

Page 2

December 14, 1993

"emergency services" as defined by ORS 401.025(11). It therefore is involved with "emergency operational responsibilities" which includes "without limitation, coordination, preplanning, training, [and] interagency liaison."

The agreement seeks to achieve four purposes:

First, REMG would "recommend" regional emergency management policies and procedures relating to planning, mitigation, response and recovery. Taken literally, this appears to be an advisory function. If so, I find nothing in the law that would prohibit an emergency service agency from providing advice and recommendations to an emergency management agency.

Second, REMG seeks to develop an ongoing interjurisdictional training and exercise program. As indicated in the definition quoted above for "emergency services", an emergency service agency must involve itself in preplanning and training, including interagency liaison, in order to satisfy its emergency operational responsibilities. I do not know where the line is drawn between training and exercise programs for "service" purposes, and training and exercise programs for "management" purposes, or if a line even exists.

Third, REMG seeks to ensure effective management of resources through development of mutual aid agreements. As earlier indicated, a special district could assist in the development of an intergovernmental agreement with its county to perform emergency management functions relating to resource management if the agreement contains a delegation of county emergency management functions to the district. Equally obviously, the district could not otherwise enter into intergovernmental agreements with any other governmental entity to perform emergency management functions without first getting that delegation of authority from its county. This, of course, would have no impact on the district's ability to enter into mutual agreements regarding allocation of resources in delivery of emergency services.

The final purpose is to develop a regional emergency management plan. As earlier indicated, this would involve emergency management functions, and a special district could not exercise those functions.

To conclude, the intent of the participants, as gleaned from the terms of the agreement and the content of the Workplan, is to create a regional emergency management agency to carry out emergency program management functions at a regional level. Special districts such as Tualatin Valley have no statutory authority to perform these functions. A special district can perform emergency program management functions only when it acts pursuant to a delegation of authority from a county and thus acts on that county's behalf

Myra Thompson Lee, Administrator

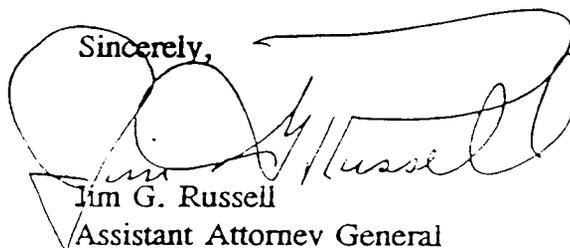
Page 3

December 14, 1993

pursuant to an intergovernmental agreement. Even then, the special district is not authorized to use its own funds for such activities, but must be reimbursed by the county.

The Oregon Department of Justice does not act as legal counsel to any county, city, regional government or special district that is or may be involved with this intergovernmental agreement. These units of government are entitled to seek and rely upon advice from their own attorneys. The legal opinions stated in this letter are given solely for your use and benefit.

Sincerely,



Jim G. Russell

Assistant Attorney General
Government Services Section

JGR:bjs/JGG08756

Enclosure

^{1/} The Metropolitan Service District (Metro), a regional government which covers the metropolitan areas of Clackamas, Multnomah and Washington Counties but not Columbia County, is identified in the Workplan as a member of REMG. As indicated to you in my advice letter of April 9, 1993, a copy of which is attached. Metro is authorized to function as an Emergency Management agency with respect to natural disaster planning and response coordination. This limited scope of emergency management functions is recognized in the Workplan. Metro's participation through the intergovernmental agreement therefore appears to pose no problems.

^{2/} The Agreement contains no qualifications or limitations for REMG membership by special districts. However, fire and emergency medical services districts are identified on page 3 of the Workplan as involved in disaster planning "by the nature of their charters." Although not mentioned, a domestic water supply district which provides fire protection and fire prevention services to its inhabitants pursuant to ORS 264.340 through 264.349 probably would be considered the equivalent of a rural fire protection district for REMG membership purposes. Tualatin Valley Fire and Rescue is identified in the Workplan as a REMG member.

THEODORE R. KULONGOSKI
ATTORNEY GENERAL



THOMAS A. BALMER
DEPUTY ATTORNEY GENERAL

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DEPARTMENT OF JUSTICE
GENERAL COUNSEL DIVISION

June 29, 1993

Myra Thompson Lee
Administrator
Oregon Emergency Management
595 Cottage St. NE
Salem, OR 97310

FILE COPY

Re: Intergovernmental Agreement for City to Perform
Emergency Management Functions for Fire District
DOJ File No. 105-100-FG016-93

Dear Ms. Lee:

By intergovernmental agreement, a city's emergency program manager also serves as the emergency program manager for a fire district, and performs the emergency management functions for both the city and the district. The district lies outside of the city's boundaries. The city pays the manager's total salary for both the city and district functions, 50 percent from city funds and 50 percent from federal Emergency Management Assistance (EMA) funds passed through Oregon Emergency Management. Approximately half of the manager's time is devoted to city functions and half to district functions.

You ask if a local fire district is authorized under ORS chapter 401 to perform emergency management functions and receive EMA funds, directly or indirectly, to finance the cost of such functions. I conclude that no authorization exists because, under ORS chapter 401, only cities and counties may perform emergency management functions.

Under the statutory scheme for emergency management and services as established in ORS 401.015 to 401.580, organizations established by local governments are categorized either as emergency service agencies or emergency management agencies. Under the definitions in ORS 401.025(9), (11) and (14) the fire district can establish an emergency service agency. However, only two units of local government may perform emergency management agency functions. A county must have an emergency management agency. A city may elect to have an emergency management agency. As a matter of definition, the emergency management agency conducts and coordinates the emergency program management function. ORS 402.025(6) and ORS 401.305. Again as a matter of definition, the emergency program manager is the person who administers "the emergency management agency of a county or city." ORS 401.025(8). Only cities and counties are authorized to make appropriations and levy taxes to cover emergency management agency expenses. ORS 401.325. The apparent intent is to centralize the management functions rather than disperse these functions to the myriad and often overlapping special districts that may exist within counties or cities.

Myra Thompson Lee, Administrator

Page 2

June 29, 1993

Under this statutory scheme, the county has the responsibility for performing all emergency program management functions, with one exception for any city that elects to establish its own emergency management agency. Since no exception exists for a fire district, and this fire district does not lie within the city's boundaries, the county would perform these functions. The county under its authority could transfer these functions to the fire district by intergovernmental agreement, as indicated in my letter to you of April 9, 1993 and Robert Muir's memorandum to you of June 9, 1992, both dealing with a proposed agreement between Multnomah County and Metro.¹⁷ If the fire district assumed responsibility for management functions under such an inter-governmental agreement, the fire district in turn could enter into a second intergovernmental agreement with the city to transfer these functions if the first intergovernmental agreement with the county authorized such retransfer. As a less cumbersome option, the city and county could enter into an intergovernmental agreement to transfer some of the county's management functions directly to the city.

Because the fire district is not an emergency management agency under state law, it is not eligible to receive EMA funds. CPG 1-3, Federal Assistance Handbook: Emergency Management, Direction and Control Programs § 2.5a(1), at page 2-4 (FEMA 1984).²¹ EMA funds passed through to the city likewise cannot be used to cover the cost of the manager's activities for the fire district because the district has no emergency management functions to perform, and EMA funds cannot be used to cover any costs other than "necessary and essential emergency management expenses." CPG 1-3, supra, at § 2.17b(1) page 2-26. See also ORS 401.270(5) and 401.280, which separately categorize federal grants for emergency program management and emergency services.

Sincerely,

Jim G. Russell
Assistant Attorney General
Government Services Section

JGR:bjs/JGG07043

¹⁷ I question whether this function could be delegated from the county to the fire district under ORS 402.035(3) because this statute deals only with delegation of emergency service functions and not emergency management functions.

²¹ The requirements of CPG 1-3 have been incorporated by cross references into 44 CFR Part 302, and thus have status as federal regulations for state and local emergency management assistance program purposes.

**Regional Emergency Management Group
Workplan Elements
Significant Products
Fiscal Year 1994-95**

Workplan Element 2: Alert & Warning

- Product 1:** Develop policies and procedures for notifying jurisdictions in the region of potential or impending emergencies.
- Product 2:** Develop procedures for coordinating public warning.
- Product 3:** Develop common protective actions for the public for all natural disasters.

Workplan Element 4: Damage Assessment

- Product 1:** REMG-member jurisdictions will facilitate adoption of the ATC-20 (Applied Technology Council) procedures for the safety evaluation of buildings after an earthquake.
- Product 2:** At least one ATC-20 "train-the-trainer" course will be conducted.

Workplan Element 8: Incident Command Management

- Product 1:** The relationship between the Regional Incident Command System Steering Committee and the REMG will be defined.

Workplan Elements 14 & 15: Public Education

- Product 1:** Develop and implement a consistent method of sharing the work and progress of the REMG with the public through the media.
- Product 2:** Develop and disseminate a consistent message on an ongoing basis for individual and family preparedness strategies, including the annual April earthquake awareness campaign.
- Product 3:** Create a model for neighborhood emergency preparedness and response.
- Product 4:** Develop standard sample public information messages for disaster response and recovery.

Workplan Element 17: Resource Management

- Product 1:** Identify resources to be included in a regional emergency resource inventory.
- Product 2:** REMG members will input a regional resource inventory into standardized computer and hard-copy formats.
- Product 3:** Each county will review the available emergency resource management models, including Washington County's model program.
- Product 4:** Each county will develop a resource management structure, customizing the system to meet its particular management requirements. The goal is to avoid conflict with the Washington County model while building toward a future uniform regional emergency resource management system.

Regional Emergency Management Workplan Timeline

Regional Workplan Elements	FY 1993-94	FY 1994-95	FY 1995-96	FY 1996-97	FY 1997-98
1. Administration	◆-----◆				◆
2. Alert & Warning	◆-----◆				
3. Communications	◆-----◆		◆		
4. Damage Assessment	◆-----◆				
5. Debris Removal	◆-----◆		◆		
6. Evacuation	◆-----◆		◆-----◆		
7. Exercise	◆-----◆		◆		
8. Incident Command Management	◆	◆-----◆			
9. Individual Assistance	◆-----◆		◆-----◆		◆
10. Judicial Issues	◆-----◆		◆-----◆		
11. Legal Issues	◆	◆-----◆			
12. Medical	◆-----◆		◆-----◆		◆
13. Mitigation	◆-----◆		◆-----◆		
14. Public Education (Mitigation & Preparedness)	◆	◆-----◆			
15. Public Education (Response & Recovery)	◆	◆-----◆			
16. Recovery Management	◆-----◆		◆-----◆		◆
17. Resource Management	◆	◆-----◆			
18. Shelters	◆-----◆		◆-----◆		
19. Training	◆-----◆		◆-----◆		◆
20. Transportation	◆-----◆		◆-----◆		◆
21. Urban Search & Rescue	◆-----◆		◆-----◆		◆

004/004

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**Regional Emergency Management Group
Workplan Element Product Priorities: Fiscal Year 1994-95**

Summary

The Regional Emergency Management Workplan was prepared by the Regional Planning Group of emergency managers in August 1993, and adopted by the jurisdictions participating in the Regional Emergency Management Group (REMG) Intergovernmental Agreement. The work plan identifies 22 elements that should be addressed on a regional basis to improve local capability to prepare for, respond to, recover from and mitigate the impacts of a major disaster.

Recognizing the significance of the challenges for local governments represented by the REMG workplan, emergency managers prioritized the work elements and developed a timeline for implementation. The work elements and significant products to be implemented during the 1994-95 fiscal year are described on Page 2. Three criteria contributed to this prioritization process:

1. The work element must contain products that will significantly contribute to the development of a regional emergency management system.
2. The work element must contain products that will immediately improve local disaster preparedness, response, recovery or mitigation capability.
3. Resources for completing the work element products must be currently available in one or more jurisdiction's pending 1994-95 budgets.

All workplan elements represent important work to be done. For example, the Los Angeles earthquake that struck on Martin Luther King's holiday graphically demonstrates once again the importance of strengthening the structural integrity of key public and essential facilities such as roadways, schools, natural gas, electricity and telecommunications systems. It also shows the need for improving the earthquake safety of private residences, particularly in neighborhoods with older housing stock.

But like many of the possible work products to pursue on a regional basis, obtaining funding for those mitigation tasks will require significant technical staff work and political will. To initiate the REMG process, the emergency managers focused the first year's proposal on work products that meet all three criteria described above. Those products are described on Page 2.

To emphasize the importance of all 22 workplan elements, a draft REMG plan timeline is provided on Page 3. The time frames are illustrative only, and will undoubtedly change as the REMG process unfolds. It is provided to demonstrate that if the REMG process is to be successful, all elements will require attention.

The implementation of some regional work plan elements in fiscal years 1995 through 1997 and beyond may require emergency management funding above that historically provided through the local budget process. Those elements will be part of the focus of future annual REMG work plans.

Work products proposed for 1994-95 can be completed within proposed local budgets, assuming approval by the various jurisdictions and the approval and energetic support of the Policy Advisory Committee. It is anticipated that more ambitious annual work plans will result from the successes demonstrated during this first year of operation.



CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 500344

Amendment # _____

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$25,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS AGENDA # <u>R-5</u> DATE <u>3/17/94</u> <u>DEB BOGSTAD</u> BOARD CLERK</p>
---	---	--

Department Non-Department Division Emergency Management Date 11/29/93

Contract Originator Penny Malmquist Phone 251-2466 Bldg/Room 313/102

Administrative Contact _____ Phone _____ Bldg/Room _____

Description of Contract Intergovernmental Agreement for Regional Emergency Management. See attached Placement Agenda for specifics.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE ORF

Contractor Name _____
 Mailing Address _____
 Phone _____
 Employer ID# or SS# _____
 Effective Date _____
 Termination Date _____
 Original Contract Amount \$ _____
 Total Amount of Previous Amendments \$ _____
 Amount of Amendment \$ _____
 Total Amount of Agreement \$ _____

Remittance Address _____ (If Different) _____

Payment Schedule _____ Terms _____

Lump Sum \$ _____ Due on receipt
 Monthly \$ _____ Net 30
 Other \$ _____ Other _____

Requirements contract - Requisition required.
 Purchase Order No. _____
 Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

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

Encumber: Yes No
 Date 3/7/94
 Date _____
 Date 3/7/94
 Date March 17, 1994
 Date _____

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

INSTRUCTIONS ON REVERSE SIDE

INTERGOVERNMENTAL AGREEMENT
FOR
REGIONAL EMERGENCY MANAGEMENT

I. Purpose

The purpose of this Intergovernmental Agreement is to develop an organization to recommend policy and procedures on regional emergency management issues related to planning, mitigation, response and recover; to develop an ongoing, interjurisdictional training and exercise program; to establish mutual aid agreements to ensure effective management of resources during emergency; and to develop a regional emergency management plan. This organization shall be known as the Regional Emergency Management Group (REMG).

II. Statutory Authority

This Agreement is entered into pursuant to ORS 190.003 to 190.030.

III. Parties

Jurisdictions within Washington, Multnomah, Clackamas and Columbia Counties in Oregon, including counties, cities, regional governments and special districts within those counties, may enter into this Agreement.

IV. Terms of Agreement

A jurisdiction shall become a party to this Agreement by entering into this Agreement, and adopting the initial workplan in Part Two of Attachment A by resolution or ordinance. The term of this Agreement shall be ongoing from July 1 to June 30. The parties may renew this Agreement by adopting the Annual Workplan for the succeeding year, with those amendments to Attachment A which reflect the funding and duties required to accomplish the Annual Workplan.

V. Termination

Any party to this Agreement may withdraw upon giving thirty (30) days written notice to the Policy Advisory Committee.

VI. Non-Exclusive

Any of the parties may enter into separate mutual assistance or mutual aid agreements with any other jurisdiction if not inconsistent with the terms of this Agreement. No such separate agreement shall terminate any responsibility under this Agreement, unless this Agreement is terminated as provided in Section V above.

VII. Liability

Each party shall be responsible for the acts and omissions of its officers, employees and agents arising from the performance of or failure to perform any duty pursuant to this Agreement.

VIII. Organizational Structure

A. Policy Advisory Committee

1. The REMG Policy Advisory Committee shall be comprised of an elected official from each party.
2. The Policy Advisory Committee shall meet in February each year:
 - a. to review programs and developments of the past year;
 - b. to recommend to their respective governing bodies programs and work plans for the upcoming year; and
 - c. to recommend to their respective governing bodies regional policy on emergency management issues.
3. The Policy Advisory Committee shall adopt bylaws to address officers, a quorum, agendas and other matters of business.

B. Technical Committee

1. The REMG Technical Committee shall include one person appointed by each party, and a representative from the Oregon Trail Chapter of the American Red Cross. These representatives shall constitute the voting membership of the Technical Committee. Upon the invitation of the Technical Committee, the Technical Committee may also include non-voting participants from signatory jurisdictions or other agencies or organizations with emergency management responsibilities or special technical expertise.
2. The Technical Committee shall develop and propose an Annual Workplan for the review by the Policy Advisory Committee. At the direction of the Policy Advisory Committee, or on its own initiative, the Technical Committee shall also identify policy issues, research alternatives strategies and present options for action to the Policy Advisory Committee.
3. The Annual Workplan, regular progress reports, the Annual Report and other action items developed by the Technical Committee shall be forwarded to the Policy Advisory Committee on the recommendation of a simple majority of the voting members present.
4. The Technical Committee may establish subcommittees, or each member may work within that member's own jurisdiction as necessary to achieve

policy goals, address action items and prepare the proposed Annual Workplan.

- 5. The Technical Committee shall select a Chair, Vice Chair and Secretary. The Technical Committee shall meet at least quarterly.

C. Administrative Support

The activities of the REMG shall be supported administratively by the staffs of the participating jurisdictions. Such support shall include keeping notes, conducting research, printing, producing an agenda, mailing and coordinating the flow of information between the Policy and Technical Committees.

IX. Funding

Funding options necessary for action items in the proposed Annual Workplan shall be identified by the Technical Committee for Policy Advisory Committee review. Funding sources and cost allocations shall be identified and cost share agreements shall be developed as needed and included in each Annual Workplan. All required expenditures identified in the proposed Annual Workplan will be ratified by resolution or ordinance as specified in Section IV above.

X. Ownership of Assets

In the event that any real or personal property is deemed necessary, an amendment to this Agreement shall be negotiated and approved by all the then current members prior to acquisition.

XI. Amendments

Any amendment to the provisions of this Agreement shall be in writing and signed by the parties.

This Agreement dated this 17th day of March 1993, by

action of the Multnomah County Board of Commissioners

LOCAL GOVERNMENT/AGENCY

Name: Beverly Stein
Multnomah County Chair of the Board
Title

March 17, 1994
Date

Reviewed: Laurence Kressel, County Counsel of Multnomah County, Oregon

By: Matthew O. Ryan
Matthew O. Ryan

APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS
AGENDA # R-5 DATE 3/17/94
DEB BOGSTAD
BOARD CLERK

REGIONAL EMERGENCY MANAGEMENT WORKPLAN



Prepared by the
REGIONAL PLANNING GROUP
August 1993

ACKNOWLEDGEMENT

Regional Planning Group

Lt. Bert Kile, - City of Portland, Chair

John DeFrance - Columbia County, Vice Chair

Bill Blanchard - City of Oregon City

Gordon Booth - Washington County

Margaret Dimmick - City of Gresham

Sherry Grandy - City of Beaverton/Tualatin Valley Fire and Rescue District

Robert Joy - American Red Cross

Emilie Kroen - City of Tualatin

Penny Malmquist - Multnomah County

Casey Marley - Clackamas County

Gerry Uba - Metro

Regional Planning Group Workplan Committee

Gerry Uba, Chair

Lt. Bert Kile

Emilie Kroen

Penny Malmquist

Casey Marley

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EXECUTIVE SUMMARY

For several years, local emergency managers in the region encompassing Multnomah, Clackamas, Columbia and Washington Counties have met to share information concerning emergency management programs. This ad hoc group calls itself the Regional Planning Group (RPG).

As a result of the Goldschmidt Task Force and a concern over the lack of regional emergency preparedness for dealing with a regionwide emergency, the RPG has developed this Workplan to be used as a guide for regional emergency management planning.

This Workplan summarizes existing emergency management responsibilities, programs and funding in the jurisdictions. The Workplan also lists regional emergency management issues and proposes a mechanism to develop a regional emergency management program. Through an intergovernmental agreement, the various jurisdictions in the region will jointly develop a program, policies, and plan to deal with regional disasters. The regional program would include activities enhancing the development of a regional emergency services system to manage response to regionwide emergencies. Part One of the Workplan describes our various existing programs and systems. Part Two lists the regional issues, goals and implementation strategy.

The Regional Issue

The primary issue is that no comprehensive regional emergency management planning has been done and no regional emergency management/response plan exists in this region.

Proposed Regional Goals

To address the lack of regional emergency management planning and management/response plans, the following statement of regional goals has been proposed:

- Build formal machinery to facilitate regional emergency management and preparedness.
- Develop a regional emergency management system.
- Develop a regional emergency management plan.
- Encourage jurisdictions and agencies in the region to participate in the planning process.

Proposed Workplan Tasks

To achieve these goals the following tasks should be accomplished in the order listed:

- Recognition of this Workplan as a guide for initiating regional emergency management planning.
- Adoption of the Intergovernmental Agreement to establish the Regional Emergency Management Group (REMG).
- Identify the members of and form the REMG Policy Advisory Committee.
- Identify the members of and form the REMG Technical Committee.

- Hold the initial REMG meeting to organize and schedule future meetings.
- The REMG Technical Committee will prepare an initial annual workplan for approval by the Policy Advisory Committee.

Part One: Background

INTRODUCTION

The purpose of the workplan is to determine the emergency management issues and needs of this region and propose methods of coordinating, improving and maintaining the emergency services system in the region.

Part one of the workplan describes existing emergency management responsibilities, programs and funding at various levels of government in the region.

Part two articulates the issues, needs, and projects necessary for effective and efficient regional emergency management coordination.

The status of emergency management and a detailed analysis of regional emergency management elements which need to be planned for and coordinated at the regional level are presented in Appendixes A and B respectively.

I. THE REGIONAL PLANNING GROUP

The Regional Planning Group (RPG) is made up of representatives of legislatively established emergency management programs in Clackamas, Columbia, Multnomah and Washington Counties, the cities within those counties, Metro, Tualatin Valley Fire and Rescue, and the Oregon Trail Chapter of the American Red Cross. The full list of members is in Appendix B.

Members of the RPG have worked together on an informal basis for several years dealing primarily with local emergency program issues such as: a) Regional Contacts Information; b) Emergency Management Resource System; c) Earthquake Preparedness Month activities; and d) Winter Storm Preparedness.

Increased recognition of seismic hazards risk has brought to the forefront the need to address formally the common issues faced in a regional disaster. RPG hopes to use earthquake planning as a focal point for its regional disaster planning activities. Most of the activities associated with earthquake planning (mitigation, preparedness, response and recovery) are similar to those for other natural disasters such as flooding, and major storms. For example, an earthquake mitigation policy addressing land use planning or building codes patterning to landslide hazards could be applied to flood or earthquake.

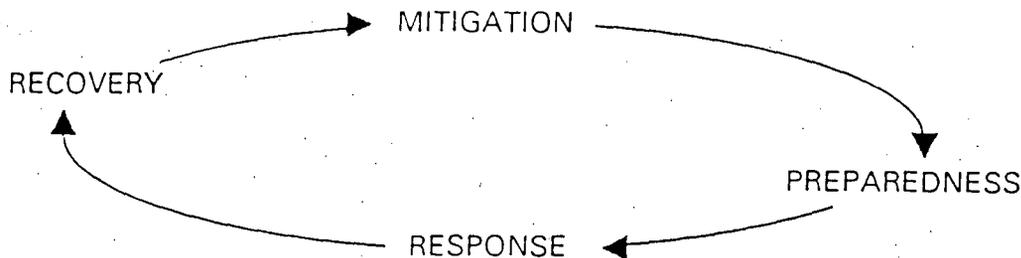
II. ELEMENTS OF EMERGENCY MANAGEMENT PROGRAMS

Emergency management programs are based on the strategy of developing integrated emergency management systems (IEMS) to include all hazards, all phases, all disciplines, and all jurisdictions that may be involved in a major emergency. This strategy is based on proven concepts and was developed by the Federal Emergency Management Agency (FEMA) and endorsed by the President and Congress. Basically, the concept emphasizes:

- All hazards which may face a community should be addressed. That is, the consequences of a disaster must be considered regardless of the hazard that caused the problems. A majority of the emergency services functions will apply in most emergencies (law enforcement, fire, medical, evacuation, mass care, public works, communications, etc.).
- All phases applies to all the aspects of emergency management dealing with the four phases of an emergency described below. It is important to note that each of the four phases (see Figure 1) is integral to the others. For example, preparedness must continue after response to incorporate lessons learned; recovery must include mitigation activities to attempt to prevent the emergency from recurring, etc.

FIGURE 1

Phases of Emergency Management



Mitigation includes all those proactive measures that may be taken to prevent an emergency or limit the problems resulting from one. Some examples of mitigation efforts include land use planning, building codes, flood plain management, fire safety, etc.

Preparedness includes all steps involved in being ready to respond and accomplish emergency functions in an effective manner should an emergency occur. Examples of preparedness activities include the adoption of an incident management system, training of personnel, developing and maintaining community plans, identifying and locating needed resources, conducting disaster exercises, etc.

Response includes all those actions which must be taken to protect life and property when a disaster is imminent or occurs. Such action may include public warning, evacuation, search and rescue, mass care, maintaining order, fire suppression, etc.

Recovery includes those activities of both a short-term and long-term nature which involve returning the community to its pre-disaster conditions. Examples of both short- and long-term recovery activities include restoring water and electricity, clearing roads, demolishing damaged structures, rebuilding roads and bridges, housing, etc. Long-term recovery activities may take several years to accomplish and, in some cases, the community may never completely recover.

- All disciplines emphasizes that no one emergency services organization has sole responsibility for a major emergency. An effective response is dependent on the different skills and expertise of a number of public and private agencies. The development of an IEMS must include all those disciplines with a role in the emergency. These disciplines include: police and fire responders, emergency managers, public works personnel, medical professionals, shelter managers, communications technicians, public officials, etc.
- All jurisdictions identifies that, while jurisdictional boundaries exist, they seldom are honored by a disaster. It is critical that emergency management programs take into account the multi-jurisdictional nature of some emergencies. In that way, emergency services providers will not be competing for limited resources and available resources will be committed to the greatest benefit of the whole stricken area instead of on a "first come-first served" basis.

III. AUTHORITIES

Several public organizations are involved in emergency management at different capacities in this region. For example, through Oregon emergency management law (ORS Chapter 401) the State and counties are required to establish an emergency management agency while cities may establish such programs if they wish. Through the Metro Charter (Chapter 2, Section 6), Metro is authorized to address metropolitan aspects of natural disaster planning and response coordination. Through a Federal Act (36 USC 1905) the American Red Cross is authorized to meet the emergency needs of disaster victims. By the nature of their charters, fire and emergency medical services (EMS) districts are also involved in disaster planning.

A. Responsibilities of the Federal Government

As outlined in the Robert T. Stafford Disaster Relief & Emergency Assistance Act (P.L. 93-288 and amended by P.L. 100-707), it is the intent of Congress to provide an orderly and continuing means of assistance by the federal government to state and local governments in carrying out their responsibilities to alleviate suffering and damage from disasters by:

- revising and broadening the scope of existing disaster relief programs;
- encouraging the development of comprehensive disaster preparedness and assistance plans, programs, capabilities and organizations by the states and by local governments;
- achieving greater coordination and responsiveness of disaster preparedness and relief programs;
- encouraging individuals, states and local governments to protect themselves by obtaining insurance coverage to supplement or replace governmental assistance; and
- encouraging hazard mitigation measures to reduce losses from disasters, including development of land use and construction regulations; and
- providing Federal assistance programs for both public and private losses sustained in disasters.

B. Responsibilities of the Governor

The Governor is responsible for the emergency services system within the State of Oregon. The executive officer, or governing body of each county or city of this state is responsible for

the emergency services system within that jurisdiction. In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in them by ORS Chapter 401.

The Governor is authorized by state law to declare a state of emergency by proclamation at the request of a county governing body or after determining that an emergency has occurred or is imminent. The state law also authorizes the Governor to exercise all police powers vested in the State by the Oregon Constitution. The Governor may direct state agencies to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency. The law also authorizes the Governor to direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area.

Further, the law authorizes the Governor to issue, amend and enforce rules and orders to: 1) control, restrict and regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing, allocation or other means, the use, sale or distribution of food, feed, fuel, clothing and other commodities, materials, goods and services; 2) prescribe and direct activities in connection with use, conservation, salvage and prevention of waste of materials, services and facilities, including but not limited to, production, transportation, power and communication facilities training, and supply of labor, utilization of industrial plants, health and medical care, nutrition, housing, rehabilitation, education, welfare, child care, recreation, consumer protection and other essential civil needs; and 3) take any other action that may be necessary for the management of resources following an emergency.

C. Responsibilities of Local Governments

State law requires each county to establish an emergency management agency which shall be directly responsible for the organization, administration and operation of such agency, subject to the direction and control of the county. Cities may establish an emergency management agency which shall also be directly responsible for the organization, administration and operation of such agency, subject to the direction and control of the city. Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid agreement or as authorized by the county or city.

County governing bodies may request (through the Emergency Management Division of the Oregon State Police) the Governor to declare an emergency. Cities must submit such requests through the governing body of the county in which the majority of the city's property is located. Requests from counties shall be in writing and include: 1) the geographical area that will be covered by the proclamation; 2) a certification signed by the county governing body that all local resources have been expended; and 3) a preliminary assessment of property damage or loss, injuries and deaths.

In Oregon, special districts such as fire and EMS are considered local governments. Some of these districts, by virtue of their charters, have established programs to plan for disaster. Special districts perform those emergency management functions necessary to maintain its service in all phases within the territorial limits of the districts and may perform such

functions outside the territorial limits. State law does not provide for special districts to submit requests for disaster declarations.

D. Responsibilities of Metro

The Metro Charter, effective January 1, 1993, authorizes Metro to exercise several regional planning functions including "metropolitan aspects of natural disaster planning and response coordination." Current Metro involvement in natural disaster planning is limited to collection and dissemination of seismic risks information and interacting with federal, state and local governments, businesses, utilities and special interests in developing a regional earthquake program. Metro's budget for fiscal year 1993\94 created a position that will be responsible for developing emergency response plan for its facilities in the region and to support cooperative efforts to address common policy issues faced in region disasters.

E. Responsibilities of the American Red Cross

The American Red Cross is charged by Congressional Mandate (36 USC 1905) to provide relief and recovery services within the United States. This responsibility has been reaffirmed by the Disaster Relief Act of 1974 (P.L. 93-288).

As a humanitarian organization led by volunteers, the American Red Cross provides relief to victims of disasters and helps people prevent, prepare for and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the principles of the International Red Cross.

IV. EXISTING PROGRAMS

A. Federal Programs

In 1988, Public Law 93-288 was amended by Public Law 100-707 and retitled the Robert T. Stafford Disaster Relief and Emergency Assistance Act. The Stafford Act provides the authority for the Federal Government to respond to disasters and emergencies in order to provide assistance to save lives and protect public health, safety and property.

The Federal Response Plan is designed to address the consequences of any disaster or emergency situation in which there is a need for federal assistance under the authorities of the Stafford Act. It is applicable to natural disasters such as earthquakes, hurricanes, typhoons, tornados and volcanic eruptions; technological emergencies involving radiological or hazardous materials releases; and other incidents requiring federal assistance under the Act.

Historically, the federal government has been seen as a provider of recovery assistance, including temporary housing, loans and grants to individuals, business loans, and grants to local and state government. In recent years, major disasters have shown the need for resources not available at the local and state level to respond to the immediate impact of a disaster. Thus, the Federal Response Plan has been developed with federal agencies tasked to take the lead in providing assistance under the following Emergency Support Functions: transportation, communications, public works and engineering, fire fighting, information and planning, mass care, resource support, health and medical services, urban search and rescue, hazardous materials, food and energy.

Few resources have been committed to federal agencies to conduct the planning required under the Federal Response Plan. Most agencies have assumed the function as a collateral duty. Both federal response planning and disaster response and recovery activities are coordinated through the Federal Emergency Management Agency (FEMA).

At the time a disaster strikes, and with a governor's request for assistance, the President may declare a Presidential Emergency and will assign a Federal Coordinating Officer to work with local and state officials. Funding for disaster response and recovery activities is authorized under a separate appropriation by Congress following a specific disaster.

B. State Programs

Oregon Emergency Management Division (OEM) is the agency responsible for: 1) coordinating the state emergency services system and for making rules necessary to administer ORS Chapter 401; 2) coordinating the activities of all public and private organizations providing emergency services within the state; 3) for maintaining liaison and cooperating with emergency management agencies and organizations of local governments, other states and the federal government; and 4) administering grants relating to emergency program management and services.

The OEM provides emergency alert and warning and notification of state agencies. They also assist local governments in damage assessment and the emergency declaration process, assure continuity of government, provide assistance in training and exercising and administer the Emergency Management Assistance Program. In addition, OEM supports the State's sheriffs in wilderness search and rescue activities and administers the 9-1-1 program throughout the State.

Emergency Management Assistance Program objectives are to increase the operational capability for emergency management at state and local government levels, including development and maintenance of trained and experienced full-time emergency management professional personnel. In Oregon, 22 counties and three cities are currently participating in the EMA Program.

C. Local Government Programs

The local programs are responsible for the full spectrum of emergency management tasks necessary to plan with and coordinate an emergency services system. These tasks include program development, fiscal management, coordination with nongovernmental agencies and organizations, public information development, personnel training, and development and implementation of exercises to test the system.

An Emergency Services system is defined in ORS 401.025 as "...system composed of all agencies and organizations involved in the coordinated delivery of emergency services." Within the emergency services system, the emergency services are defined as "...local government agencies with emergency operational responsibilities to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. These activities include: coordination, preplanning, training, interagency liaison, fire fighting, oil or hazardous materials spill response, law enforcement, medical, health and sanitation services, engineering and public works, search and rescue activities, warning and public information, damage

assessment, administration and fiscal management. The other component of the system is the administrative framework necessary to ensure the mission of coordinated delivery of emergency services is realized. This framework includes appropriate staffing and funding for emergency management programs. It is this second component which is addressed in this plan.

Those jurisdictions participating in the state's Emergency Management Assistance program are required, according to Oregon Administrative Rules, to develop and submit an annual Comprehensive Cooperative Agreement (workplan), review the jurisdiction's Emergency Operations Plan for consistency with Federal Civil Preparedness Guide (CPG 1-8), conduct emergency operating plan exercises, and attend a minimum of 20 hours of training a year.

Local emergency management programs vary throughout the region by personnel size and placement in county and city structure. Emergency management programs established within cities and counties may be responsible directly to the governing body or may be assigned within another emergency services organization (i.e., fire department or sheriff's office). Depending on that assignment, emergency program managers may have additional responsibilities than those stated above within the parent organization. Like other local governments, programs provided by special district vary in size and complexity.

D. Metro Programs

Recently, Metro started working with the State Department of Geology and Mineral Industries (DOGAMI) to initiate a regional earthquake planning effort with focus on mitigation. Current projects of Metro's earthquake planning program include: 1) developing a seismic hazard database for the Portland quadrangle utilizing Metro's Regional Land Information System (RLIS); 2) establishing a model for regional assessment of damage and loss resulting from an earthquake; 3) disseminating seismic risk and damage and loss information to emergency service planners, land use planners, policy makers, businesses, risk managers, and citizens; and 4) providing a forum (workshop) for everyone to participate in the discussion of earthquake hazards mitigation approaches. Metro's staff has proposed to develop a model zoning regulation and building design guidelines that would: a) correlate geologic and relative earthquake hazards data with land use ordinances; and b) correlate geologic and relative earthquake hazards data with structures and occupancy.

In the 1993\94 fiscal year Metro will be developing an emergency response plan for its facilities in the region and to support some of the efforts of the REMG.

E. American Red Cross Program

The Oregon Trail Chapter of the American Red Cross includes Clackamas, Columbia, Multnomah, Washington and Yamhill Counties. The Chapter has further responsibilities within the state of Oregon, as a State Coordinating Chapter, for ensuring consistent Red Cross response to disaster within Oregon.

The American Red Cross maintains its capability to take immediate action to provide emergency assistance to any number of people affected by, and emergency workers involved in disaster or the threat of disaster. Assistance provided includes: 1) emergency shelter; 2) food; 3) clothes; 4) medicine; 5) verification of the health and welfare of relatives living in

a disaster area; 6) recovery assistance for individuals and families affected by disaster; and 7) preparedness programs that encourage families to prevent, prepare for and cope with disasters. All Red Cross Assistance is an outright grant.

V. PROGRAM FUNDING

A. Federal Program Funding

FEMA receives its on-going funding from a variety of sources, including the Department of Defense, and other Federal programs such as National Earthquake Hazards Reduction, Radiological Emergency Preparedness, Chemical Stockpile Emergency Preparedness, etc.).

Federal funding for state and local emergency management programs comes primarily from the EMA program. Under this program, participating state and local governments may be reimbursed for up to 50 percent of the cost of maintaining an emergency management program (actual reimbursement is most often less than 30 percent). There are a number of other federal agencies/programs which may make grants to individual state and local governments for specific contingencies or emergency functions.

B. State Program Funding

OEM program funding primarily comes from FEMA. The only state general fund monies that OEM receives are matching funds for the FEMA Emergency Management Assistance Program (EMA). The state may keep one-third of the total amount received through the EMA program and must match that fund with state general fund monies.

C. Local Government Program Funding

The majority of funding for local programs is provided by local government. All county and some city programs in the region are minimally funded by FEMA through the EMA Program, but some city programs receive no outside funding. EMA funding allocated usually amounts to less than 30 percent of a program's budget for 100 percent of the program activity. Some programs receive additional funds from state and federal agencies based on special hazards or projects. Special districts receive no outside emergency management assistance funding.

D. Metro Program Funding

Currently, seismic hazards mapping and public education programs are partly funded by Metro and FEMA. Metro and the Oregon Department of Geology and Mineral Industries will receive additional money from FEMA in 1993 for collecting earthquake hazards data in other quadrangles in the metropolitan area and extending the damage and loss assessment throughout the Portland quadrangle.

E. American Red Cross Program Funding

The local programs of the American Red Cross are funded through Membership Campaigns, Annual Giving Program, Alumni, Leadership Society, Bequests, Remembrances, Special Events and United Way.

Part Two: Initial Workplan

VI. THE REGIONAL ISSUE

The primary regional emergency preparedness issue is that no comprehensive regional emergency management planning has been done and no regional emergency management/response plans exist.

Follow are the elements of the regional issue which have been identified regarding regional emergency preparedness:

1. Regional Emergency Management Planning

While formal programs exist in many jurisdictions and individual agencies, an ad hoc group, the Regional Planning Group (RPG) was formed several years ago through the desires of the region's several emergency management agencies; **however, no formal organization exists which can provide policy decision-making at the regional level.**

2. Legal Authority

Legal authorities for emergency planning and/or response exist at the city, county, regional, special districts and state levels of government. **These authorities are vaguely worded and the relationships among the jurisdictions are poorly defined.**

3. Regional Planning Elements

The Regional Planning Group (RPG) has defined many of the elements of an emergency preparedness program. (The summation of these elements is included in Appendix B.) **However, the RPG has not been able to identify which of these "elements" apply to a regional emergency management plan and regional emergency response plan.**

4. Compatibility and Consistency

All counties, some cities and one special district have formal emergency management programs and have developed emergency response plans. Jurisdiction plans follow a variety of planning formats. **It is unknown if the existing emergency management plans of cities, counties, special districts, METRO, the American Red Cross, and the state and other organizations are compatible and consistent with each other for effective coordination of regional response to regional emergencies.**

VII. PROPOSED WORKPLAN TASKS

To deal with the Regional Issue and begin to implement the Proposed Regional Goals, the following tasks are proposed to be should be accomplished in the order listed:

1. Adoption of the Intergovernmental Agreement to establish the Regional Emergency Management Group (REMG).

The intent of the agreement is to bring together public officials and emergency management officials in Clackamas, Columbia, Multnomah and Washington counties, the cities and special districts within those counties, Metro and the Oregon Trail Chapter of the American Red Cross to deal with regional emergency management issues.

2. Identify the members of the Regional Emergency Management Policy Advisory Committee (REMPAC).

The REMPAC will be composed of a single representative from each jurisdiction which signs the Intergovernmental Agreement. Jurisdictions will need to identify their representative in preparation for the initial REMPAC meeting.

3. Identify the members of the Regional Emergency Management Technical Committee (REMTEC).

Once the IGA is adopted, the REMTEC shall be formed with one person appointed by each signatory jurisdiction and the Red Cross as members.

4. Hold the initial REMG meeting to organize and schedule future meetings.

The REMG is made up of REMPAC and REMTEC. The initial meeting of the Regional Emergency Management Group (REMG) will be made up of REMPAC and REMTEC. As a minimum, the officers of the Policy Advisory Committee will establish future meeting dates, and the review the proposed regional goals. At this meeting, or at a separate meeting, the officers of the two committees will be selected and their future meeting dates established.

5. The REMTEC will meet and prepare proposed annual 1994-95 Workplan for review by the REMPAC at their next scheduled meeting.

As soon as possible after the initial REMG meeting, the Technical Committee will meet to prepare a proposed 1994-95 Workplan. This Workplan will, at a minimum, contain one or more projects intended to begin development of a regional emergency preparedness system and a regional emergency response plan. The Workplan may call for policy development and/or regional emergency management and response projects.

6. The REMPAC will meet and review the proposed 1994-95 annual Workplan and considers the proposed Regional Goals (see Appendix A) for recommending adoption by member jurisdictions.

REMPAC will meet following completion of the proposed 1994-95 annual Workplan by REMTEC, and review the proposed 1994-95 annual Workplan including the proposed regional goals for recommending to signatory jurisdictions for adoption.

APPENDIX A

PROPOSED REGIONAL GOALS

Assuming that we want to develop and be able to implement a regional emergency management/response plan for responding to a "regional" disaster, the following statement of regional goals has been proposed:

1. **Build a formal, regional machinery that will facilitate REGIONAL EMERGENCY MANAGEMENT and PREPAREDNESS.**

To accomplish this goal, an intergovernmental agreement (IGA) to authorize regional emergency management planning has been drafted and will be presented to jurisdictions along with this workplan.

2. **Develop a REGIONAL EMERGENCY MANAGEMENT SYSTEM.**

To accomplish this goal, the elements of a regional emergency management system have been identified (see Appendix C). Those elements appropriate to a regional emergency management system will be selected for regional development and scheduled into yearly work plans.

3. **As part of the regional emergency management system, develop a REGIONAL EMERGENCY RESPONSE PLAN which addresses regional disaster response issues.**

To accomplish this goal, a technical committee (created through the IGA) will develop a response plan which will focus on the cooperation, coordination and decision-making structures needed for regional response to a region-wide disaster.

4. **Encourage jurisdictions to become a party to the intergovernmental agreement, and encourage jurisdictions and agencies to participate in the planning process.**

To accomplish this goal, the emergency management agency of each jurisdiction who is a party to the IGA will encourage jurisdictions and agencies within their geographic area to participate in the IGA and in the planning process.

APPENDIX B

STATUS OF EMERGENCY MANAGEMENT IN THE REGION

ORGANIZATION	ORDINANCE	DESIGNATED DIRECTOR/MANAGER	DAY TO DAY EMERGENCY MANAGEMENT CONTACT	CURRENT REMG MEMBER
Multnomah County	Yes	Emergency Manager	Emergency Manager	Yes
Portland	Yes	Fire Chief	Emergency Coordinator	Yes
Gresham	Yes	Fire Chief	Emergency Coordinator	Yes
Troutdale	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Fairview	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Wood Village	Yes	Multnomah County Emergency Manager	Multnomah County Emergency Manager	No
Clackamas County	Yes	Sheriff	Emergency Coordinator	Yes
Barlow	No			No
Canby	Yes	Police Chief	Police Chief	No
Estacada	No	City Manager	City Manager	No
Gladstone	Yes	Police	Police Chief	No
Happy Valley	No			No
Johnson City	No			No
Lake Oswego	Yes	Fire Chief	Fire Marshall	No
Milwaukie	?	Fire Chief	Fire Chief	No
Molalla	No	Police Chief	Police Chief	No
Oregon City	Yes	Police Chief	Police Officer	Yes
Rivergrove	Yes	Councilor	Councillor	No
Sandy	No	City Manager	Police Chief	No
West Linn	Yes	Fire Chief	Fire Chief	No
Wilsonville	No	Planning Director	Planning Director	No
Washington County	Yes	Emergency Program Mgr.	Emergency Coordinator	Yes
Banks	No	Fire Chief	Fire Chief	No
Beaverton	Yes	Emergency Manager	Emergency Manager	Yes
Cornelius	No	Fire Chief	Fire Chief	No
Durham	No	City Administrator	City Administrator	No
Forest Grove	Yes	Fire Chief	Fire Chief	No
Gaston	No	Fire Chief	Fire Chief	No
Hillsboro	Yes	Fire Chief	Fire Chief	No
King City	No	Police Chief	Police Chief	No
North Plains	No	Public Works Supdnt.	Public Works Supdnt.	No
Sherwood	No	Police Chief	Police Chief	No
Tigard	Yes	Police Chief	Administrative Lt.	No

ORGANIZATION	ORDINANCE	DESIGNATED DIRECTOR/MANAGER	DAY TO DAY EMERGENCY MANAGEMENT CONTACT	CURRENT REMG MEMBER
Tualatin	Yes	Public Works Director	Public Works Director	Yes
Columbia County	Yes	Emergency Manager	Emergency Manager	Yes
Clatskanie	No	-	-	No
Columbia City	No	-	-	No
Prescott	No	-	-	No
Rainier	No	-	-	No
St. Helens	No	-	-	No
Scappoose	No	-	-	No
Vernonia	No	-	-	No
OTHER ORGANIZATIONS				
Metro	Yes	Planning Director	Emergency Coordinator	Yes
American Red Cross	Yes	Emergency Services Director	Emergency Services Director	Yes
Tualatin Valley Fire and Rescue	Yes	Emergency Manager	Emergency Manager	Yes

KEY: - means Unknown/Not Available

APPENDIX C

POTENTIAL REGIONAL PREPAREDNESS PROGRAM ELEMENTS

The purpose of this appendix is to identify potential emergency preparedness elements and related issues which need to be planned for and coordinated at the regional level in order to improve current multi-jurisdictional planning for and response to regional disasters.

The criteria established to identify regional emergency management issues are:

- the issue must cover more than one county;
- the issue must not already be more effectively addressed by the local governments; and
- the issue must be one which may be more efficiently or effectively addressed at the regional level.

Not all elements found in local plans will have a corresponding plan at the regional level. Only those elements which require a regional approach will be included in the Regional Plan.

1. Administration

Program Description/Regional Issues: A program to establish and administer a regional organization to assure the coordination of regional emergency management activities. This includes outlining the roles and responsibilities of the REMG and the REMPAC and formalizing working relationships among members of jurisdictions, defining the relationship of REMG and REMPAC with other established regional groups.

Current Status: From time to time representatives from local jurisdictions have come together in an organized fashion to address specific problems and perform specific tasks. Examples include the 1992 Washington County Earthquake Task Force and the Regional Incident Command System (ICS) Steering Committee. While such examples involve regional emergency related planning, and often the same personnel, these are initiatives independent of overall regional coordination.

Goal Statement: Provide structure to and recognition of the REMG, and also create a Policy Advisory Committee to which recommendations for regional emergency management policy will be presented. The goal also is to facilitate groups of other emergency service providers in order to resolve emergency response and recovery issues which could impact the emergency management system in a regional emergency.

2. Alert and Warning

Program Description/Regional Issues: A common method of providing emergency information and protective action recommendations to public officials, first responders and

the public. This may include use of various emergency communications systems, commercial radio and television stations, and printed materials.

Current Status: Each jurisdiction maintains its individual alert and warning procedures for notification of public officials and resource providers. No outdoor warning systems exist in this region, except for the Trojan Warning System in Columbia County. The Clackamas/Multnomah County Emergency Broadcast System Plan (soon to include Washington and Clark Counties) has been developed to coordinate the use of the media to provide emergency information to the public. All counties are equipped to receive warnings from higher authority by use of the National Warning System (NAWAS).

Goal Statement: Create a coordinated regional Emergency Broadcasting System (EBS) and develop a structured process to provide definitions and criteria which will establish when a "regional" emergency exists, provide notification of appropriate jurisdictions so the regional emergency can be managed, and manage the regional media to provide public alert, warning and instructions.

3. Communications

Program Description/Regional Issues: A system to assure communications (by voice or other method) among emergency service agencies to coordinate emergency response and recovery activities. This may include a variety of emergency communications systems, dispatch centers and emergency service agencies.

Current Status: Common communications systems (including both hardware and frequencies) among regional emergency services providers and local/regional/state emergency management agencies are very limited or nonexistent. Washington County is currently changing to an 800 mhz system with Multnomah County soon to follow. Funding for such a system in Clackamas County is currently not available. A thorough analysis of emergency communications needs and capabilities has not be conducted.

Goal Statement: Design, fund and implement a regional emergency communications system which will enable coordination during emergencies affecting the entire region.

4. Damage Assessment

Program Description/Regional Issues: A system to a) conduct safety inspections for habitability of buildings, homes, etc.; b) estimate financial loss for damage to real property; and c) analyze the economic impact of a disaster.

Current Status: The State Recovery Guide that is being developed by OEM will contain standardized damage assessment procedures that local governments can use. Metro is developing a comprehensive damage and loss assessment database and models for buildings, critical facilities, and lifeline systems for the Portland 7 ½-Minute Quadrangle. The data and model are resident in the Regional Land Information System (RLIS). The database will be expanded in the future to include the rest of the region as funding permits. Washington

County is also developing a system for initial damage assessment that estimates dollar loss as part of the process of developing a state of emergency request for State and Federal help.

Goal Statement: To develop a system for determining impact and assessing damage following a major emergency to ensure citizen safety, effective resource allocation, timely disaster declaration and the implementation of recovery operations.

5. Debris Removal

Program Description/Regional Issues: A program designed to collect, sort, temporarily store and dispose the potentially massive amount of debris which may accompany a regional disaster.

Current Status: While Metro and local governments within the urban growth boundary has developed a Regional Solid Waste Management Plan, this plan does not cover the REMG region, nor does it have provisions for contingency arrangements for disaster-related debris management.

Goal Statement: Develop a regional plan for disaster response waste management for the entire REMG region.

6. Evacuation

Program Description/Regional Issues: The process of moving people in an orderly fashion from areas threatened or impacted by an emergency. This may include identification of routing alternatives, transportation resources and temporary staging areas.

Current Status: A formal process does not currently exist except for interagency cooperation at the responder level. While this includes cooperation among local agencies currently participating in the REMG, there is no mechanism to manage a regional evacuation effort.

Goal Statement: Develop a mechanism for the development and implementation of regional evacuation guidelines.

7. Exercise

Program Description/Regional Issues: The effectiveness of emergency management plans and training are tested through emergency incident simulations. This may include multi-jurisdictional drills, functional or full scale exercises.

Current Status: There is currently no formal regional exercise program in place. While the State may encourage participation in statewide exercises, each individual jurisdiction usually participates independently of the other jurisdictions in the region. Local agencies may assist each other in design, development, delivery and evaluation of exercises, but these usually

involve response to an emergency in one or possibly two jurisdictions rather than the whole region.

Goal Statement: Develop a program to test regional emergency plan elements.

8. Incident Command Management

Program Description/Regional Issues: A standardized system to manage major incidents. This may include the coordination of inter-jurisdictional emergency response and decision making, and designation of a point of contact for state, federal and private assistance organizations.

Current Status: While National Interagency Incident Management Systems (NIIMS) incident command system (ICS) provides a standard incident management system for local jurisdictions, there is currently no system for regional incident management. Several jurisdictions within the region have adopted and implemented NIIMS, but there is no established focal point for regional policy decision-making.

Goal Statement: Establish a regional system for the allocation of scarce resources and coordinate emergency response to: a) serve as a point of contact for state and federal agencies; and b) facilitate regional decisions that may need to be addressed during and following a regional emergency or disaster.

9. Individual Assistance

Program Description/Regional Issues: A system to provide citizens with services/assistance to meet their basic needs. This may include the provision of food, shelter, water, medical care and other needed goods or services.

Current Status: Emergency managers coordinate individual assistance during emergencies through a variety of government agencies, charitable and other volunteer organizations. There is currently no mechanism in place to provide "one stop" assistance shopping and access to these public assistance programs. During the recovery process individual assistance is provided through a FEMA Disaster Application Center.

Goal Statement: Regional emergency management programs will provide individuals with basic needs in the same way, while streamlining access to such assistance regionally.

10. Judicial Issues

Program Description/Regional Issues: A process to standardize roles and responsibilities, legal mandates and authorities among various levels of governments in judicially oriented functions which may be impacted by a regional emergency. This may include the movement or release of prisoners, court closures, conduct of elections, or other judicial issues.

Current Status: No regional policies or procedures currently exist for dealing with court closures, prisoner release or transfer, cancellation of elections or other court related functions of government during a major disaster.

Goal Statement: Establish procedures for continuation of the Criminal Justice system, compliance with election laws and other judicial issues which may arise during a major disaster.

11. Legal Issues

Program Description/Regional Issues: A process to interpret, define, revise or otherwise clarify existing laws relating to emergency management. This would include the roles and relationships among the counties, cities, service districts and the regional government.

Current Status: There is currently no review underway to identify or resolve legal issues relevant to response to a regional emergency. Some mutual aid agreements exist for the use of emergency services resources, but these are not standardized nor adopted by the entire region. In addition, ORS 401 and the Metro Charter leave much open to interpretation and do not clearly specify the emergency management roles and responsibilities of cities, counties, the regional government, special districts, or the State. Current barriers exist in law at nearly all levels of government.

Goal Statement: Clarify the roles of state and local governments in a disaster to support the continued development of mutual aid cooperative assistance. Create a memorandum of understanding (MOU) for response agencies regionally.

12. Medical

Program Description/Regional Issues: A common system for the delivery of emergency medical services to victims of disaster. This may include the development of protocols for medical treatment or transportation, identification of medical resources, and use of non-licensed medical personnel.

Current Status: Emergency medical services are provided by fire agencies and public/private ambulance companies, with oversight by County Health Departments. The medical community within the region is not standardized and insufficient planning has taken place to identify and resolve regional issues relating to the provision of medical care in a region-wide emergency.

Goal Statement: Develop a Regional Disaster Medical System. The system would include protocols that would be used in all hospitals and by all ambulance services. It also would include a system for effectively utilizing known medical personnel and incorporating those that respond who are from out of the area or out of the state.

13. Mitigation

Program Description/Regional Issues: A program of activities designed to prevent the occurrence of a disaster, or to reduce the effects when a disaster occurs, or to reduce the risk of a recurrence. This may include land use planning, building codes, public education or flood plain management programs.

Current Status: Most emergency managers in the region are familiar with earthquake mitigation references and materials from various sources such as FEMA, the American Red Cross and land use associations, but there is no current regional program or focus on mitigation. The Metro emergency management program work plan includes the development of model zoning ordinance for adopting seismic safety elements into land use planning.

Goal Statement: Include seismic safety strategies in land use regulations, building codes and building engineering to reduce the loss of life and damage to property caused by catastrophic disasters.

14. Public Education (Mitigation and Preparedness)

Program Description/Regional Issues: A program to educate the public in this region regarding hazards, risks and preparedness efforts. This may include self-help information for the public or coordinating emergency plans with businesses.

Current Status: Each jurisdiction and the Oregon Trail Chapter of the American Red Cross will provide public education primarily through the distribution of brochures on disaster preparedness and prevention. Through the distribution of FEMA, ARC and other cooperatively produced brochures, the message is consistent, but not necessarily complete or disseminated in a consistent, ongoing or widespread manner. The citizens on the street do not understand his or her role or governments' roles in emergency preparedness. The Oregon Trail Chapter of the American Red Cross and local emergency management take the lead in organizing a regional effort within the region's school districts for individual, family and organizational earthquake preparedness during the month of April known as "Earthquake Preparedness Month."

Goal Statement: Develop a regional plan for effective, consistent, ongoing public education on hazards faced by this region and prevention, preparedness and response activities for citizen action. Identify and secure funding source(s) for implementation of this plan.

15. Public Information (Response and Recovery)

Program Description/Regional Issues: A system to disseminate and manage information given to the public after an emergency occurs (may or may not follow an alert or warning). This may include official details of the response, instructions for self help, or protective actions and coordination of activities with the media.

Current Status: Most jurisdictions in this region have designated Public Information Officers for response and administrative agencies that operate independently. Many have been trained in NIIMS ICS. No plans or agreements are in place for cooperative functioning in a Joint Information Center (JIC).

Goal Statement: Create a coordinated regional public information system including: b) Joint Information Center; c) common public protective action statements; and d) joint rumor control.

16. Recovery Management

Program Description/Regional Issues: A program to standardize activities to deal with recovery from a catastrophic event. This may include standardized forms, agreements with professional specialists or plans to deal with specific problems.

Current Status: The final draft of the State Recovery Guide will soon be distributed by OEM. Once the final review is completed, this guide will serve as a planning base.

Goal Statement: Identify regional recovery issues and develop a guideline which documents the agreements reached by regional players as to how those elements will operate before, during and after a disaster (while recovery is a process which takes place after the dust settles, certain associated tasks must take place before and even during the disaster response).

17. Resource Management

Program Description/Regional Issues: An integrated system for the collection of resource information and the coordination and utilization of resources. This may include public or privately owned resources, volunteer groups, or other goods or services.

Current Status: Currently management tools for the inter-jurisdictional deployment and use of resources does not exist with the exception of mutual aid agreements specific to certain disciplines or agencies. Washington County has been developing a county-wide resource management model which can be adapted to other counties. This model then can be expanded to include all resource providers in the region. Multnomah County has completed a computerized resource inventory system called EMRIS (Emergency Management Resource Inventory System).

Goal Statement: Promote and facilitate the development of the "hardware" and management "software" to implement a regional resource management system.

18. Shelters

Program Description/Regional Issues: A regional system to provide short-term safe refuge for people displaced by a disaster. This may include the identification of appropriate

facilities, recruitment and training of shelter workers, or the evaluation of the most efficient or effective shelter locations.

Current Status: The American Red Cross has an inventory of reception and care shelters, identified and surveyed through collaborative efforts between the American Red Cross and local government. The American Red Cross will set up and staff shelters to meet the short-term shelter needs of disaster victims. While many local jurisdictions have identified American Red Cross as the agency to provide reception and care shelters, some may have identified others.

Goal Statement: Develop regional self-sufficiency in shelter operations pre-positioned in key locations by: a) increasing inventory to meet the region's shelter needs; b) facilitating regional acceptance of public health and safety standards for shelter facilities, e.g., food handling requirements and inspections, fire and construction code; and c) fostering local jurisdiction cooperation and support to facilitate the training of shelter management staff.

19. Training

Program Description/Regional Issues: A regional program to provide emergency management related training to emergency responders, public officials, media, volunteers and the public. This may include such topics as Incident Command Systems, mitigation strategies or emergency preparedness.

Current Status: The Regional ICS Training Committee is performing incident command system training on a regional basis and this can be used as a model for successful integration of other training needs of REMG.

Goal Statement: Perform an assessment of training needs, resources, and courses as a basis for developing short-term and long-term regional emergency management training programs.

20. Transportation

Program Description/Regional Issues: A system for the movement of goods and people. This may include such activities as route identification, access restoration or priority repair.

Current Status: To date, little analysis has been done to determine, develop or coordinate emergency routes within their jurisdiction or between jurisdictions. Data has not previously existed to allow jurisdictions to clearly identify those areas that will be hardest hit in an earthquake. Some emergency transportation planning has been conducted to deal with winter weather transportation problems, but not for a catastrophic disaster such as an earthquake. Metro's RLIS and other geographic information systems being developed by local governments can be used to develop regional emergency transportation plan.

Goal Statement: Develop a regional emergency transportation plan that identifies emergency transportation routes which will be designated to receive priority for repair and debris

clearance/access restoration, and a method for effective utilization of regional mass transit resources.

21. Urban Search and Rescue

Program Description/Regional Issues: A program to locate and extricate victims from collapsed structures. This may include search activities using search dogs and sensing equipment, technical heavy rescue and medical treatment.

Current Status: Locating and extricating victims from collapsed structures, such as might be required following an earthquake, requires a properly trained and specially equipped cadre of personnel. This need can rarely be met within the confines of a single emergency service agency or jurisdiction. By combining the assets of several organizations, at least a minimum level capability could be achieved and maintained through joint training, exercising and equipment purchase. The federal government has enhanced national capabilities through the development of 25 US&R Task Forces available nationwide to respond to a Presidentially declared emergency in which there is a need for US&R capabilities. There has been no marked progress in efforts to evaluate or enhance US&R capabilities within the region or the State of Oregon.

Goal Statement: Identify most probable areas of need and evaluate and enhance existing capabilities to provide US&R resources for quick response in this region. This program may be most cost-effective if developed on a statewide, rather than region wide, basis.

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DRAFT

RESOLUTION NO. _____

**A MODEL RESOLUTION APPROVING THE REGIONAL EMERGENCY
MANAGEMENT WORKPLAN AND ADOPTING THE INTERGOVERNMENTAL
AGREEMENT FOR REGIONAL EMERGENCY MANAGEMENT**

WHEREAS, the City of Tualatin recognizes the need for regional coordination, cooperation, and planning for emergencies; and

WHEREAS, no formally recognized organization currently exists to facilitate regional emergency mitigation, preparedness, response, and recovery functions; and

WHEREAS, the proposed Regional Emergency Management Workplan and corresponding intergovernmental agreement formally establishes the Regional Emergency Management Group made up of a policy advisory committee (REMPAC) and a technical committee (REMTEC); and

WHEREAS, The City of Tualatin recognizes the need to develop a regional emergency management system encompassing those elements appropriate to a regional emergency management system as defined in the Workplan; and

WHEREAS, a Regional Emergency Response Plan addressing regional disaster response issues will be developed by the REMTEC with review by REPAC that focuses on the cooperation, coordination and decision-making structures needed for regional response to a region-wide disaster; and

WHEREAS, pursuant to ORS Chapter 190, the City of Tualatin may enter into an agreement with other public jurisdictions to form the Regional Emergency Management Group; and

WHEREAS, the Regional Emergency Management Workplan and corresponding intergovernmental agreement were developed with full participation by City of Tualatin staff.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The City of Tualatin approves the Regional Emergency Management Workplan dated July, 1993, which is attached hereto and incorporated.

Section 2. The City of Tualatin approves the Intergovernmental Agreement for Regional Emergency Management which is attached hereto and incorporated and authorizes the Mayor and City Recorder to execute said agreement.

**PROPOSED TIMELINE FOR DEVELOPMENT OF
REGIONAL EMERGENCY MANAGEMENT PROGRAM**

<u>DATE</u>	<u>TASKS</u>
May - July 1993	<ul style="list-style-type: none">• Workplan Committee submits final draft of Regional Emergency Management Workplan to REMG• IGA Committee submits final draft of IGA to RPG• RPG review and approve Workplan and IGA
August - Sept. 1993	<ul style="list-style-type: none">• Workplan and IGA presented to public officials in RPG member jurisdictions to solicit concurrence or recommendation for modification
October 1993	<ul style="list-style-type: none">• RPG make changes in the Workplan and IGA (if any) as recommended by public officials
November 1993	<ul style="list-style-type: none">• IGA completed by member jurisdictions
December 1993	<ul style="list-style-type: none">• Formation of Regional Emergency Management Group (REMG - made up of the Regional Emergency Management Policy Advisory Committee - REMPAC, and the Regional Emergency Management Technical Advisory Committee -REMPAC)
January 1993	<ul style="list-style-type: none">• REMG (REMPAC & REMG first joint meeting)
Jan. - Mar. 1994	<ul style="list-style-type: none">• Development of annual strategic work plan elements by REMTEC
April 1994	<ul style="list-style-type: none">• REMPAC review the proposed 1994-95 annual workplan and also consider proposed regional goals• Work plan finalized• REMPAC approves annual strategic work plan elements
May - June 1994	<ul style="list-style-type: none">• REMG member jurisdictions approves by resolution the annual workplan

MEETING DATE MAR 17 1994

AGENDA NUMBER R-6

AGENDA PLACEMENT FORM

SUBJECT: Adopting the Supplemental Budget

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

UNUSUAL MEETING: Date Requested: March 17, 1994

Amount of Time Needed: Consent agenda

DEPARTMENT: Nondepartmental DIVISION Budget Office

CONTACT: Dave Warren TELEPHONE : 248-3822

BLDG/ROOM: 106/1400

PERSON(S) MAKING PRESENTATION: Budget staff

ACTION REQUESTED

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

The supplemental budget is to authorize the expenditures for CareOregon in the new CareOregon fund, and to increase the estimated receipts from sale of timber on federal forest lands and pass it through to ESD.

The budget has been approved by the Board and certified by the Tax Supervising and Conservation Commission.

3/21/94 copies to Dave Warren

SIGNATURES REQUIRED:

ELECTED OFFICIAL: *Beverly Stein* 

OR

DEPARTMENT MANAGER: _____

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BOARD OF
COUNTY COMMISSIONERS
1994 MAR -8 PM 2:56
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Board of County Commissioners
FROM: Dave Warren
DATE: March 8, 1994
REQUESTED PLACEMENT DATE: March 17, 1994
SUBJECT: Adopting the Supplemental Budget

I. Recommendation/Action Requested:

I request that the Board adopt the Supplemental Budget appropriating the CareOregon Fund and the change in the County School Fund

II. Background / Analysis

The Supplemental Budget was approved by the Board on January 27, 1994, reviewed at a hearing of the Tax Supervising and Conservation Commission on February 22, 1994, certified by Tax Supervising without objection or recommendation.

III. Financial Impact:

The Supplemental Budget adds an estimate of approximately \$11.7 million to County revenues and authorizes the expenditure of this additional amount.

IV Legal Issues

ORS 294.480 establishes the parameters for supplemental budgets, and defines the basic supplemental budget processes.

V. Controversial Issues

I do not know of any.

VI. Link to Current County Policies:

N/A

VII. Citizen Participation

March 8, 1994

N/A

VIII. Other Government Participation:

The State of Oregon is involved with CareOregon and several other counties and jurisdictions are potentially subcontractors under CareOregon. Intergovernmental agreements will give the Board a chance to review the relationships with these jurisdictions as the contracts reach final form.

Bece

TAX SUPERVISING & CONSERVATION COMMISSION

MULTNOMAH COUNTY, OREGON

724 Mead Building 421 S.W. Fifth Avenue
Portland, Oregon 97204-2189 (503) 248-3054 FAX 248-3053

BOARD OF
COUNTY COMMISSIONERS
1994 MAR - 1 PM 2:02
MULTNOMAH COUNTY
OREGON

February 22, 1994

Board of County Commissioners
Multnomah County
1500 Portland Building
Portland, Oregon 97204

Dear Board Members:

The Tax Supervising and Conservation Commission met on February 22, 1994 to review, discuss and conduct a public hearing on the District's 1993-94 Supplemental Budget. This review was undertaken pursuant to ORS 294.605-705 to confirm compliance with applicable laws and to determine the adequacy of estimates necessary to support efficient and economical administration of the County.

The 1993-94 Supplemental Budget, filed January 31, 1994, is hereby certified without recommendation or objection.

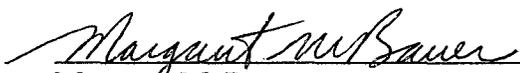
1993-94 Supplemental Budget estimate amounts certified are as follows:

General Fund	\$ 61,766
Federal State Fund	72,677
County School Fund	181,975
CareOregon Fund	<u>11,673,653</u>
Total Supplemental Budget Estimates	\$ 11,990,071

Please file a copy of the adopted budget and supporting documentation within 15 days of adoption.

Yours very truly,

TAX SUPERVISING & CONSERVATION COMMISSION


Margaret M. Bauer
Administrative Officer

BEFORE THE BOARD OF COUNTY COMMISSIONERS FOR
MULTNOMAH COUNTY

(In the Matter of the Adoption of a)
(Supplemental Budget for Multnomah)
(County, Oregon, for the Fiscal Year July 1,)
(1993 to June 30, 1994, and Making the)
(Appropriations thereunder, Pursuant to)
(ORS 294.435)

RESOLUTION

94-53

WHEREAS the above entitled matter is before the Board to consider the adoption of the supplemental budget for Multnomah County for the fiscal year July 1, 1993 to June 30, 1994; and

WHEREAS the Multnomah County supplemental budget authorizes expenditure of revenues resulting from the Multnomah County participation in the Oregon Health Plan in the CareOregon Fund and the unbudgeted receipts of forest reserve yield revenues, and

WHEREAS the Multnomah County supplemental budget as prepared by the duly appointed Budget Officer has been reviewed by the Tax Supervising and Conservation Commission at a hearing on February 22, 1994 in accordance with ORS 294.605-705 and certified without objection or recommendation; and

WHEREAS the supplemental budget as certified is on file in the Office of the Chair of Multnomah County and the appropriations authorized therein are attached to this resolution as Attachment A;

NOW THEREFORE BE IT RESOLVED that the supplemental budget, including Attachment A, is hereby adopted as a supplemental budget of Multnomah County, Oregon, and the attached appropriations are authorized for the fiscal year July 1, 1993 to June 30, 1994.

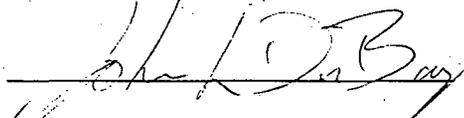
Adopted this 17th day of March 1994.



BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY, OREGON

By 

Beverly Stein, Chair



Laurence Kressel, County Counsel
of Multnomah County, Oregon

ATTACHMENT A - SCHEDULE OF APPROPRIATIONS

Fund	Appropriation	Increase (Decrease)
General Fund		
	Contingency	61,766
Federal / State Fund		
	Health Department	
	Personal Services	113,751
	Materials & Services	(66,074)
	Capital Outlay	25,000
	Total Federal / State Fund	72,677
County School Fund		
	Nondepartmental	
	Materials & Services	181,975
CareOregon Fund		
	Health Department	
	Personal Services	488,384
	Materials & Services	11,120,269
	Capital Outlay	65,000
	Total CareOregon Fund	11,673,653
Insurance Fund		
	Nondepartmental	
	Materials & Services	68,977
Telephone Fund		
	Environmental Services	
	Materials & Services	20,944

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Community Corrections

DIVISION DCC/Aministration

CONTACT Susan Kaeser

TELEPHONE 248-3701

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

SUGGESTED

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

A Budget Modification to add 1 FTE Data Analyst and reclassify 1 FTE Data Analyst Sr. to Data Systems Administrator in MIS.

(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 adds 1 FTE Data Analyst to provide a permanent trainer for staff as DCC converts to a computerized probation/parole supervision system. It also reclasses 1 FTE Data Analyst Sr. to a Data Systems Administrator due to the scope and level of responsibility of this position as defined by Employee Services. Funding will come from cost savings realized as a result of delayed start up of the Probation Work Release Center, with State Sanction and Services revenue. Personal Services costs will be reduced in the Probation Work Release Center and increased in MIS by \$31,452 plus \$1,406 indirect.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

Sanction and Services Revenue transferred from Probation Work Release Center to MIS.

1994 MAR 10 PM 2:00
 CLERK OF COUNTY BOARD OF SUPERVISORS
 MULTNOMAH COUNTY OREGON

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

Susan Kaeser

3/3/94

M. Tamara Holden

3-3-94

Cheryl Anderson

3/7/94

CR Williams

3-7-94

Deborah C. Bogstad

3/17/94

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO.

DCC8

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
1.00	Data Analyst	30,318	7,843	5,423	43,584
1.00	Data Systems Administrator	35,872	9,279	5,629	50,780
(5.00)	Group Worker	(72,376)	(19,498)	(23,004)	(114,878)
(3.00)	TOTAL CHANGE (ANNUALIZED)	(6,186)	(2,376)	(11,952)	(20,514)

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY Increase/(Decrease)		TOTAL Increase (Decrease)
			Increase/(Decrease)		
			Fringe	Ins.	
FUND-AGCY-ORG					
0.33	156-2180 6073 Data Analyst	10,105	2,614	1,807	14,526
0.33	156-2180 9652 Data Systems Admin	11,956	3,093	1,876	16,925
(0.27)	156-2834 Group Worker	(22,061)	(5,707)	(3,683)	(31,451)
TOTAL CURRENT FISCAL YEAR CHANGES		0	(0)	0	(0)

BUDGET MODIFICATION NO. DCC8

EXPENDITURE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD 9 BUDGET FY 93-94

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2180			5100	51,144	73,205	22,061		Permanent
		156	021	2180			5500	13,780	19,487	5,707		Fringe
		156	021	2180			5550	9,658	13,342	3,684		Insurance
											31,452	
		156	021	2180			5100	142,083	120,022	(22,061)		Permanent
		156	021	2180			5500	40,857	35,150	(5,707)		Fringe
		156	021	2180			5550	46,465	42,781	(3,684)		Insurance
											(31,452)	
		156	021	2180			7100	9,132	10,538	1,406		Indirect
											1,406	
		156	021	2834			7100	10,260	8,854	(1,406)		Indirect
											(1,406)	
											0	
TOTAL EXPENDITURE CHANGE											0	0

REVENUE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD 9 BUDGET FY 93-94

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2180			2337	391,979	359,121	(32,858)		Sanction and Services
		156	021	2834			2337	1,147,040	1,179,898	32,858		Sanction and Services
											0	
											0	
TOTAL REVENUE CHANGE											0	0

Meeting Date: MAR 17 1994

Agenda No.: R-7

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM

SUBJECT: Budget Modification DCC 8

BOARD BRIEFING Date Requested: March 17, 1994

Amount of time needed: 5 minutes

REGULAR MEETING Date Requested: _____

Amount of time needed: _____

DEPARTMENT: Community Corrections DIVISION: _____

CONTACT: Susan Kaeser TELEPHONE #: 248-3438

BLDG/ROOM #: 161/600

PERSON(S) MAKING PRESENTATION: Susan Kaeser

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

This modification adds 1 FTE Data Analyst to the MIS program to provide for a permanent trainer for staff as the department completes its automation of parole/probation supervision during the next fiscal year. It also reclassifies a Senior Data Analyst to a Data System Administrator. Funding will come from cost saving realized as a result of the delayed start up of the Parole/Probation Violation Center. Personnel costs will reduce PV Center and increase MIS by \$31,452 plus indirect of \$1,406.

SIGNATURES REQUIRED:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER M. Tamarah Hilde

BOARD OF
COUNTY COMMISSIONERS
1994 MAR - 8 PM 2:53
MULTNOMAH COUNTY
OREGON

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY DEPARTMENT
OF
COMMUNITY CORRECTIONS

M E M O R A N D U M

TO: Board of County Commissioners
FROM: M. Tamara Holden *M. Tamara Holden*
DATE: March 3, 1994
RE: Budget Modification - DCC 8

I. Recommendation/Action Requested

Approval to shift \$31,452 from personnel plus \$1,406 indirect from the Parole/Probation Violation to the MIS program to fund 1 FTE Data Analyst and to reclassify one Senior Data Analyst to a Data System Administrator. Funds are State Sanctions and Services revenues.

II. Background/Analysis

The Department of Community Corrections is in the process of converting the supervision of parolees/probationers from a paper system to an automated system designed by the State called ISIS. Future automation plans include: developing LAN for programs (WTS, ACS, CSFP, DRC, PV); linking those LANS with the State ISIS program to allow for elimination of dual entries and a reduction of paperwork; supervision, drug testing and ACS fee collections; timekeeping in coordination with the county; purchasing and vouchering in coordination with the county.

The Department has over 300 employees who all will be doing at least a portion of their job on a personal computer or terminal. The MIS Unit is responsible for: maintenance of the MIS hardware (350 PC, terminals and printers), various controllers and modems; mainframe modifications; maintenance and upgrade of software to current industry standards; system operator duties of a remote AS400; user support for ISIS, ISIS II, fee collection, WordPerfect, Lotus, QuattroPro, Office Vision, Calendaring, E-Mail, Paradox, DOS; LAN Administration duties, (with five planned by end

of FY 94-95); training for all users with over 50% considered "new users"; and coordination with our other system partners i.e., Police Bureau (PPDS); Courts (OJIN), DA (JAWS), County (LANS & AMDAHL), State (LEDS, ISIS, Office Vision).

Our Department's MIS Unit is small in comparison to the number and skill level of its users, the multiple types of systems, and the in-house training required. The workload and planned future automation project exceed the capacity of current staff.

The dedication of \$32,858 would allow the Department to better address conversion, training and user support problems of new system users.

III. Financial Support

In FY 93-94 the Department planned for the cost of operating a PV Center for 6 months. Due to unexpected delays involved in negotiating for a planned site those revenues will not be fully used.

The Department has submitted in its FY 94-95 full funding necessary for the PV Center and for the additional MIS person within the allocated State Sanctions and Services revenues.

IV. Legal Issues

Utilization of State Sanctions and Services revenue for MIS automation is allowed. A modification of the 93-95 CCAC Plan will be done after the County 94-95 budget is adopted.

V. Controversial Issues

The addition of staff to an MIS Unit with revenues from Sanction Programs may be viewed as a reduction in the Department's commitment to programs. This modification does not impact service level but utilizes unspent resources to fund personnel critical to the Department's successful conversion to automation.

VI. Citizen Participation

The Department's Citizen Budget Advisory Committee reviewed the FY 94-95 budget with the new FTE.

VII. Other Government Participation

The Department has been working closely with the State of Oregon. Topics of those discussions have included the need of Multnomah County to increase the number of FTE in the MIS Unit to better serve the number and skill level of the users.

MEETING DATE:

MAR 17 1994

AGENDA NO:

R-8

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: Ratification of Intergovernmental Agreement with Washington County

BOARD BRIEFING Date Requested:

Amount of Time Needed:

REGULAR MEETING: Date Requested: March 17, 1994

Amount of Time Needed: 10 minutes or less

DEPARTMENT: Health DIVISION:

CONTACT: Fronk TELEPHONE #: x4274

BLDG/ROOM #: 160/7

PERSON(S) MAKING PRESENTATION: Fronk & Bill Collins

ACTION REQUESTED:

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

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

Ratification of Intergovernmental Agreement authorizing Washington County to administer the regulation of emergency medical and ambulances services under the Washington County Code for a portion of Multnomah County in the West Hills/Skyline area. Patient care will be better served because of access difficulties due to difficult terrain and road access difficulties.

3/21/94 originals to Herman Brame

SIGNATURES REQUIRED:

ELECTED OFFICIAL:

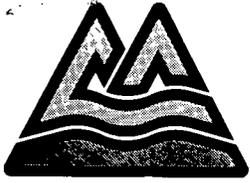
OR

DEPARTMENT MANAGER: B. Dejeard

MULTNOMAH COUNTY OREGON 1994 MAR -1 PM 11:15 BOARD OF COUNTY COMMISSIONERS

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY OREGON



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

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

MEMORANDUM

TO: Board of County Commissioners

FROM: *B. Odgaard*
B. Odgaard

REQUESTED PLACEMENT DATE: March ¹⁷~~3~~, 1994

SUBJECT: Intergovernmental Agreement with Washington County

- I. Recommendations/Action Requested: The Board of County Commissioners is requested to approve this intergovernmental agreement with Washington County for the period upon execution until (60) days written notice by either party.
- II. Background/Analysis: On December 4, 1989 Washington County authorized Multnomah County to administer the regulation of emergency medical and ambulance services under the Multnomah County Code for those areas of Washington County inside the City of Portland. Both counties have since determined that due to terrain and road access difficulties, patient care would be best served by authorizing Washington County to administer the regulation of emergency medical and ambulance services under the Washington County Code for a portion of Multnomah County in the West Hills/Skyline area.
- III. Financial Impact: N/A
- IV. Legal Issues: ORS 190.010 authorizes counties to enter into intergovernmental agreements assigning the performance of functions or services.
- V. Controversial Issues: None.
- VI. Link to Current County Policies: Continuing to cooperate with other governmental entities in providing quality services to the public.

VII. Citizens Participation: None.

VII. Other Governmental Participation: None.



CONTRACT APPROVAL FORM
(See Administrative Procedure #2106)

Contract # 202014

MULTNOMAH COUNTY OREGON

Amendment # _____

<p>CLASS I</p> <input type="checkbox"/> Professional Services under \$25,000	<p>CLASS II</p> <input type="checkbox"/> Professional Services over \$25,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<p>CLASS III</p> <input checked="" type="checkbox"/> Intergovernmental Agreement <p>APPROVED MULTNOMAH COUNTY BOARD OF COMMISSIONERS</p> <p>AGENDA # <u>R-8</u> DATE <u>3/17/94</u> <u>DEB BOGSTAD</u> BOARD CLERK</p>
--	--	---

Department HEALTH Division _____ Date _____

Contract Originator Brame Phone x2670 Bldg/Room 160/8

Administrative Contact Fronk Phone x4274 Bldg/Room 160/7

Description of Contract Multnomah authorizes Washington County to administer the regulation of emergency medical and ambulance services under the Washington County code for a portion of Multnomah County in the West Hills/Skyline area.

RFP/BID # _____ Date of RFP/BID _____ Exemption Exp. Date _____

ORS/AR # _____ Contractor is MBE WBE QRF

Contractor Name Washington County
 Mailing Address 155 N. 1st
Hillboro, Oregon
 Phone 648-8611
 Employer ID# or SS# _____
 Effective Date Upon Execution
 Termination Date (60) days written notice by either party
 Original Contract Amount \$ _____ N/A
 Total Amount of Previous Amendments \$ _____
 Amount of Amendment \$ _____
 Total Amount of Agreement \$ _____

Remittance Address _____ (If Different) _____

Payment Schedule _____ Terms _____

Lump Sum \$ _____ Due on receipt
 Monthly \$ _____ Net 30
 Other \$ _____ Other _____
 Requirements contract - Requisition required.
 Purchase Order No. _____
 Requirements Not to Exceed \$ _____

REQUIRED SIGNATURES:

Department Manager Belle Odgaard
 Purchasing Director _____
 (Class II Contracts Only)
 County Counsel William O. Ryan
 County Chair / Sheriff Robert Stein
 Contract Administration _____
 (Class I, Class II Contracts Only)

Encumber: Yes No
 Date 2/13/94
 Date _____
 Date 3/3/94
 Date March 17, 1994
 Date _____

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT \$		
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT/REV SRC	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/DEC IND
01.	<u>100</u> <u>156</u>	<u>015</u>	<u>0240</u>			<u>6050</u>				<u>N/A</u>	
02.											
03.											

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

INTERGOVERNMENTAL AGREEMENT

This Agreement is entered into by and between Multnomah County and Washington County, each being a home rule political subdivision of the State of Oregon.

WHEREAS:

1. The parties each are authorized by law to provide for the efficient and effective provision of ambulance services and ORS 190.010 authorizes counties to enter into intergovernmental agreements assigning the performance of functions or services;
2. The parties, on December 4, 1989, entered into an agreement whereby Washington County authorized Multnomah County to administer the regulation of emergency medical and ambulance services under the Multnomah County Code for those areas of Washington County inside the City of Portland;
3. The parties have determined that, due to terrain and road access difficulties, patient care would be best served by authorizing Washington County to administer the regulation of emergency medical and ambulance services under the Washington County Code for a portion of Multnomah County in the West Hills/Skyline area; now it is

AGREED:

1. Effective upon adoption of this Agreement by both Counties, Washington County by and through its EMS Policy Board or successor body, shall administer the regulation of emergency medical and ambulance services under the Washington County Code and the Rules adopted thereunder, for all emergency calls originating in the West Hills/Skyline area as described in paragraph 1, Exhibit "A" which is attached and included by this reference.
2. Washington County Code Chapter 8.32 and the Rules adopted thereunder shall govern and be in full force and effect in the area covered by this Agreement. Washington County shall comply with all applicable state and federal laws, rules and regulations regarding emergency medical services.

- 3. Within the limits of the Oregon Tort Claims Act and Article IX, section 10, of the Oregon Constitution, Washington County shall defend, save harmless and indemnify Multnomah County and its officers, employees and agents against any and all claims or demands arising out of any and all alleged acts or omissions by Washington County or its officers, employees or agents occurring during administration of the regulation of emergency medical and ambulance services in the area covered by this Agreement.
- 4. Multnomah County shall have no responsibility for the cost of administering regulation of emergency medical or ambulance services in the area covered by this Agreement and shall receive no portion of any fees adopted and collected by Washington County.
- 5. This Agreement shall continue indefinitely, but may be terminated by either party with sixty (60) day written notice to the EMS Coordinator or Director of the other party.

 Chairman
 Washington County
 Board of Commissioners

Marilyn Stein

 Chair
 Multnomah County
 Board of Commissioners

 Date

 March 17, 1994
 Date

Attest:

Attest:

 Recording Secretary

 Recording Secretary

Approved as to form:

Approved as to form:

[Signature]

 Washington County Counsel

 Multnomah County Counsel

[Signature]

 Board Clerk

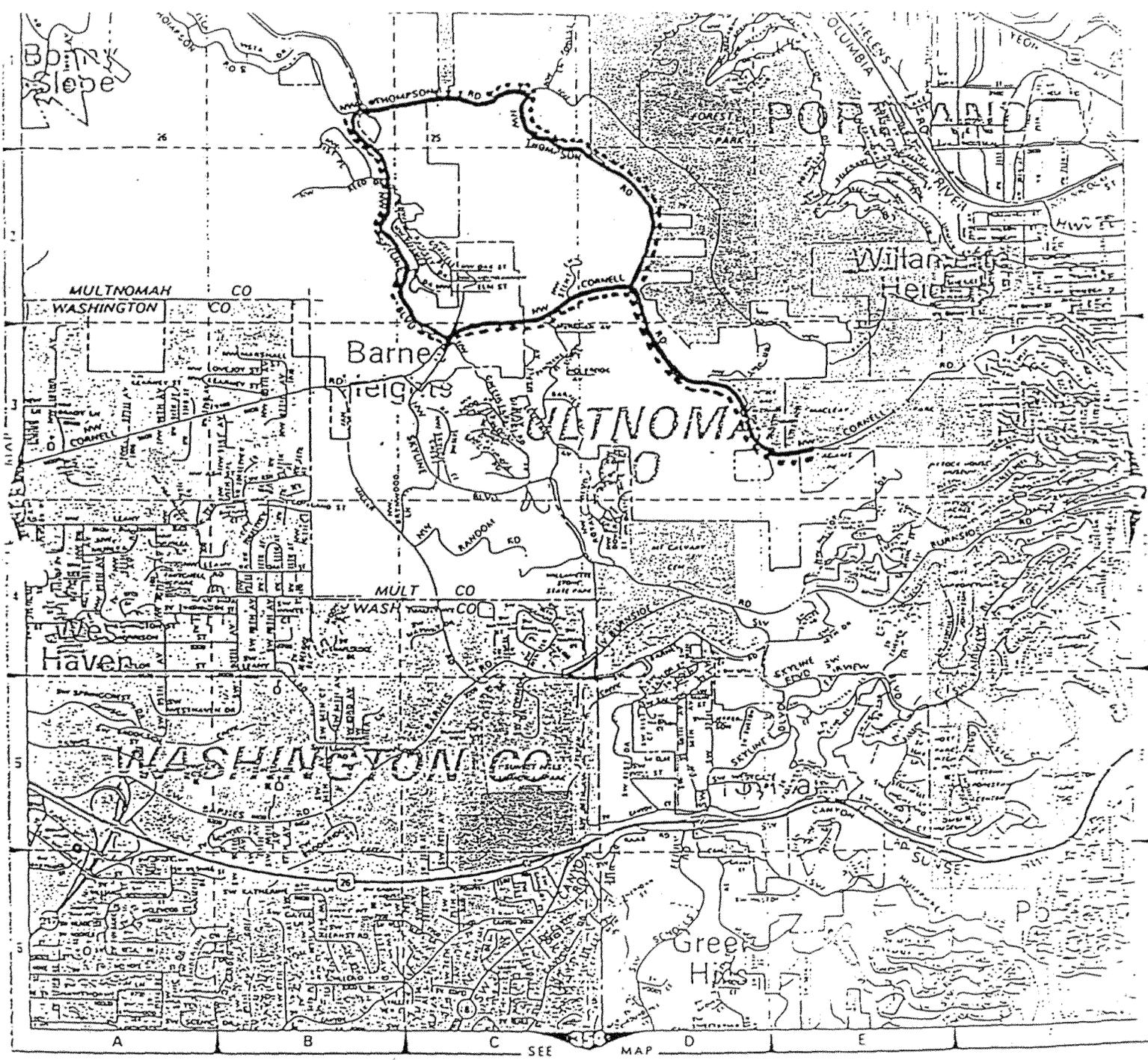
**APPROVED MULTNOMAH COUNTY
 BOARD OF COMMISSIONERS**
 AGENDA # R-8 DATE 3/17/94
DEB BOGSTAD
 BOARD CLERK

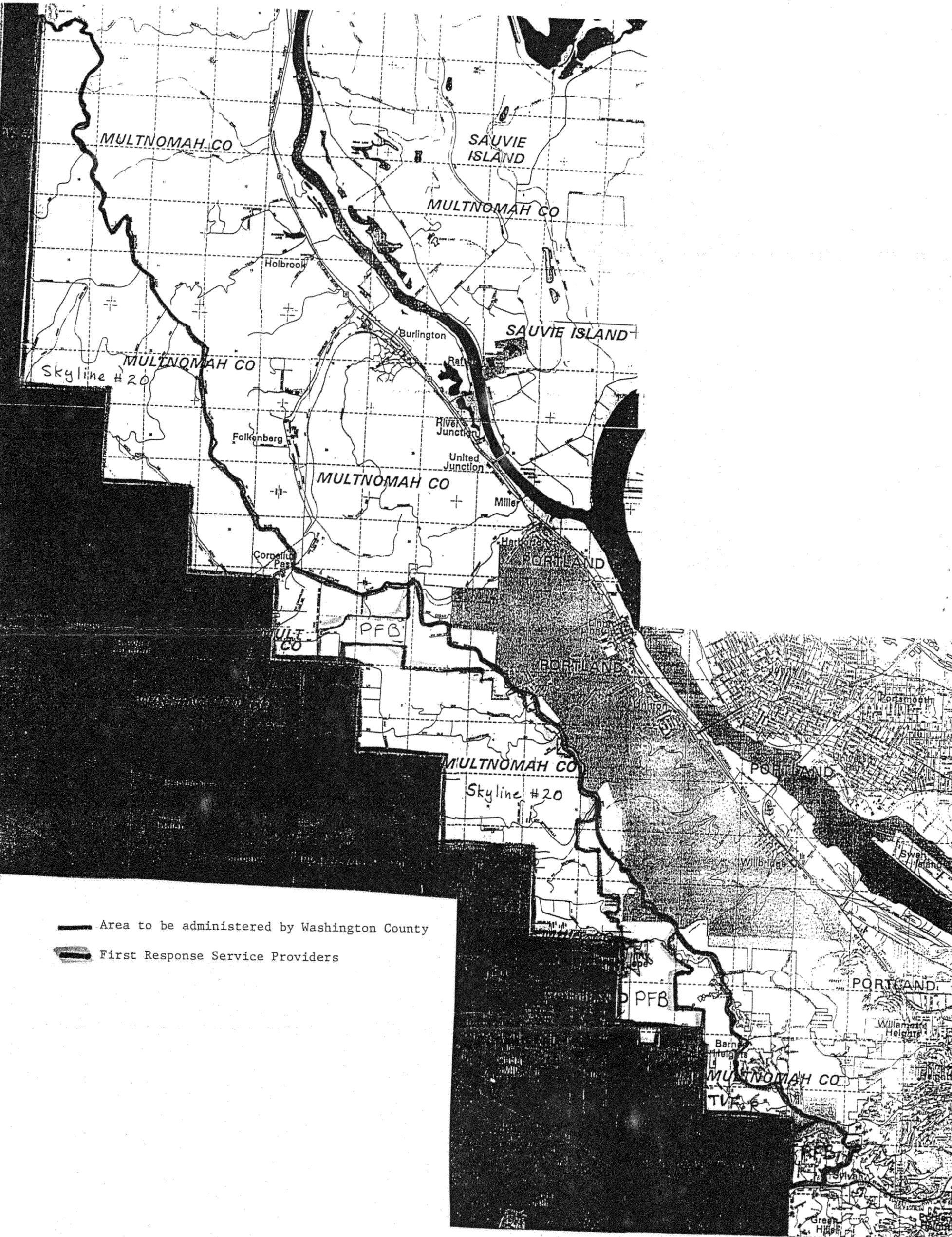
EXHIBIT "A"

For purposes of this agreement the West Hills/Skyline area is the area bordered on the north by NW Rocky Point Road from the Washington County line to the intersection with NW Skyline Boulevard; on the east by the eastern boundary of the Skyline Boulevard right-of-way, between NW Rocky Point Road and Highway 26 (Sunset Highway); on the south by Highway 26 between SW Skyline Boulevard and the Washington County line and on the west by the Washington County line, between Highway 26 and NW Rocky Point Road.

1. Washington County Emergency Medical Services Office shall administer the regulation of emergency medical and ambulance services for the West Hills/Skyline area addressed **ON AND WEST** of Skyline Boulevard from Highway 26 to the intersection with NW Rocky Point Road, all roads that branch from this section of NW Skyline Boulevard, including NW Springville Lane intersecting NW Springville Road; **but excluding the section of NW Skyline Boulevard between NW Cornell and NW Thompson Roads, and all roads branching from this section.** (see Informational appendix 1.)
2. Multnomah County Emergency Medical Services shall administer the regulation of emergency medical and ambulance services for the area **EAST** of Skyline Boulevard including roads branching from Highway 30, to include NW Springville Lane intersecting Highway 30, and NW Skyline Boulevard between NW Cornell And NW Thompson Roads, and all roads branching from this loop. (See informational appendix 2.)

Informational Appendix #2





MEETING DATE: MAR 17 1994

AGENDA NO: R-9

(Above Space for Board Clerk's Use ONLY)

AGENDA PLACEMENT FORM

SUBJECT: PCRB Exemption for LAN products, services and training

BOARD BRIEFING Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: Thursday, March 17, 1994

Amount of Time Needed: 15 MINUTES

DEPARTMENT: Finance/Environmental Services DIVISION: Purchasing/ISD

CONTACT: Lillie Walker/Jim Munz TELEPHONE #: 248-5111/248-3749

BLDG/ROOM #: 421/1st / 312

PERSON(S) MAKING PRESENTATION: Lillie Walker

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

SUMMARY (Statement of rationale for action requested, personnel and fiscal/budgetary impacts, if applicable): 3/10/94 copies of notice & application to PCRB list
3/21/94 copies of notice & order to PCRB list, Lillie Walker & Jim Munz

Request of Board of County Commissioners, acting as PCRB, for an exemption to extend the contract with Polar Systems for the provision of LAN products services and training. The estimated amount for the exemption period is \$70,000.

SIGNATURE REQUIRED:

ELECTED OFFICIAL: _____

OR

DEPARTMENT MANAGER: Lillie M. Walker

BOARD OF COUNTY COMMISSIONERS
MULTI-INDIAN COUNTY
OREGON
MAR -8 PM 2:53

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

**AGENDA ITEM BRIEFING
STAFF REPORT SUPPLEMENT**

TO: BOARD OF COUNTY COMMISSIONERS

FROM: Lillie Walker, Purchasing Director

TODAY'S DATE: February 28, 1994

REQUESTED PLACEMENT DATE: March 17, 1994

RE: Exemption request from formal competitive bid process for the Information Services Division (ISD) to extend the contract with Polar Systems for the provision of LAN products, services and training.

I. RECOMMENDATION: The Information Services Division requests an exemption to continue the contract with Polar Systems for the provision of LAN products services and training. The current contract is between Multnomah County and Polar Systems. This exemption is requested for the period March 17, 1994 through June 30, 1994.

II. Background/Analysis: The requirements contract with Polar Systems for LAN products, services, and training (400851) expires February 28th and cannot be renewed. Pam Brown, Network Services Manager, is working with LAN administrators in the County to prepare a new RFP. Since the new contract will not be in place by February 28th, they request an exemption to extend the current contract for three to four months.

They are expanding the scope of the new RFP to include new services:

- * LAN server maintenance
- * Internetwork planning
- * Technical support to resolve wide-area network fault and performance problems.

The new RFP is not yet complete because they have been developing specifications for these new services. In addition, the process has consumed more time than originally planned as they solicited input from the 35 LAN administrators in the County. While delaying the new RFP, the involvement will result in a better product that will meet our needs for the coming three years.

They are working with our current vendor, Polar Systems, on the installation of several new LANs and the upgrade of other LANs. It is not possible to complete this work by February 28th, and we need to maintain the single-vendor relationship to insure successful implementation of new systems. Approval of this request will allow us to complete the work now in progress and at the same time get a new contract in place. Polar Systems has agreed to extend their pricing and services for this additional period.

Procedure for Staff Report

III. Financial Impact: The estimated cost of the contract for the exempted period is \$70,000.

IV. Legal Issues:

There are no legal issues anticipated.

V. Controversial Issues:

N/A

VI. Link to Current County Policies:

Current County policies require a competitive process for the purchase of LAN equipment that exceed \$1,000.00.

ISD requires a Single Source Exemption because of the time frame needed to process a Request for Proposal.

VII. Other Government Participation: The resulting contract will be open to other county departments and other government agencies.



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
INFORMATION SERVICES DIVISION
4747 EAST BURNSIDE
PORTLAND, OREGON 97215
(503) 248-3749

BEVERLY STEIN
COUNTY CHAIR

MEMORANDUM

TO: Lillie Walker, Purchasing Director

FROM: Jim Munz, Director ISD

DATE: February 4, 1994

RE: Temporary Exemption

RECEIVED
PURCHASING SECTION
94 FEB -7 AM 8:20
MULTNOMAH COUNTY

The requirements contract with Polar Systems for LAN products, services, and training (400851) expires February 28th and cannot be renewed. Pam Brown, Network Services Manager, is working with LAN administrators in the County to prepare a new RFP. Since the new contract will not be in place by February 28th, I request an exemption to extend the current contract for three months.

We are expanding the scope of the new RFP to include new services:

- LAN server maintenance
- Internetwork planning
- Technical support to resolve wide-area network fault and performance problems.

The new RFP is not yet complete because we have been developing specifications for these new services. In addition, the process has consumed more time than originally planned as we solicited input from the 35 LAN administrators in the County. While delaying the new RFP, this involvement will result in a better product that will meet our needs for the coming three years.

We are working with our current vendor, Polar Systems, on the installation of several new LANs and the upgrade of other LANs. It is not possible to complete this work by February 28th, and we need to maintain the single-vendor relationship to insure successful implementation of new systems. Approval of this request will allow us to complete the work now in progress and at the same time get a new contract in place. Polars Systems has agreed to extend their pricing and services for this additional period.

If you have any questions about this request, please give me a call at extension 3927.



MULTNOMAH COUNTY OREGON

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

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

NOTICE OF HEARING

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, will consider an application on Thursday, March 17, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, in the Matter of Exempting from Public Bidding a Contract with Polar Systems for the Provision of LAN Equipment, Services and Training.

A copy of the application is attached.

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

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

Carrie A. Parkerson
Office of the Board Clerk

*enclosure
cc: Lillie Walker*

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

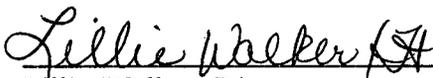
In the Matter of Exempting From Public)
Bidding a contract with Polar Systems) A P P L I C A T I O N
for the provision of LAN equipment,)
services and training.)

Application to the Public Contract Review Board on behalf of a request from the Information Services Division (ISD) is hereby made pursuant to the Board's Administrative Rule AR 10.140 and adopted under the provisions of ORS 279.015 for an order of exemption to contract for LAN equipment, services and training.. The estimated amount of the contract is \$70,000.

This Exemption Request is supported by to the following facts:

1. The attached memorandum from ISD requests an exemption from the competitive bidding process to contract with Polar Systems for the provision of LAN equipment, services and training. These services were originally purchased through the competitive Request for Proposal (RFP) process. This request is for the period ending June 30, 1994.
2. The estimated cost to the County for the exempted period is \$70,000.
3. ISD is beginning the RFP competitive process now and will have a new contract in place by the end of this exemption period.
4. This is a one-time exemption.
5. The Purchasing Section has reviewed the information provided by ISD and found that it is compatible with proper purchasing procedures and is necessary to meet the timelines of an RFP process.
6. The Purchasing Section recommends approval of the requested exemption.

Dated this 28 day of February, 1994.



Lillie Walker, Director
Purchasing, Contracts, & Central Stores

Attachments



MULTNOMAH COUNTY OREGON

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

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

NOTICE OF APPROVAL

The Multnomah County Board of Commissioners, sitting as the Public Contract Review Board, considered an application on Thursday, March 17, 1994, at 9:30 a.m. in Room 602 of the Multnomah County Courthouse, 1021 SW Fourth, Portland, Oregon, and approved Order 94-54 in the Matter of Exempting from Public Bidding a Contract with Polar Systems for the Provision of LAN Equipment, Services and Training.

A copy of the Order is attached.

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

Deborah Bogstad
Office of the Board Clerk

enclosure
cc: Lillie Walker
Jim Munz

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

In the Matter of Exempting from Public)
Bidding a contract with Polar Systems) O R D E R
for the provision of LAN equipment,) 94-54
services and training,)

The above entitled matter is before the Board of County Commissioners, acting in its capacity as the Multnomah County Public Contract Review Board, to review, pursuant to ORS 279.015(3) (A) through (5) (B) and PCRB Rule 10.140, an exemption for the Information Services Division (ISD) to extend its current contract with Polar Systems for the provision of LAN equipment, services and training for the period ending June 30, 1994. The estimated cost for the exemption period is \$70,000.

It appearing to the Board that the request for exemption, as it appears in the order, is based upon the fact that it will provide ISD the time needed to process a competitive Request for Proposal.

It appearing to the Board that this exemption request is in accord with the requirements of ORS 279.015 and PCRB Rule AR 10.100; now therefore,

IT IS ORDERED that the purchase of LAN equipment, services and training be exempted from the requirement of formal competitive bid process.

Dated this 17th day of March, 1994.



LAURENCE KRESSEL, County Counsel
for Multnomah County, Oregon

By John L. DeB...
Assistant County Counsel

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

By Beverly Stein
Beverly Stein, County Chair

MEETING DATE MAR 17 1994

AGENDA NUMBER R-10 to R-20

AGENDA PLACEMENT FORM

SUBJECT: Requests for Transfers from General Fund Contingency

BOARD BRIEFING: Date Requested: _____

Amount of Time Needed: _____

REGULAR MEETING: Date Requested: March 17, 1994

Amount of Time Needed: 45 minutes

DEPARTMENT: Nondepartmental DIVISION Planning & Budget

CONTACT: Dave Warren TELEPHONE : 248-3822

BLDG/ROOM: 106/1400

PERSON(S) MAKING PRESENTATION: Department staff and budget staff

ACTION REQUESTED

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

The Board will have before it ten contingency requests on March 17. The individual Bud Mods are attached, and a more complete analysis of them is also attached. The requests, if they were all approved as submitted, would cost the General Fund \$ 316,096. This would leave \$923,937 in Contingency for the balance of the year.

SIGNATURES REQUIRED:

ELECTED OFFICIAL: Beverly Steen

OR

DEPARTMENT MANAGER: _____

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR 10 PM 12:55

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Board of County Commissioners

FROM: Dave Warren *DCW*

TODAY'S DATE: March 10, 1994

REQUESTED PLACEMENT DATE: March 17, 1994

SUBJECT: Contingency Requests

I. Recommendation / Action Requested:

On March 17, 1994, the Board will be asked to consider ten contingency requests totaling \$316,096. Eight of the requests appear to me to meet the criteria established for use of contingency. An accompanying memo describes the requests briefly and explains how I believe they fit into the Board's established criteria.

Of the two that do not meet the criteria, I believe CFS 4, which covers contractual costs it is probably too late in the fiscal year to revise, will be difficult to avoid approving, and DES 10, which creates a new ongoing program, requires action because the opportunity to install a pet adoption storefront in Clackamas Town Center will probably not still be there in June.

II. Background / Analysis:

The current appropriated General Fund Contingency is \$1,240,033. If all the requests are approved as requested, the remaining balance will be \$923,937.

III. Financial Impact:

The estimated beginning balance upon which the budget process for 1994-95 has been based assumed that \$600,000 of Contingency would remain unallocated at year end. The March 17 requests would leave more than that amount unallocated.

IV. Legal Issues:

N/A

V. Controversial Issues:

Two of the requests, CFS 4 and CFS 5, involve continuing services. CFS 4 requests adding appropriations for youth service centers where the Board cut in June 1993. CFS 5 requests support on a one time basis to continue a program providing transition bed space that lost funding from other sources during this fiscal year. Both requests are likely to produce strong support from their advocates.

DES 13, a request for a challenge grant for the County Fair, is also likely to produce strong support by the Fair Advisory Board.

VI. Link to Current County Policies:

In October, when the Board reviewed the last quarterly contingency requests, several Commissioners asked that the criteria for screening contingency requests be reviewed and improved. I have not been able to develop or staff a process to undertake this review. I hope to have suggested improvements before the Board early enough in 1994-95 so that the first quarter's requests will comply with the new criteria.

VII. Citizen Participation:

N/A

VIII. Other Government Participation:

N/A



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Board of County Commissioners
FROM: Dave Warren, Budget Manager *DCW*
DATE: March 10, 1994
SUBJECT: CONTINGENCY REQUESTS -- March 1994

Board Guidelines

Since 1982, the Board of Commissioners has applied guidelines to Contingency requests. The current guidelines date from April 1992. The language approved by the Board follows.

The Board will use the following guidelines in considering requests for funding from the Contingency Account:

- 1). Approve no contingency requests for purposes other than a "one-time-only" allocation.
- 2). Fund any costs related to labor contract settlements that exceed the budgeted reserves for that purpose with reductions in base-line budgets or increases in continuing revenues.
- 3). Limit contingency funding to the following:
 - (a). Emergency situations which, if left unattended, will jeopardize the health and safety of the community, OR
 - (b). Unanticipated expenditures that are necessary to keep a previous public commitment or fulfill a legislative mandate or can be demonstrated to result in significant administrative or programmatic efficiencies, OR
 - (c). Expenditures covered by unanticipated revenues not classifiable as grants.

AND

Contingency Requests -- March 1994
March 10, 1994

- (d). Expenditures cannot be accommodated by the existing departmental budget, and
- (e). The expenditure is consistent with the existing departmental work plan.

March Requests

This is a brief descriptive list of the contingency requests for the Board to consider on March 17, 1994.

SOCIAL SERVICES

Aging Services

Aging Services 4 One time only kitchen installation at Tabor Square Building \$28,000

This is the second contingency request brought before the Board during 1993-94 to cover costs of the Tabor Square Building. This appropriation will complete the cost of installing a full service kitchen at Tabor Square.

As an unanticipated, one time only, expenditure necessary to continue the operation of the program, this request meets the Board's criteria for contingency requests.

Community and Family Services

CFS 4 Restores funding to the North Portland and East County Child and Youth Centers \$ 24,089

The Executive 1993-94 Budget included \$1,474,669 for Child and Youth Centers. This amount was allocated to the centers according to a formula intended to reflect the differing needs of different geographical areas in the county

In April, when the Board approved the 1993-94 budget, they added \$50,000 to the Executive Budget's recommended level of support for Child and Youth Centers. This still left the level of support below the 1992-93 amount. Further, the Board directed this increase toward the North Portland and East County Centers.

When the Board adopted the 1993-94 budget, they reduced and reallocated the amount of General Fund support of the Child and Youth Centers. The reallocation was intended to shift the amounts received by the individual centers to conform to the formula. The reduction of \$14,000 was to reflect the reallocation but was to leave at least \$200,000 of support for each Center.

The funding for North Portland and East County Child and Youth Centers is less than the contract amounts. When revised contracts were presented to the contractors in January, the contractors were unwilling to agree to them because of the reduced funding. The Community and Family Services Division does not have other authorized expenditures it can transfer to cover the costs of the contracts.

The request results from actions not in accord with prior Board decisions. **It does not meet the Board's criteria for contingency requests.**

CFS 5 Adds one time only support for 52 units of drug and alcohol transitional housing \$43,772

This request is an effort to retain 52 housing units for which 1993-94 funding was not identified in the "Strategy for Serving Homeless Single Adults in Portland/Multnomah County."

Contingency Requests -- March 1994
March 10, 1994

- (d). Expenditures cannot be accommodated by the existing departmental budget, and
- (e). The expenditure is consistent with the existing departmental work plan.

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In April, when the Board approved the 1993-94 budget, they added \$50,000 to the Executive Budget's recommended level of support for Child and Youth Centers. This still left the level of support below the 1992-93 amount. Further, the Board directed this increase toward the North Portland and East County Centers.

When the Board adopted the 1993-94 budget, they reduced and reallocated the amount of General Fund support of the Child and Youth Centers. The reallocation was intended to shift the amounts received by the individual centers to conform to the formula. The reduction of \$14,000 was to reflect the reallocation but was to leave at least \$200,000 of support for each Center.

The contracts with the Centers were not modified to implement the Board's allocated funding. As a result, the funding for North Portland and East County Child and Youth Centers is less than the contract amounts. The Community and Family Services Division does not have other authorized expenditures it can transfer to cover the costs of the contracts.

The request results from actions not in accord with prior Board decisions. **It does not meet the Board's criteria for contingency requests.**

CFS 5 Adds one time only support for 52 units of drug and alcohol transitional housing \$43,772

This request is an effort to retain 52 housing units for which 1993-94 funding was not identified in the "Strategy for Serving Homeless Single Adults in Portland/Multnomah County."

Contingency Requests -- March 1994
March 10, 1994

DES 12 Supports impact analysis of surrounding uses on streams in
the Howard Canyon site \$ 25,000

This request provides for contractual services to secure analysis by a stream biologist and planner of the impact of surrounding uses on stream values in the Howard Canyon mineral/aggregate site. The Board reviewed the issue of significant streams in November 1993, and indicated willingness to allocate General Fund to cover the cost of such analysis.

The request is made pursuant to a Remand Order by LCDC requiring that his work be done before the end of the fiscal year.

Because the expenditure was unanticipated and is necessary to fulfill a mandate, it meets the Board's criteria for contingency use.

DES 13 Challenge grant for Friends of the Multnomah County Fair \$ 25,000

This request is for one time only matching funds to encourage donations by private parties to the operation of the Multnomah County Fair. The request is forwarded on behalf of the Fair Advisory Board. The Fair Advisory Board believes that this support will "nurture this group [Friends of the Multnomah County Fair] to a state of organizational maturity."

The request is unanticipated. It is intended to be one time only in nature. The Friends of the Multnomah County Fair wish to take over production of the 1995 Fair. **As an unanticipated expenditure that may produce operational efficiencies, the request meets the criteria for contingency use.**

Nond 12 Support of the PSU Institute for Portland Metropolitan Studies \$ 10,000

The request is intended to be part of a multi-jurisdictional effort to support research at the PSU Institute for Portland Metropolitan Studies (IPMS). Portland has contributed \$100,000. IPMS believes that once the program is established with public seed money, it can seek out grant and endowment funding for ongoing support.

IPMS will develop demographic and economic data about the metropolitan area that can be used to measure the impact of public decisions on the community. This data will be of value in the County's long range planning and program measurement efforts and would be extremely difficult for the County to produce on our own.

As an unanticipated expenditure producing operational efficiencies, the request meets the criteria for contingency use.

Nond 13 Purchase of applicant management and tracking software \$74,190

This request from Employee Services would purchase an applicant management and tracking package to replace the program, developed by County programmers in the early 80's, that runs on the Wang VS 100 on the 14th Floor of the Portland Building. The VS 100 is no longer a reliable machine, subject to increasingly frequent breakdowns, cannot be repaired effectively because Wang no longer makes parts for it, and cannot be replaced while this crucial program is run on it.

In addition, the purchased software will provide exam processing, applicant referral, statistical analysis, and management reporting that the current system cannot produce.

Employee Services has requested the DPMC to recommend allocation of new development dollars to this system. However, the criteria under which DPMC operate dictate that programs with direct impacts on

Contingency Requests -- March 1994
March 10, 1994

public safety, health, or legal requirements receive priority for funding. Internal operational requirements do not receive rankings high enough to receive funding.

As an expenditure producing operational efficiencies, the request meets the criteria for contingency use.

Deb



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: County Managers and Staff
FROM: Dave Warren *DCW*
DATE: January 19, 1994
SUBJECT: QUARTERLY CONTINGENCY REQUESTS

BOARD OF
COUNTY COMMISSIONERS
1994 JAN 20 PM 12:37
MULTNOMAH COUNTY
OREGON

The next "quarterly" General Fund Contingency requests will go to the Board of County Commissioners next month. I believe the Board will vote on them on March 3, 1994.

Contingency requests are due in the Planning & Budget Division by February 11, 1994. Planning & Budget will forward them to the Chair's Office on February 21, 1994 for placement on the agenda. The Board will vote on them at the Formal Board Meeting on the following Thursday.

To bring a contingency request before the Board you need to complete:

- a regular Bud Mod form (as always), and
- a "Request for General Fund Contingency Transfer" form explaining why the requested transfer could not be foreseen or absorbed within existing appropriations, and the reason for the transfer. A copy of this form is attached.

By resolution, the Board has limited contingency funding to

- a) emergency situations which, if left unattended, will jeopardize the health and safety of the community,
- b) unanticipated expenditures that are necessary to keep a previous public commitment or fulfill a legislative mandate or can be demonstrated to result in significant administrative or programmatic efficiencies,
- c) expenditures covered by unanticipated revenues not classifiable as grants,

Quarterly Contingency Requests
January 19, 1994

In all cases, the Board requires that the proposal to transfer appropriations from contingency must be for expenditures that cannot be covered within the existing appropriations of a department.

Planning & Budget will advise the Chair's Office as to which category covers each contingency request or if the request does not seem to fit any of the required categories. If you have any questions about this procedure, contact your budget analyst before February 11, 1994.

As a further note, I believe the following are the likely dates for the remaining quarterly contingency process for 1993-94.

Fourth Quarter

Due in Planning & Budget - May 27, 1994

Chair's Office for Agenda Placement - June 6, 1994

Board Formal - June 16, 1994

attachment

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. _____ 2. Amount requested from General Fund Contingency: \$ _____

3. Summary of request:

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? _____ If so, when? _____
If so, what were the circumstances of its denial?

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

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

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

8. This request is for a (Quarterly _____, Emergency _____) review.

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

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

Signature of Department Head/Elected Official

Date



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS

BEVERLY STEIN
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET

PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Ginnie Cooper,
Tamara Holden
Jim McConnell
Billi Odegaard
Hal Ogburn
Lorenzo Poe
District Attorney Mike Schrunk
Sheriff Bob Skipper
Betsy Williams

BOARD OF
COUNTY COMMISSIONERS
1994 JAN 19 AM 8:46
MULTNOMAH COUNTY
OREGON

FROM: Dave Warren *DW*

DATE: January 17, 1994

SUBJECT: Responses to Board Suggestions and Questions About 1994-95 Measurements and Narrative -- Part 2

Here is the final batch of suggested changes to measurements and narrative that result from the Board's serious efforts in December and January to identify issues regarding key results that will be shown in the budget document.

Naturally, the discussions identified a sizable number of suggested changes to measurements and narrative, and produced some topics that will require further analysis. As the discussions proceeded, I tried to keep track of these items. The attached listing captures all the proposed changes that I heard from December 22 through January 5.

The list is organized by department. The division and program where the measurement or narrative may require changes is shown as follows:

DIVISION

Program

Each key result or narrative is in bold face - The Board's proposal for change is not in bold face. *My suggestion for what you should do is in italics.*

Please respond to each of the proposed changes in the list that deals with your department. I believe that where discussion of questions asked by the Board is appropriate, this discussion would be best captured in a single comprehensive memo from you to the Board. Please send that response to me. I would like the opportunity to review the responses to make sure they answer what the Board asked. In some cases, my interpretation of the question may be ambiguous enough that your responses might not be what they were

Responses about Measurements and Narrative
January 17, 1994

looking for. I suggest mid-February as the due date for these memos, although I am open to other suggestions.

Where the Board wanted revised or new BUD J's to be prepared, please revise or create the Bud J's. Send them to the Budget Office on a floppy, please. The Word Processing unit on the 14th Floor here is trying to incorporate all the measurements into a single document, and the revised ones should be put in there. I will make sure that these new BUD J's are sent up to the Board from here when they are in final form. Many of these revisions may be done quickly. However, some will take longer than the discussions in the memo. All of these measures should be in final form when budget requests are submitted on February 22.

As Meganne Steele and I mentioned during budget training, all BUD J's should be in final form when the budget requests are turned in on February 22, 1994, complete with changes and the data to show in the document.

In most cases, performance trends were not discussed with the Board. It is important that these be revised along with the key results. Meganne Steele will be working on this with the Budget Office. She will contact you directly.

Please give me a call if you have questions. My number is 248-3822.

attachment

- c. Board of Commissioners
 - MSS Managers
 - Larry Aab
 - Kelly Bacon
 - Ben Buisman
 - Susan Clark
 - Shaun Coldwell
 - Marie Eighmey
 - Margaret Epting
 - Rey Espana
 - Bill Farver
 - Kathy Gillette
 - Jeanne Goodrich
 - Ching Hay
 - Kathy Innes
 - Susan Kaeser
 - Bev Lauck
 - Mike Oswald
 - Tom Simpson
 - Meganne Steele

Children and Families Svcs Narrative and Measurement Questions

ADULT MENTAL HEALTH

Crisis and Acute Care Services

Reduction in number of emergency holds - Revise to show both numbers and percent change. *Revise Bud J and send to P&B on disk*

Number of police trainings - Try to find an outcome measurement for this training to test its impact on police behavior. Consider following up after the training or showing, as the measurement, pre and post test results. Could this training affect the number of emergency holds or jail population? *Discuss the proposal in a memo to the Board through P&B.*

Consider substituting a measurement of the percentage of police officers who have received this training within x years. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Allegedly mentally ill persons seen in crisis services within two weeks ... -

Consider finding a measurement of the appropriateness of the crisis services. Rework the "demonstrates" section to explain that this is an efficiency measure, and clarify the definition. *Revise Bud J and send to P&B on disk*

Commitment Discharge Planning

Reduction of ADP . . . of Multnomah County residents in State hospital beds - Substitute a count of the number of days Multnomah County residents exceed the State-allotted beds. Explain in the "Notes" section the change in projected allotted ADP for 94-5. *Revise Bud J and send to P&B on disk*

Percentage of utilized structured housing sites - Retitle and rework the "Demonstrates" section to clarify that this tests use of a resource. Rework to show the relation of this measurement to Commitment Discharge Planning. *Revise Bud J and send to P&B on disk*

Efficiency of New Patient Assessments - Retitle so that it is clear that this measures the percent of patients assessed within 15 days. *Revise Bud J and send to P&B on disk*

Residential Care Facilities

Length of community tenure - Rework the measure, because it is unclear what it measures and why as it stands, or substitute a measurement of "recidivism" instead which the Board considers more relevant to their understanding of the situation. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Children and Families Svcs Narrative and Measurement Questions

Number of reportable incidents - Define reportable incidents. *Revise Bud J and send to P&B on disk*

RCF utilization rate - Rework the measure. Consider combining it or with the ADP measurement or cross-referencing it to that measurement. *Revise Bud J and send to P&B on disk*

Community-based Services

Percentage of individuals administered the Ability Scale - Explain the Ability Scale and discuss the meaning of the scores. As it stands, the measurement is too limited, but the results of the test may be of great value in evaluating the impact of County efforts. Consider elevating this to a performance trend. *Discuss the proposal in a memo to the Board through P&B or revise the Bud J and send to P&B on disk. Discuss it as a performance trend with Meganne Steele.*

Number of individuals in Dual Diagnosis Treatment - This appears to be a measure of the percentage of those needing treatment who get it. As it stands, the measure does not make this clear. Discuss the effectiveness of the treatments. *Discuss the proposal in a memo to the Board through P&B, revise Bud J and send to P&B on disk*

Special Projects

PSRB Successful Completion - Spell out the acronyms and clarify the measurement. *Revise Bud J and send to P&B on disk*

Seniors / MDT Utilization - Drop the measurement.

Homeless / Permanent Housing - Rewrite the definition and discuss the relationship of Bridgeview capacity to the program. *Revise Bud J and send to P&B on disk*

Precommitment Hospitalization

Number of hospitalized allegedly mentally ill persons by type of hold - Drop the measure because it is a workload measure.

Number of out-of-county precommitment hospitalizations - Consider dropping this measure or discuss the impact of this group of holds. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Children and Families Svcs Narrative and Measurement Questions

Percent of . . . hospitalization that are publicly funded - Drop the measurement.

Since the Board recommends dropping all the measurements proposed for Precommitment Hospitalization, consider creating a different measurement.

The Board appears to be most interested in effectiveness measures (and I do not see much potential for one here), efficiency measures, and measures of repeat clients. Perhaps we could measure average length of hold (although we may have no influence on that) or percentage of allegedly mentally ill persons held that have been committed before or have been through the pre-commitment process before.

Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk

Involuntary Commitment Investigation

Number of precommitment investigations annually - Consider dropping the measurement or recording the effort elsewhere (in the budget narrative). It appears to be a workload measure. *Discuss the proposal in a memo to the Board through P&B or drop the measurement.*

New measurement - Find a measurement that reflects the goal of the program. Consider measuring hospitalization costs saved through prompt investigation or adequacy of the findings resulting from the investigations. *Create Bud J and send to P&B on disk*

CHILDREN'S MENTAL HEALTH

Managed Mental Health

Percentage of children institutionalized. - Reverse the measurement to show the percentage who are not institutionalized. *Revise Bud J and send to P&B on disk*

Number of suicide attempts ages 0 - 17 years - Revise the "Demonstrates" section or include a "Notes" section to explain the relationship to the Partners Project. Explain the strategy in the "Notes" or in the narrative for the program.

Increase family preservation - Define "runaway". Consider showing "missing" as a separate category. *Divide into separate measurements, consider dropping in light of the next two measurements or revise Bud J and send to P&B on disk*

Children and Families Svcs Narrative and Measurement Questions

New measurement - Consider a measurement that will show the affect of our efforts to reduce runaways such as "Percent of children diagnosed as mentally ill who run away." *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Consider a measurement for "family preservation" that will track appropriate placement since preservation of a dysfunctional family is not the sole goal. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

School-based Services

Percentage of children . . . prepared to participate successfully in school - Why is this a County measurement? Look at our contribution and suggest a measurement to evaluate our effort. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Attendance and completion of high school of all students - Rework, substituting State benchmark language. *Revise Bud J and send to P&B on disk*

Percentage of clients who express satisfaction with service through survey - Clarify "outpatient". Consider including another measurement as well, one of contractor quality or effectiveness. *Revise Bud J and send to P&B on disk. Discuss the proposal for another measurement in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Find a measurement of our CARES program or some other measurement of our efforts in dealing with child abuse. *Create Bud J and send to P&B on disk*

Targeted Services

New measurement - Find a measurement of our efforts in dealing with child abuse, such as a measurement of RAP (?) or other programs and their effectiveness. *Create Bud J and send to P&B on disk*

ALCOHOL AND DRUG ABUSE

General

Look for and suggest measurements of the effectiveness of our programs. *Discuss the proposal in a memo to the Board through P&B and create Bud J's as appropriate and send to P&B on disk*

Children and Families Svcs Narrative and Measurement Questions

Assessment and Intervention

Percent of clients referred who enroll for other services - The measurement needs baseline and potential. Expand "Demonstrates" to discuss the use of this as a proxy measure. Identify the subcategories of the kinds of services in which clients enroll on the BUD J. *Revise Bud J and send to P&B on disk*

New measurement - Consider a measurement that tracks the long term effect of the referrals and enrollment, such as recording the number of repeat clients among those who enroll compared to those who do not. Consider collecting the results by cross-referencing the outcome measures of other County programs and non-County programs. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Prevention

General - Note that these measures are Oregon Benchmarks, in the title and in the "Demonstrates" section. Consider additional or alternative measures for the effectiveness of our specific programs. Rework "Baselines" and "Potential" to show numbers. *Revise the Bud J's and send to P&B on disk. Discuss the proposal for other measurements in a memo to the Board through P&B.*

Adolescent Treatment

Percentage of adolescents successfully completing treatment - Define "successful." *Revise Bud J and send to P&B on disk*

New measurement - Look for a long-term success / repeat client measurement. Consider requiring that contractors report on follow-up results. Demonstrate the cost effectiveness of continuation of treatment as compared with the cost effectiveness of recycling clients. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk.*

Methadone Treatment

Percentage of clients not arrested during treatment - Define "arrests." *Revise Bud J and send to P&B on disk*

Sobering and Detoxification

Public inebriates sheltered - Rework to focus on the goal of the program. *Revise Bud J and send to P&B on disk*

Community Corrections Narrative and Measurement Questions

PERFORMANCE TREND

New measurement - Create a performance trend measuring the number and percent of Community Corrections clients who are employed at the time they cease to be supervised. *Discuss the proposal in a memo to the Board through P&B and create Bud D in conjunction with Meganne Steele and send to P&B on disk*

ADMINISTRATION

Administrative Services

Percent of payroll dedicated to training - Consider revising to include the unit cost of training as well or instead of this measurement. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Percent of supervised cases actively paying supervision fees - Rework "Baseline" and "Potential" to consider data from other jurisdictions. *Revise Bud J and send to P&B on disk*

Program Development and Evaluation Management

New measurement - Consider measuring what kinds of evaluation have been completed. *Discuss the proposal in a memo to the Board through P&B.*

New measurement - Consider showing the percentage of contractors whose contracts call for them to report on at least one outcome measure. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

DIAGNOSTICS

Probation Intake

Improve client caseload distribution - The name is confusing. Rework to clarify that it measures the number of offenders who move but continue to be supervised by the original Probation Officer. Consider tracking total transfers. *Revise Bud J and send to P&B on disk*

Eliminate service duplication - Clarify the name by using something like "eliminate duplicate intake processing." *Revise Bud J and send to P&B on disk*

Presentence Investigation

Enhance tracking process - Clarify measure and title or rework to focus it on a measurement of the time it takes to perform the tracking process. *Revise Bud J and send to P&B on disk*

Community Corrections Narrative and Measurement Questions

Evaluations

Improve client referral process - Clarify measure and title or rework to focus it on a measurement of the time it takes to perform the referral process. *Revise Bud J and send to P&B on disk*

Hearings

Parole revocations - Rework the measurement to indicate the percentage of the entire population of parolees. *Revise Bud J and send to P&B on disk*

Pretrial Services

New measurement - Add a measurement of the rate of failures to appear. *Create Bud J and send to P&B on disk*

Increase successful case closures - Drop this measurement.

CLIENT SUPPORT AND TREATMENT SERVICES

Substance Abuse Services

Successful completions (total number / percent of total) - Tighten up the definition of "successful". *Revise Bud J and send to P&B on disk*

Women's Services

Number of families who will increase the length of time between periods of homeless - Restate to show the percentage of the caseload as well. *Revise Bud J and send to P&B on disk*

Marriage and Family Services

Restate all measurements to show percentage as well as numbers.

Number of family mediation sessions - Rework to show the percentage of families reconciled. *Revise Bud J and send to P&B on disk*

Number of custody evaluations - Rework to show the percentage of custody recommendations that do or do not go to trial. *Revise Bud J and send to P&B on disk*

Community Corrections Narrative and Measurement Questions

Education and Vocational Services

Number of clients served - Rework to show the percent of those eligible (up to the grant target) who are served. *Revise Bud J and send to P&B on disk*

SANCTION PROGRAMS

Alternative Community Services

Number of custody units used by parole/probation violators - This measurement is extremely difficult to figure out. Rework it and clarify it so that an interested citizen would be able to understand it. *Revise Bud J and send to P&B on disk*

Number of community service hours imposed by courts, and Number of volunteer hours provided by clients - Rework and combine these measures to show the number of hours ordered and the percent of hours ordered that are served. *Revise Bud J and send to P&B on disk*

Probation / Parole Violation Center

Number of offenders sanctioned to the center - Why this measure? Consider dropping it. *Either drop the measurement or discuss its value in a memo to the Board through P&B.*

New measurement - Measure the cost per bed/day. Use the Sheriff's Corrections cost per bed/day computation as a model. *Create Bud J and send to P&B on disk*

Community Service Forest Project

New measurement - Consider a measure of recidivism of participants, or some other follow up measurement to test program outcome. *Create Bud J and send to P&B on disk*

New measurement - Measure the cost per bed/day. Use the Sheriff's Corrections cost per bed/day computation as a model. *Create Bud J and send to P&B on disk*

Volunteer / Student Intern Program

New measurement - Add a measurement of case bank / misdemeanants who are served at an acceptable ratio. *Create Bud J and send to P&B on disk*

Community Corrections Narrative and Measurement Questions

New measurement - Add a measurement of participant satisfaction. *Create Bud J and send to P&B on disk*

Diversion and Deferred Sentencing Programs

Domestic Violence program completion, and Domestic violence reduction in those completing the program - Discuss why the program completion rate is not 100%. *Discuss this in a memo to the Board through P&B. Rework the measurements to tighten up the definitions of "success" and "failure." Revise Bud J and send to P&B on disk*

New measurement - Add a measurement of drug diversion similar to the Domestic Violence measurements. *Create Bud J and send to P&B on disk*

INTEGRATED SERVICE DISTRICTS

West District

Percent of clients using automated behavior monitoring - Revise "Definition" to clarify that it is percent of clients judged to be eligible. *Revise Bud J and send to P&B on disk*

Percent of reported violations that do not result in incarceration in state facility - Rework the measurement. Clarify what it is supposed to demonstrate, include baseline and potential computations. *Revise Bud J and send to P&B on disk*

Southeast District

Early intervention with gang members, and Early intervention with female offenders - Drop the measurements or find a measurement of the effectiveness of this early intervention to replace the raw numbers. *Revise Bud J's and send to P&B on disk*

Mid County District

Increase neighborhood understanding of Community Corrections - Drop the measurement, which is a workload measurement. Consider a measurement of neighborhood satisfaction based on a survey, or build an action plan to increase understanding in the neighborhood. *Create an action plan item.*

East District

Improve service to transient east county offenders - Consider replacing with a survey of service providers or work into an action plan. *Create an action plan item.*

Management Support Services Narrative and Measurement Questions

Labor Relations

New measurement - Consider a measurement of grievances. Some suggestions were to measure processing time, the number filed, and the effect on grievances of interest based bargaining. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Develop a measurement of "customer satisfaction" keeping in mind the variety of customers being served. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Find a way to measure progress toward interest based bargaining. *Discuss the proposal in a memo to the Board through P&B or create an action plan item for inclusion in the budget.*

EMPLOYEE SERVICES

Word Processing

New measurement - Consider a measurement of jobs turned around within the time requested. *Create Bud J and send to P&B on disk*

New measurement - Consider measuring the cost per document or cost per page. *Create Bud J and send to P&B on disk*

Discussion - Discuss the possibility measuring the quality of final documents prepared by Word Processing in comparison with the quality of similar documents produced by other means, and the overall cost avoidance that having a word processing center produces when compared with the need to duplicate equipment in decentralized sites. *Discuss this in a memo to the Board through P&B.*

Personnel

Percent of eligible lists delivered within 4 weeks - Rework to include the numbers of eligible lists in the data and the definition. *Revise Bud J and send to P&B on disk*

New measurement - Create a measurement linking Personnel activities with affirmative action goals. Consider displaying affirmative action statistics about eligible lists rather than total work force. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Management Support Services Narrative and Measurement Questions

Training

Student evaluation of Cultural Diversity course - Why show results for this course separately? Consider measuring this course in other ways such as change in the number of lawsuits, grievances, etc. after the course is taken, or find some other way to measure the results of the course. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Find a way to measure the use of the training capacity we provide. *Create Bud J and send to P&B on disk*

Service award timeliness - Consider alternative ways to provide employee recognition. *Discuss the proposal in a memo to the Board through P&B.*

Health and Benefits

New measurement - Add a measurement of cost as a percent of average private health plan costs. *Create Bud J and send to P&B on disk*

AFFIRMATIVE ACTION

Discuss - Discuss how the Affirmative Action Office's exit interview is used and its results communicated to managers and the Board. *Discuss in a memo to the Board through P&B.*

Minority employees as a percent of workforce availability - On the BUD J, break out individual minority groups. *Revise Bud J and send to P&B on disk*

Discuss - Discuss the potential and strategies for attempting to cause minority and female employment in the County work force to reach more than 100% of workforce availability. *Discuss in a memo to the Board through P&B.*

General - Rework the BUD J's to simplify their language so an interested citizen can readily understand them. *Revise Bud J's and send to P&B on disk*

EMERGENCY MANAGEMENT

Number of personnel trained in the Intro to Incident Command System to date - Consider showing both the number and the percentage of those eligible. On the BUD J, break out those trained by department so that deficiencies can be more readily identified. *Revise Bud J and send to P&B on disk*

Management Support Services Narrative and Measurement Questions

PURCHASING

Cost per dollar purchase - Rework the "Demonstrates" section to clarify what the measurement is supposed to show rather than an explanation of how it comes about that the cost is low. Use a "Notes" to explain what has happened. *Revise Bud J and send to P&B on disk*

Percent of contracts routed through Purchasing within 5 business days - Use "Notes" to explain annual fluctuation in number of contracts. *Revise Bud J and send to P&B on disk*

Percent of customers satisfied - Rework the "Potential" section to establish an achievable goal better than the baseline. *Revise Bud J and send to P&B on disk*

COUNTY COUNSEL

Percent of requested legal training provided - Rework the BUD J to clarify the sections. Move the current "Definition" to "Baseline". Explain in "Definition" how the percent will be calculated. Estimate an achievable potential. *Revise Bud J and send to P&B on disk*

Percent of Oregon State Bar training received by staff - Drop the measure.

New measurement - Consider surveying users of County Counsel services to determine their satisfaction. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

RISK MANAGEMENT

General - Revise the definitions into simpler language that an interested citizen would be able to understand. *Revise Bud J's and send to P&B on disk*

Average cost of liability claims - Clarify "Demonstrates" to identify the outcome we would like to achieve. *Revise Bud J and send to P&B on disk*

New measurement - Consider adding a measurement of training effectiveness and a measure of the capacity we provide that is being used. *Discuss the proposal in a memo to the Board through P&B or create Bud J's and send to P&B on disk*

Management Support Services Narrative and Measurement Questions

FINANCE

Accounting

Number of incidents of non-compliance with Audit of Oregon Municipalities minimum standards - Rework and clarify the measurement so that an interested citizen would be able to understand. *Revise Bud J and send to P&B on disk*

Return on investment as a percent of Treasury Bill Rate - Rework the measurement to explain the relationship of our return to the T-Bill rate, or whatever rate you decide to use as the comparison. *Revise Bud J and send to P&B on disk*

Investment grade bond rating - List the investment ratings by rank and explain the implications of the minimum acceptable rating for the County. *Revise Bud J and send to P&B on disk*

Health Department Narrative and Measurement Questions 1/5/94

GENERAL

New measurements - Look for ways to measure customer satisfaction throughout the array of Health Department programs, and include such measurements in the budget. *Discuss the proposal in a memo to the Board through P&B or create Bud J's and send to P&B on disk*

Measures for CareOregon - Develop measurements for CareOregon. Consider tracking the number unserved or the number or percentage not covered now that gain access to health care through CareOregon. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

PRIMARY CARE

Medicaid / Medicare Eligibility

Percent of clients potentially eligible for Medicaid coverage who are screened for Medicaid eligibility - The "Definition" should define the size of the eligible group. The "Demonstrates" section should be rewritten to show the relationship of the measurement to the goal of the program. *Revise Bud J and send to P&B on disk*

Prepaid Program Services

Percent of Emergency Room visits by MULTICARE/REEP enrollees that are unauthorized - Restate positively "percent . . . that are authorized." *Revise Bud J and send to P&B on disk*

Homeless Children's Project

Percent of 2-yr. old project clients who are appropriately immunized - Clarify definition to define the client group and show the numbers. *Revise Bud J and send to P&B on disk*

Burnside Health Center

Percent of Burnside Health Clinic clients immunized for : Pneumovax, Tetanus - Split into two measures. Rewrite the "Demonstrates" section to clarify the relationship between the measurement and the goal of the program. Consider using both total numbers and percentages in the measurement. Define "Pneumovax" on that measurement. *Create Bud J and send to P&B on disk*

Health Department Narrative and Measurement Questions 1/5/94

DENTAL

School and Community Dental Services

Percent 6-8 year olds caries free - Rewrite title, changing "caries" to "decay".
Revise Bud J and send to P&B on disk

Dental Clinics

Dental Relative Value Unites (RVU) - Retitle to something an interested citizen would understand. Continue to specify RVU's in the "Definition" section. *Revise Bud J and send to P&B on disk.* Consider including Dental Hygienists in the FTE that are used to compute the number per FTE. *Discuss the proposal in a memo to the Board through P&B or further revise the Bud J and send to P&B on disk*

SERVICES AND SUPPORT

Pharmacy

Prescriptions dispensed to county clients per FTE pharmacist - Rework the title and measure to account for the assistance of technicians. *Revise Bud J and send to P&B on disk.* Consider dropping the measurement and substituting, or adding as a separate measurement, cost per prescription. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Attempt to determine a quality control measurement, such as a pharmacy error rate. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

Medical Supplies and Services

Number of items ordered per FTE - Rework the measurement to clarify that these are "non-stock" orders and explain the relationship to Central Stores.
Revise Bud J and send to P&B on disk

Health Education Unit

Number of health education presentations per FTE - Drop the measure. Look for a measurement of session quality, for example, pre / post tests, customer satisfaction, or a follow up of some kind. *Create Bud J and send to P&B on disk*

Health Department Narrative and Measurement Questions 1/5/94

BUSINESS SERVICES

Payables

Percent of claims . . . paid within one month of receipt - Show on the BUD J the percent that would be paid with 60 days, etc., and consider using some other time frame for the numbers in the measurement. *Revise Bud J and send to P&B on disk*

Information Systems

Programming enhancements developed per \$10,000 expenditure - Rework the measurement to link the baseline and potential to the measurement itself (clarify the whole thing so that an interested citizen would be more likely to understand it). *Revise Bud J and send to P&B on disk*

CORRECTIONS HEALTH

Mental Health

Percent of incarcerated clients with mental health needs who receive psychiatric interventions - Show the total number as well as the percent. *Revise Bud J and send to P&B on disk*

New measurement - Look for a broader measurement to follow up on the problem such as percent who remain on medication or continue to receive treatment after they are released from custody. *Discuss the proposal in a memo to the Board through P&B or create Bud J and send to P&B on disk*

New measurement - Include a measurement of the percent of the incarcerated population with known mental health problems. *Create Bud J and send to P&B on disk*

BUDGET MODIFICATION NO. NOND 12

(For Clerk's Use) Meeting Date MAR 17 1994
Agenda No. R-10

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT NONDEPARTMENTAL DIVISION COUNTY CHAIR'S OFFICE
 CONTACT BILL FARVER TELEPHONE 248-3958
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD BILL FARVER

SUGGESTED
AGENDA TITLE (to assist in preparing a description for the printed agenda)
 Budget Modification requesting one time only voluntary contribution of \$10,000 contingency funds for support of research and service programs of PSU Institute for Portland Metropolitan Studies
 (Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
 PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

Increases Org. 9441 by \$10,000 contingency funds for pass through support of PSU Institute for Portland Metropolitan Studies

BOARD OF COUNTY COMMISSIONERS
 MULTNOMAH COUNTY
 OREGON
 1994 MAR 10 PM 12:57

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

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

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

Originated By <u>Debra Farrell</u>	Date <u>2-10-94</u>	Department Director <u>Beverly Stein</u>	Date <u>2-11-94</u>
Finance/Budget	Date	Employee Relations	Date
<u>Cheryl Hey</u>	<u>2/11/94</u>		
Board Approval <u>ROBERTH C. ROUSTAO</u>		Date <u>MARCH 17, 1994</u>	

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
NOND #12	A	100	50	9441			6050	0	10,000	10,000		Supplement
										0		
NOND #12	C	100	45	9120			7700		(10,000)	(10,000)		GF Contingency
										0		
										0		
										0		
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										0		
										0		
										0		
TOTAL EXPENDITURE CHANGE										0	0	

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
										0		
										0		
										0		
										0		
										0		
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										0		
										0		
										0		
										0		
TOTAL REVENUE CHANGE										0	0	

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. NOND 12 2. Amount requested from General Fund Contingency: \$10,000

3. Summary of request:

Provide partial funding of research and service program of Portland State University Institute for Portland Metropolitan Studies which will be developed to address a list of critical metropolitan issues.

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

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

Request was received too late to include in '93/'94 budget process.

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

No County programs or funding strategies specifically address demographic research projects.

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

8. This request is for a (Quarterly XX, Emergency _____) review.

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

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

Signature of Department Head/Elected Official

Date



Beverly Stein, Multnomah County Chair

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

M E M O R A N D U M

TO : Board of County Commissioners
FROM : Bill Farver
DATE : February 11, 1994
RE : Contingency Request/PSU Institute for Portland
Metropolitan Studies

I. Recommendation/Action Requested

Request approval for a voluntary contribution of \$10,000 contingency funds to support the research and programs of the PSU Institute of Portland Metropolitan Studies.

II. Background/Analysis

PSU has asked the County for a voluntary contribution to support the IPMS research and service programs. The program is anticipated to include:

- a. Regional Atlas and Indicators - a collection of "views" of the metropolitan area organized according to the critical issues identified by the Institute. This will also include indicators associated with the issues as a means for tracking trends and changes in the status of issues and metropolitan quality of life;
- b. Regional Economic Model - an economic model for the metropolitan area with particular attention to key industries; linkages between city and suburb, urban and rural, Oregon and Washington and the generation of employment, particularly family wage employment;
- c. Innovations - research to evaluate cutting-edge approaches to service delivery and governance. This will be closely coordinated with FOCUS to help support their interest in revenue and governance in the metropolitan area.



III. Financial Impact

This is a one time only request. The Institute intends to use donations from local governments and special service districts to establish a track record and ongoing research activities that have the ability to attract future private sector and foundation funding.

IV. Legal Issues

None.

V. Controversial Issues

None.

VI. Line to Current County Policies

The Institute's programs mesh well with the County's agenda. Results of their research should aid the County's planning efforts, particularly as we address the benchmarks.

VII. Citizen Participation

The Institute's research programs will involve participation from community and business organizations, local governments and service providers and academic departments.

VIII. Other Government Participation

Washington and Clackamas Counties; the Cities of Portland, Hillsboro, Vancouver, Milwaukie, Tigard, Tualatin, Banks, Barlow, Forest Grove, Newberg, Oregon City, Rivergrove, Sherwood; Clackamas County Utilities; Clackamas Water District; Oak Lodge RFPD 51; Oak Lodge Water; Tualatin Valley Fire and Rescue; Tualatin Valley Water District; Unified Sewerage Agency; Oak Lodge Sanitary District; Oregon EED; Oregon DEQ; Oregon DHR; Oregon Dept. of Agriculture; and Metro have all either given or promised donations to the Institute.

**Institute of Portland Metropolitan Studies
Local Funding Request
Questions and Answers
June 21, 1993**

Why is the Institute seeking funding?

First, we want to develop a source of funds for the research program that will enable us to establish a track record. Contributions from cities, counties, special districts, and regional and state agencies in the 5-county area will be used to create the products that will enable the Institute to seek endowment funding from private and grant sources. The university provides all of the overhead, thereby reserving contributions for research program expenses only.

Second, the Institute is seeking participation from as many jurisdictions and service providers as possible. The Institute does not want to be perceived to be beholden to a single funder. In this instance, the metropolitan area has a great opportunity and challenge: to build off of the \$100,000 contribution of the City of Portland. Towards that end, we would like to have the participation of every jurisdiction and agency at a level that they feel they can afford.

How was the allocation schedule developed?

The request made to cities and counties is based on population, using population as a rough indicator of ability to pay. The specific amounts were developed by the Development Committee of the Board. For special districts, the requests were developed using the dues structure for the Special Districts Association of Oregon, and through consultation with Board members having direct experience with special district governing boards. Some have raised the concern of double taxation, where the citizens of a district might also be represented by multiple districts and/or jurisdictions in our allocation schedule. Nonetheless, our goals include both revenue and participation, and we expect a trade-off between the two.

What are the benefits of contributing to the Institute's research fund?

First, Portland State is committed to better serving this metropolitan area, and the Institute, properly funded, can help to better extend the resources of the university to metropolitan area communities. In fact, we are already developing concrete products aimed at furthering collaborative approaches to metropolitan issues. These include the Metropolitan Clearinghouse, Project Match, the Leadership Forum on April 24, and Metropolitan Newsnet.

Second, the research work that we are proposing to engage in will help to better characterize the environment for local policy development and planning. By investing in our program, donors will help to develop information about the environment for their decisions useful to long-term and strategic planning efforts.

Third, support for the research program now will enable the Institute to develop ongoing sources of support from non-public sector funders. A little invested now will leverage more for both present and future activities of the Institute.

Finally, the Institute has been developed as a catalyst for collaborative action. The fiscal times that we are in require a high degree of collaboration among public and private

interests. The Institute can help to develop collaborative efforts of service to jurisdictions and agencies and their constituents.

Would the Institute accept less than the requested amount?

The answer is certainly "yes." Our desire to seek funding from local jurisdictions agencies is driven by two objectives: revenue and participation. Given the fiscal challenges facing all public sector entities today, we certainly understand concern regarding a request for funding. As you'll note from the allocation schedule sent with the original request, we've tried to scale our requests to the capability of the community. Nonetheless, those at the local level are obviously in the best position to determine the extent to which they should and could participate.

If a jurisdiction or agency doesn't contribute, will it be cut off from Institute projects or products?

No. Our mission is to serve the communities of the metropolitan area by better connecting them to the resources of the university. This is a direct extension of Portland State's mission statement. Therefore, we will continue to reach out and attempt to involve communities from throughout the metropolitan area as we proceed. Our request for funding from jurisdictions and agencies is the first step in a multi-year effort to secure stable research funding, either through long-term grants or through the creation of an endowment. This first step is crucial, however, because the funds we raise locally will be used to develop the track record needed to secure funding from other sources. Again, we are seeking both revenue and participation, and we need the money. But we will always recognize our commitment to the entire metropolitan community in the work we do.

Who will decide how the money gets spent?

The Board of the Institute will develop criteria for selecting projects, and will make final funding decisions. However, the development of criteria and the major research themes for the Institute will occur through a process of consultation with our donors, metropolitan area communities and civic organizations, and with university faculty and departments.

How can I find out more?

Feel free to contact Ethan Seltzer, Director, at 725-5170 (725-5199 fax). Also, watch your mailbox for the Institute Bulletin, a quarterly recap of projects published in January, April, July, and October and sent to a mailing list of about 700, including jurisdictions and agencies.

THANKS!

**Institute of Portland Metropolitan Studies
Portland State University, School of Urban and Public Affairs**

**Mission and Programs
November 29, 1993**

Mission and Organization...

The Institute of Portland Metropolitan Studies is a service and research center at Portland State University. The mission for the Institute is to bring the resources of higher education to bear on the issues of the five-county metropolitan area (Yamhill, Clackamas, Multnomah and Washington Counties in Oregon, and Clark County in Washington). These resources include the incorporation of metropolitan issues in the classroom, faculty and student research projects, and the unique role that the university can play as a neutral forum.

In this respect, the Institute serves as a new "front door" for the University. The model employed in the development of Institute programs is one of collaboration. Rather than serving as a consultant to local communities, or as a freestanding research center, the Institute seeks to broker collaborative projects that have both scholarly value for students and faculty, and practical application in area communities. Hence, to address its mission, the Institute must become recognized as a source for comprehensive information about the needs and dynamics of the metropolitan area, adept at finding and providing the resources needed to enable projects to result in quality products, and able to bridge organizational boundaries to create collaborative responses to critical metropolitan issues.

The Institute is governed by a 21-member Board, appointed by the President of the University and drawn from throughout the five-county area. The Board is responsible for establishing policy to guide the development of the Institute and its programs. To address its mission, the Board and the Director will develop two primary program areas: research and collaborative projects.

Research Program...

The research program of the Institute will be developed to address a list of critical metropolitan issues. The critical issues list will be developed by asking a broad group of community and business organizations, local governments and service providers, and academic departments to comment on a preliminary list of issues gleaned from surveys, strategic plans and needs assessments. A "first-cut" at the list is now available. However, the critical issues list should be considered a work in progress since the issues and their descriptions will undoubtedly change over time. In response to the first list, the Institute is now working on the following projects:

a) **Metropolitan Portrait** - The metropolitan portrait will be a rich multidisciplinary portrayal of the metropolitan area. The audience for this project is comprised of citizens, decisionmakers, scholars, and others that would benefit from having a systematic description of the nature and condition of the metropolitan area, accompanied by indicators useful for tracking the "vital signs" of our economy and quality of life. This project is being developed because of the unique role that the Institute plays as perhaps the only civic organization with a comprehensive metropolitan span of interest. For the Institute, the Portrait is simultaneously a reference guide and a calling card. It must be capable of providing a contextual framework for our projects and for our regional role as an objective observer and provider of service.

This project has been proposed to address Institute Charter goals related to the identification of critical metropolitan issues, to provide a context for action in response to the critical metropolitan issues already identified, and to put in place the infrastructure needed to monitor and revise the list in the future. This project will yield products that will serve as the basis for regular Institute publications and events. It will also provide a vehicle for involving almost every department on campus in the critical issues through their participation in developing contributions to the atlas.

b) **Economic Baseline Project** - Despite heightened interest nationally and internationally in the rise of metropolitan "citistates" based on emerging metropolitan economic relationships, this area lacks a systematic description of the:

- strengths and weaknesses of the metropolitan economy sectorally, demographically, and geographically;
- the basis and foundation of the metropolitan economy, beyond general descriptions of employment by sector and location;
- economic linkages between, at a minimum, firms and clusters of firms, Portland and its suburbs, suburbs and other suburbs, urban and rural areas, the metropolitan area and the state, and Oregon and Washington;
- industry clusters, linkages, and or relationships which underlie the area's economy; and
- trends for the future, with particular attention to likely sources for economic growth and change.

This project has been proposed to meet this need for information and to respond to critical metropolitan issues related to growth and the economy. The audience for this project consists of economic development professionals at the local and state levels, local elected officials, civic leaders, public sector planners and economists, employment and training interests, the business community, and private sector planners and economists. The workplan for the project will be developed through consultation with a Regional Economy Working Group convened to advise the project. The group will be composed of private and public sector economists, university economists and planners, and economic development professionals. Priority will be given to projects that can be updated and enhanced over time. Our expectation is that this effort will produce an ongoing metropolitan economic portrait of use and interest to a broad audience both on and off campus.

c) **Innovations** - The Institute is providing research support to the Forum On Cooperative Urban Services (FOCUS) for an ongoing dialogue regarding revenue and service delivery in the metropolitan area. Of primary interest are the opportunities available to metropolitan area jurisdictions by virtue of being part of a larger economic/political/social/cultural region. The Metropolitan Newsnet Project is a continuation of an investigation by the Institute into the use of telecommunications technologies for furthering intergovernmental cooperation and collaboration in metropolitan areas. The pilot network will offer access to a custom newclipping service, the Metropolitan Clearinghouse established at the Institute, the PORTALS electronic library service, a "bulletin board", and e-mail services, along with "spaces" for private conversations.

d) **Annual Leadership Symposium** - A one-day informational session to provide elected officials and civic leaders with:

- * critical information about the dynamics of the Portland metropolitan area;
- * training and information relevant to the responsibilities charged to community leaders;
- * an understanding of cutting-edge efforts to characterize and shape metropolitan areas in North America; and
- * an opportunity to get to know one another.

The first annual conference will take place on Saturday, January 29, 1994. The morning program will be organized by the Institute and will feature a presentation by a nationally known keynote speaker on the issues and challenges of leadership, and briefings on the region's economy, demographic trends, and public opinion. Afternoon workshops and presentations will be sponsored by FOCUS, the League of Oregon Cities, and Special Districts Association of Oregon.

Collaborative Projects...

In its second program area, collaborative projects, the Institute is seeking new avenues for promoting collaborative research and problem solving in the metropolitan area. The following kinds of projects are now underway:

a) **Metropolitan Clearinghouse** - The Metropolitan Clearinghouse is a central depository for reports and studies done by public sector agencies, and academic papers and publications regarding issues of interest to metropolitan area communities. In addition to providing a central source for these documents, the Clearinghouse is also intended to further intergovernmental and community-university collaboration by informing potential partners of completed and ongoing projects. The Institute publishes the "Metropolitan Clearinghouse Abstracts" twice each year and distributes it throughout the metropolitan area.

b) **Gresham Agreement** - The Institute has worked with the Art and Architecture Department and the City of Gresham to develop a working agreement linking the three entities through urban design projects over the next three years. The Department will focus one of its senior design studios on urban design issues identified in the Gresham vision. Gresham will provide information and access to their community. The Institute will help to secure needed resources and will disseminate the results of the studios throughout the metropolitan area. Students will receive hands-on experience with urban design issues in a local community. Gresham will receive the focused attention that the studio can give to critical community urban design issues. The region will benefit from the products of this collaboration since many suburban jurisdictions face the same challenges as the City of Gresham.

c) **Community Service Internships** - The Institute, sponsored by the Oregon Housing and Community Development Department, will develop a pilot project to place students in community-based organizations in technical assistance roles. Community-based organizations will get access to technical expertise not available to them internally. The students will get a hands-on experience with the use of their critical thinking and communications skills, exposure to the life and work of community-based groups, and a small stipend.

d) **Future Vision Commission Support** - The Institute, through an intergovernmental agreement, is providing staff support to Metro's Future Vision Commission. In addition, the Institute has secured right of first refusal for students and faculty to create a series of background reports needed by the Commission to address its charge.

e) **Oregon Fiscal Choices Project** - The Institute is working with groups at Oregon State University and the University of Oregon on a grant-funded project to develop information linking the fiscal choices made throughout the public sector in Oregon to the objectives and values of the communities of the State. Particular attention will be paid to the changing nature of the partnership that exists between government, the private sector, and households for maintaining community quality of life.

Future Initiatives...

In the future, we would like to build on both of these program areas through the following kinds of initiatives:

- a) **Issue Study Groups** - occasional study groups established to review present and emerging issues in a collegial setting involving faculty, students, and community leaders.
- b) **Scholar in Residence/Practitioner Fellowships** - exchanges that place faculty in local agencies and community-based groups, and local practitioners on campus.
- c) **Evaluation and Interpretation** - development of ongoing capacity to assist communities, jurisdictions, and community-based groups with assessing the degree to which stated objectives are being met.
- d) **Information and Referral** - information and referral services to better link community members to those with similar interests on campus, and faculty and students with sites in the metropolitan area for ongoing programs of teaching and research.

Resources...

Resources for Institute programs will come from four sources. Portland State and the Oregon State System of Higher Education will provide salaries for a director and secretary, heat, space, light, and basic overhead. The Institute will seek donations from local government to fund its program activities in the first few years. The track record developed in the first few years will be used to seek other sources of funding and possibly an endowment to offset a need for annual contributions. Grants from foundations and state and federal agencies will be sought to fund start-up projects for the Institute and for endowment funding. Finally, donations and funding will be sought from private sector funders.

For more information, to be placed on the mailing list for our quarterly "Bulletin", and/or to receive the "Metropolitan Clearinghouse Abstracts", please contact:

**Ethan Seltzer, Director
Institute of Portland Metropolitan Studies
Portland State University
P.O. Box 751
Portland, Oregon 97207-0751**

**(503) 725-5170
(503) 725-5199 facsimile**

BUDGET MODIFICATION NO. NOV 13

(For Clerk's Use) Meeting Date MAR 17 1994
Agenda No. R-11

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____ (Date)

DEPARTMENT Office of the Chair DIVISION Employee Services
 CONTACT Curtis Smith TELEPHONE 248-3749
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Curtis Smith and Jim Munz

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

General Fund contingency transfer for new Applicant Flow System.

(Estimated Time Needed on the Agenda)

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

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification transfers \$74,190 from General Fund contingency to non-department special appropriations for the purpose of developing a new Applicant Flow System.

The current Applicant Processing System is an in-house system written for the Wang VS100. It has the following shortcomings and limitations:

- Wang VS100 is technologically obsolete and slated to be removed. New replacement parts are no longer available.
- No reporting capabilities; causes manual systems to be maintained to produce needed information.
- System maintenance is difficult due to the software language utilized by the Wang VS100.
- Limited flexibility.

This budget modification would purchase an Applicant Management Software package that includes exam processing, applicant tracking and referral, statistical analysis and management reporting. This system can be run on the existing 14th floor LAN.

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

1994 MAR 10 PM 12:57
 MULTNOMAH COUNTY
 OREGON
 BOARD OF
 COUNTY COMMISSIONERS

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

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

After this modification \$ _____

Originated By <u>S. Myers</u>	Date <u>2-11-94</u>	Department Director <u>Curtis Smith</u>	Date <u>2/11/94</u>
Finance/Budget <u>Jim Hays</u>	Date <u>2/11/94</u>	Employee Relations	Date
Board Approval <u>NEBORAH C. BOGISTAO</u>		Date <u>3/17/94</u>	

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. NOV 13 2. Amount requested from General Fund Contingency: \$74,190.
3. Summary of request: Purchase of an applicant management software package that includes exam processing, applicant tracking and referral, statistical analysis and management reporting. This system can be run on the existing 14th floor LAN.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? yes If so, when? FY 92/93 FY 93/94
If so, what were the circumstances of its denial?

Cut from budget request.

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

Removed from Chair's budget before submission.

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

Requested DPMC funding, but this was too low a priority.

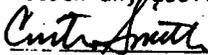
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

None.

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

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

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



Signature of Department Head/Elected Official

2/11/94
Date

RECEIVED
JAN 20 1994
EMPLOYEE SERVICES
MULTIPLYING

Applicant Management

As a result of research and interviews during this process, the following assumptions are made.

1. General

- 1.1 ISD is developing an RFP for the purchase of an applicant management system.
- 1.2 ISD is handling all contract management and hardware and software acquisition for the applicant management system.
- 1.3 Employee Relations and ISD are both receiving training on the system.

2. Applications

- 2.1 A PC package to run on the Portland Building 14th floor LAN is replacing the current Applicant Flow system.
- 2.2 The job class table, currently in the Applicant Flow system is being moved to the mainframe as part of this project.
- 2.3 There is a requirement to convert data from the current Applicant Flow system into the new system.
- 2.4 The software must be licensed for 2 concurrent users.

3. Hardware

- 3.1 A new file server is required on the Portland Building 14th floor LAN to support the new applicant management system.
- 3.2 A new printer is required for the system since the current printer on the WANG cannot work on the LAN.
- 3.3 In order to back up the data for the new system, a tape backup unit must be placed on the LAN.
- 3.4 Hardware costs include all wiring and upgrades to existing software needed to support the new system.

Applicant Management

4. Costs

AREA	ITEM	TIME (WK)	COST
ISD	Develop RFP	4	7,000
	Contract Administration Hardware/Software Acquisition	1	1,750
	Installation	2	3,500
	Training	1	1,750
	Develop system to maintain job class table on mainframe	4	7,000
	Convert data from current Applicant Flow system to new system	4	7,000
	Contingency		8,000
Hardware	Printer		2,740
	File Server		5,850
	Tape backup		2,000
Software	Package Purchase		20,000
	Training		1,000
	Maintenance	per year	2,000
	Contingency		4,600
TOTAL			74,190



MULTNOMAH COUNTY OREGON

DEPARTMENT OF ENVIRONMENTAL SERVICES
INFORMATION SERVICES DIVISION
4747 EAST BURNSIDE
PORTLAND, OREGON 97215
(503) 248-3749

BEVERLY STEIN
COUNTY CHAIR

MEMORANDUM

TO: Curtis Smith

FROM: Karl Backstrand

DATE: January 14, 1994

SUBJECT: Wang VS100 Downtime

Attached is a summary of Wang VS100 system wide downtime that has occurred during the last six months. The times given reflect downtime that occurred only during the normal VS100 operating hours of 8:00am - 5:00pm, Monday thru Friday.

cc: Jim Munz
Pam Brown

WANG VS100 DOWNTIME SINCE 6/1/93

JUNE:	NONE	
JULY:	NONE	
AUGUST:	NONE	
SEPTEMBER	NONE	
OCTOBER:	NONE	
NOVEMBER:	11/22	1 HOUR 50 MINUTES A/C FAILURE
DECEMBER:	12/2	1 HOUR 6 MINUTES A/C FAILURE
	12/6	4 HOURS 16 MINUTES CABLE CONCENTRATOR POWER SUPPLY
	12/7- 12/8	10 HOURS 40 MINUTES A/C DOWN
	12/13	1 HOUR 9 MINUTES SYSTEM DOWNED IN ATTEMPT TO CORRECT COMMUNICATION PROBLEM
	12/14	15 HOURS 20 MINUTES IOP2 AND BOOT FLOPPY DRIVE FAILURE
	12/27	11 HOURS 24 MINUTES DISK DRIVE POWER SUPPLY FAILURE
	12/30	3 HOURS 25 MINUTES DISK DRIVE POWER SUPPLY FAILED.
JANUARY	1/10 - 1/13	19 HOURS 5 MINUTES DISK DRIVE FAILURE

→ [NOTE: NEARLY CAUSED
A SIGNIFICANT
DATA/CLERICAL CRISIS
CR4]



MULTNOMAH COUNTY OREGON

BEVERLY STEIN
COUNTY CHAIR

EMPLOYEE SERVICES
FINANCE
LABOR RELATIONS
PLANNING & BUDGET
RISK MANAGEMENT

(503) 248-5015
(503) 248-3312
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(503) 248-3883
(503) 248-3797

(503) 248-5170 TDD

PORTLAND BUILDING
1120 S.W. FIFTH, 14TH FLOOR
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PORTLAND, OREGON 97214

PURCHASING, CONTRACTS
& CENTRAL STORES

(503) 248-5111

2505 S.E. 11TH, 1ST FLOOR
PORTLAND, OREGON 97202

MEMORANDUM

TO: Board of County Commissioners

THRU: Beverly Stein, Chair

FROM: Curtis Smith, Employee Services Manager

DATE: February 11, 1994

SUBJECT: Contingency Transfer to Replace Applicant Processing System

I. Recommendation.

It is recommended that the BCC approve a contingency transfer to replace the rapidly deteriorating applicant processing system which supports our recruitment, hiring, and affirmative action activities.

II. Background/Analysis.

Our automated employment application system was installed many years ago on a Wang VS100. Realizing that the Wang is aging, obsolete hardware, replacement was requested twice in recent years, but the project did not earn enough DPMC points for approval. Now the Wang is breaking down chronically, causing significant disruptions in the automated processing of 10,000 employment applications per year. ISD can no longer guarantee that the equipment can support us reliably. New parts are no longer made, and used parts are hard to find. If the Wang breaks again and replacement parts are not available, we would have to replace it with three full-time clerks until a new system could be installed.

Among other functions, the present system does the following: 1) Develops eligible lists and certifications for each vacancy; 2) Creates letters to candidates announcing interview times, test results, and application results; 3) Computes AA/EEO statistics; 4) Ranks and scores applicants on multi-step exam processes; and tracks and processes other data related to 10,000 applicants per year.

III. Financial Impact.

ISD has estimated a cost of \$74,190 to replace the system. If the present system fails again and cannot be revived due to lack of parts, three clerks will have to be hired until a new system can be brought on line. Consequently, approval at this time may help us avoid unbudgeted clerical expense, as well as preventing further significant repair expenses on the existing system.

IV. Legal Issues.

We are required by several federal laws to keep recruitment and employment data, and to compute related statistics. This system will do that automatically.

V. Controversial Issues.

None anticipated.

VI. Link to Current County Policies.

This system supports all current recruitment, employment, and AA/EEO policies.

VII. Citizen Participation.

N/A.

VIII. Other Government Participation.

N/A

Applicant Processing Computer Support

Background: The Employee Services Division supports the work of other departments and divisions throughout the County by providing a full range of personnel services. A key support area is the recruitment, testing, and provision of lists of qualified applicants to hiring managers. The applicant process screens over ten of thousand applications, generates thousands of letters and lists to fill the many vacancies which occur in the County each year.

Problem: Since the early 1980s the computer programs which support the work of applicant processing have been run on a WANG VS 100 computer. This computer has been technologically obsolete for several years. The vendor has announced that it will no longer provide software or hardware pgrades for this equipment. Replacements parts are no longer being manufactured for the computer.

Over the last three months, the computer has failed nine separate times. Four of these failures have taken the computer down for periods of one to two days. On one occasion, the computer had to be repaired with used parts which failed within 24 hours. Any time the equipment is down, the orderly processing of applicants is delayed and vacancies remain unfilled. WANG has informed us the computer could fail and our only option would be to purchase a used replacement computer to be used for parts.

Solution: The analysis of the work of applicant processing has identified a number of replacement software packages. The new applicant processing system would be acquired through competitive bid process. The new software will run on a local area network which was installed in the Portland Building last year.

DPMC Recommendation: The request to proceed with a contingency request was presented to the Data Processing Management Committee at their last meeting. The DPMC voted to support forwarding the request for contingency funding to the Board of County Commissioners for consideration.

The replacement of the Applicant Processing System was submitted to the Data Processing Management Committee to be included in the FY 1994-95 Information Systems Plan; the criteria used for ranking projects did not place the system high enough to receive a funding recommendation. The system replacement could be an add package for next year, but ISD and Employee Services are concerned the system will fail before then. Replacement of the system will take three to six months.

BUDGET MODIFICATION NO.

DES-10

(For Clerk's Use) Meeting Date MAR 17 1994
Agenda No. R-12

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Environmental Services

DIVISION Animal Control

CONTACT Dave Flagler

TELEPHONE x 4056

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Dave Flagler

SUGGESTED

AGENDA TITLE

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

(Estimated Time Needed on the Agenda)

2. DESCRIPTION OF MODIFICATION

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

Personnel changes are shown in detail on the attached sheet

This budget modification will fund the staffing and supplies necessary to open a storefront at Clackamas Town Center mall. This storefront is designed for the purpose of making shelter animals available to the public for adoption, and to serve as a community education and resource center for responsible pet ownership issues. The storefront is a partnership with business and other governments and non-profit organizations. The space is being donated - a \$30,000 value. This budget modification will be funded by contingency and increased pet adoption fees. This request is based on a successful "pilot" project earlier in FY 93-94.

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

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

The activity associated with this budget modification will increase pet adoption fees by \$2,900.

MULTNOMAH COUNTY
OREGON
1994 MAR 10 PM 12:56
CLERK OF COUNTY COMMISSIONERS

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

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

Originated By <u>Lance Duncan</u>	Date <u>16-Feb-94</u>	Department Director <u>Betsy Wellia</u>	Date <u>16-Feb-94</u>
Plan/Budget Analyst <u>Ken Hedwick</u>	Date <u>2-22-94</u>	Employee Services	Date
Board Approval	Date		

PERSONNEL DETAIL FOR BUDGET MODIFICATION NO.

DES-10

5. ANNUALIZED PERSONNEL CHANGES (Compute on a full-year basis even though this action affects only a part of the fiscal year (FY).)

FTE Increase (Decrease)	POSITION TITLE	BASE PAY Increase (Decrease)	ANNUALIZED Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
			1.0.	There are no annualized costs - this is for a temporary worker for the current fiscal year only. <i>Temporary Worker</i>	
0	TOTAL CHANGE (ANNUALIZED)	24,038	6,476	502	31,016

6. CURRENT YEAR PERSONNEL DOLLAR CHANGES (Calculate costs/savings that will take place in this FY; these should explain the actual dollar amounts being changed by this BudMod.)

Permanent Positions, Temporary, Overtime, or Premium	Explanation of Change	BASE PAY Increase (Decrease)	CURRENT FY Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
			0.416 FTE	Temporary Worker	
TOTAL CURRENT FISCAL YEAR CHANGES		10,000	2,587	243	12,830

BUDGET MODIFICATION NO DES-10

EXPENDITURE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		100	030	5830			5200	5,706	15,706	10,000		Temporary
		100	030	5830			5500	95,464	98,051	2,587	2094	Fringe
		100	030	5830			5500	63,407	63,650	-243	209	Insurance
		100	030	5830			6120	35,983	37,483	1,500		Printing
		100	030	5830			6230	32,226	39,796	7,570	7497	Supplies
		100	030	5830			7150	17,909	18,909	1,000		Telephone
		159	030	5800			7601			2,900		Cash Transfer to General Fund
		100	045	9120			7700			(20,000)		General Fund Contingency
		400	050	7531			6520			209 243		Insurance Fund
		402	030	7090			7700			1,000		Telephone Fund Contingency
TOTAL EXPENDITURE CHANGE										7,043		
										4082		
										7009		

REVENUE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		159	030	5800			4411	115378	118278	2,900		Pet Adoption Fees
		100	030	5800			6603	1267787	1270687	2,900		Cash Transfer from Animal Control Fund
		400	050	7040			6603			209 -243		Insurance Fund
		402	030	7090			6603			1,000		Telephone Fund
TOTAL REVENUE CHANGE										7,043		
										7009		

Request for General Fund Contingency Transfer

1. Attachment to Bud Mod No. DES-10
2. Amount Requested from General Fund Contingency: \$20,000
3. Summary of request:

To establish a pet adoption center at Clackamas Town Center. The purpose of this storefront will be to make pets available to the public, and afford Multnomah County Animal Control the opportunity to educate the public about responsible animal ownership. This request will fund one full-time equivalent employee to staff the storefront, coordinate volunteers, and purchase supplies. The storefront space, a \$30,000 value, is being donated.

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

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

Not applicable

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

This opportunity grew out of a successful "pilot" project completed at Clackamas Town Center in early FY 93-94. The Clackamas Town Center management group made this proposal in January, '94.

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

Division funds have been used to run the pilot project. This opportunity was not anticipated. The space availability is contingent upon the Division's ability to staff the storefront (40 hours) each week. All existing staff are committed to current service delivery. In addition to the employee listed in this budget request, there will be a number of volunteers assisting in staffing the storefront.

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

Program revenues are expected to increase by approximately \$2,900 due to increases in pet adoptions at the storefront and the shelter. This estimate is based on pilot project data.

8. This request is for a quarterly review.

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

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

Betsy Willia
Signature of Department Head/Elected Official

16-Feb-94
Date

BUDGET MODIFICATION NO.

DES-11

(For Clerk's Use) Meeting Date MAR 17 1994

Agenda No. R-13

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Environmental Services

DIVISION Administration

CONTACT Betsy Williams

TELEPHONE 248-5012

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Betsy Williams

SUGGESTED AGENDA TITLE

Contingency request to fund County's share of project manager and associated costs for analysis of potential consolidation of support services with the City of Portland.

(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.)

Not applicable Personnel changes are shown in detail on the attached sheet

This budget modification increases the budget of DES Administration and reduces general fund contingency in order to fund professional services and associated costs for the analysis of the potential consolidation of support services between Multnomah County and the City of Portland.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

None.

BOARD OF COUNTY COMMISSIONERS
1994 MAR 10 PM 12:57
MULTNOMAH COUNTY
OREGON

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

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

Date

After this modification \$ _____

Originated By <u>Lance Duman</u>	Date <u>15-Feb-94</u>	Department Director <u>Betsy Williams</u>	Date <u>15-Feb-94</u>
Plan/Budget Analyst <u>Ann Hardwick</u>	Date <u>2/22/94</u>	Employee Services	Date
Board Approval <u>Wendy C. Coe</u>	Date <u>3/17/94</u>		

Request for General Fund Contingency Transfer

1. Attachment to Bud Mod No. DES-11
2. Amount Requested from General Fund Contingency: \$28,000
3. Summary of request:

Request is to fund the County's share of a Project Manager and associated costs to conduct a joint analysis of the potential benefits of consolidation of Operational Support Services with the City of Portland, including Fleet, Distribution, Facilities, and Electronics.

(SEE ATTACHED STAFF REPORT)

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

Not applicable

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

The project did not begin until the new fiscal year was well underway. The Board of County Commissioners approved the intergovernmental agreement authorizing this study on December 30, 1993.

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

The amount of this contingency request exceeds any ability within the DES Administration budget to absorb the costs. The only other General Fund source within this Department's budget is Facilities and Property Management, which is underfunded for its existing priorities within Fiscal Year 1993/94.

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

Depending upon the outcome of the analysis, consolidation of Operational Support Services could potentially result in substantial cost savings for the participating jurisdictions.

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

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

Betsy William
Signature of Department Head/Elected Official

15-Feb-94
Date



CITY OF PORTLAND

Vera Katz, Mayor
1220 SW 5th Avenue, #303
Portland, OR 97204

MULTNOMAH COUNTY

Beverly Stein, Chair
1120 SW 5th Avenue #1400
Portland, OR 97204



STAFF REPORT

IGA to be filed for Board review on January 30, 1993.

TO: Board of County Commissioners

FROM: Betsy Williams, Department of Environmental Services

DATE: December 21, 1993

RE: Intergovernmental Agreement with the City of Portland to support staff costs associated with conducting an analysis of the potential benefits of consolidation of fleet, printing & distribution, communication & electronics, and facilities management to be submitted for Board review by March 25, 1994.

I. Recommendation/Action Requested

Approval of Intergovernmental Agreement

II. Background/Analysis

Several months ago, I began exploring with the City of Portland the opportunities and challenges associated with consolidating County and City support services. David Kish, Director of the City of Portland, Bureau of General Services, and I now provide fleet, facilities & property management, printing & distribution and electronic & communication services to County Departments and City Bureaus through two separate organizations. Our common sense told us that consolidation could eliminate duplicative overhead, motivate us and our customers to become more efficient, and save taxpayers money.

After broadening our discussions to include representatives of bargaining units and some members of the County Board, we have heard other points of view. Based on these discussions, we are now recommending that consolidation be pursued in two phases. The first phase, to be completed by March 25, will identify potential fiscal and service level benefits associated with consolidation. The second phase of preparing and implementation plan and budget would proceed only if the County Board and City Council determine these benefits to

STAFF REPORT

December 21, 1993

Page 2

be worthy of achievement through consolidation. If directed, we believe consolidation could occur by January 1, 1995.

Conducting this analysis and planning will require staff assistance. This intergovernmental government establishes the terms of an agreement with the City of Portland whereby these costs will be shared equally by both jurisdictions.

III. Financial Impact

The County's share of this IGA is approximately \$17,500 to complete Phase I. If work proceeds, an additional \$31,500 for Phase II will be required, \$10,500 in this fiscal year and the balance in next year's budget. To meet the County's share this fiscal year, I will require a contingency request of approximately \$28,000.

IV. Legal Issues

The County Counsel has been consulted regarding the existing statutory authority for governments to consolidate to provide services to themselves or their citizens. We will continue to work closely with legal counsel as well as labor relations staff as this work continues.

V. Controversial Issues

A consolidation of this magnitude involves a variety of potentially controversial issues which would need to be worked through as part of the process. Issues that would likely require in-depth exploration prior to resolution include the employment rights of affected employees; sharing of cost savings; organizational placement; governance and management issues; and others. If directed to proceed with consolidation, these issues and others will be addressed, with full participation by the interested parties.

VI. Link to Current County Policies

This work supports several County Benchmarks, including Government Accountability, Cost of Government and Government Responsiveness and Customer Satisfaction. This IGA has been reviewed by the working City/County Coordinating Committee.

VII. Citizen Participation

This planning process will be reviewed by a Task Force composed of customers, budget advisory committee members, business representatives, employee representatives, and representatives of other governments. This group has been formed and their first meeting was December 1. A roster of Task Force members is attached to this report.

VIII. Other Government Participation

As customers to the new organization, all County Departments will be affected by the results of this planning. Each will be consulted as the service plans are developed for each of the service areas.

Both the County and City currently have other governments as customers for providing these services. A consolidated City/County support organization will likely increase the opportunity for contracting with other smaller jurisdictions in the region.

Representatives from Metro and the City of Gresham serve on the Support Services Task Force.

BUDGET MODIFICATION NO.

NES #12

MAR 17 1994

(For Clerk's Use) Meeting Date

Agenda No. R-19

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

(Date)

DEPARTMENT Environmental Services

DIVISION Planning & Development

CONTACT Scott Pemble

TELEPHONE 248-3043

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Scott Pemble

SUGGESTED
AGENDA TITLE

Contingency Request to fund Environmental, Social, Economic and Energy Analysis of Significant streams within the drainage of Howard Canyon.

(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.)

not applicable Personnel changes are shown in detail on the attached sheet

This budget modification increases the budget of Planning & Development and reduces general fund contingency in order to fund professional services of a stream Biologist and Planner to analyze the impact of surrounding uses on stream values of the significant streams within the Howard Canyon site. This work is the result of the LCDC remand order and must be completed within the current fiscal year.

At a November 9, 1993 Board Briefing on Significant Streams, the Board agreed to use General Fund revenue for this work.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

none.

BOARD OF
MULTNOMAH COUNTY
OREGON
1994 MAR 10 PM 12:57

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

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

Originated By <u>Lance Damsa</u>	Date <u>16-Feb-94</u>	Department Director <u>Betsy Willis</u>	Date <u>16-Feb-94</u>
Plan/Budget Analyst <u>Ken Hardwell</u>	Date <u>2/22/94</u>	Employee Services	Date
Board Approval <u>DEBORAH C BOUSTAO</u>	Date <u>3/17/94</u>		

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. DS#12 2. Amount requested from General Fund Contingency: \$25,000

3. Summary of request: Environmental, Social, Economic and Energy Analysis (ESEE) of "Significant" streams within the drainage of Howard Canyon mineral and aggregate site. Additional funds are required for professional services of a stream Biologist and Planner to analyze the impact of surrounding uses on stream values of Kinierem/Ross, Howard Canyon, and / Big Creeks.

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

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

When the FY 93/94 Budget was adopted, the work implications of the Land Conservation and Development Commission (LCDC) Remand Order were not known. Pursuant to the Remand Order, work must be completed within the current fiscal year.

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

The Natural Area Fund was considered, however, available funds have been committed to support in part the Rural Area Plan Program.

→ At a November 9, 1993 Board Briefing on Significant Streams, the Board agreed to use General Fund revenue for this work.

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

Cost Savings = Potential reduction in litigation of land use issues associated with the Howard Canyon mineral/aggregate site.

8. This request is for a (Quarterly 3rd, Emergency _____) review.

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

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

Betsy Willia
Signature of Department Head/Elected Official

2/14/94
Date

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR

March 17, 1994

(Date)

DEPARTMENT Environmental Services

DIVISION Administration

CONTACT Betsy Williams

TELEPHONE 248-5012

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Betsy Williams

SUGGESTED

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

Contingency request of \$25,000 to fund Challenge Grant for the Friends of the Multnomah County Fair

(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.)

not applicable

Personnel changes are shown in detail on the attached sheet

The Board approved the request with the addition of the following language:

"Prior to obtaining any funds accumulated through this challenge grant, the Friends of the Multnomah County Fair shall submit to the County a 5-year business plan for the operation of the Fair which shall include a description of the intended use of the challenge grant funds. As an exception to this condition, the Department Manager for Environmental Services may release a portion of these funds to assist in the preparation of the 50year business plan if this assistance is requested by the Friends of the Multnomah County Fair

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

This grant is designed to provide incentive for the Friends of the Multnomah County Fair to seek private and corporate sponsorships to increase revenues to the Multnomah County Fair. Through the expenditures of the challenge grant take place during the current fiscal year, the revenues resulting from this activity will not be generated or recognized until fiscal year 1994-95.

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
		/s/ Betsy Williams	17-Feb-94
Plan/Budget Analyst	Date	Employee Services	Date
David C. Sharre	4/1/94		
Board Approval	Date		

BUDGET MODIFICATION NO

DES-13-Revised

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
		164	030	5100			6060			25,000		Pass-Through Payments
		100	045	9120			7700			(25,000)		General Fund Contingency
TOTAL EXPENDITURE CHANGE										0		

REVENUE

TRANSACTION EB GM []

TRANSACTION DATE _____

ACCOUNTING PERIOD _____

BUDGET FY _____

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

Mission Related, which specifically promotes Multnomah County's agenda and carries out the new mission statement of the Friends of the Multnomah County Fair. Each mission-related segment represents a new Fair feature that will entertain and educate according to its purpose. These segments consist of Community, Agriculture, Business and Industry, Non-Profit and Service Clubs, and Environmental.

Mission Statement, Friends of Multnomah County Fair:

Establish a place for the region to celebrate its COMMUNITY--where every group and individual has a chance to share their story.

Provide an event which involves youth, community, industry, schools, neighborhood groups and which has a broad multi-cultural base. Preserve County resources for future County Fairs. Establish a base of assets and income to perpetuate the Fair.

Requested Contributions from Multnomah County:

The Multnomah County Fair Advisory Board is requesting General Fund support for the following areas:

Challenge Grant, Friends of the Multnomah County Fair

Up to \$25,000

The Friends of Multnomah County Fair have taken a keen interest in both Fair production and the concept of an annual Multnomah County Fair. Last year, this group stepped forward to produce the Fair, and did a wonderful job in bringing strong community spirit and involvement to the event. Friends of the Multnomah County Fair began production of the 1994 Fair, and they have a great interest in assuming the role of Fair producer in 1995. From Multnomah County's perspective, in order to move out of the Fair business, a group, preferably a non-profit corporation, needs to step forward to accept this responsibility.

In order to nurture this group to a state of organizational maturity, seed money must be procured to provide insurance and resources for administrative set-up and operation. The Fair Advisory Board is requesting a Challenge Grant from Multnomah County that would work as follows: as sponsorships are solicited for in-kind contributions of products and/or services that directly offsets a line item in the 1994 Fair budget, the County would match that donation with money, up to \$25,000, to be given to the Friends of the Multnomah County Fair, in order to stage and produce the 1995 event.

Request for General Fund Contingency Transfer

1. Attachment to Bud Mod No. DES-13

2. Amount Requested from General Fund Contingency: \$25,000

3. Summary of request:

The purpose of this contingency request is to provide a challenge, or incentive, grant to the Friends of the Multnomah County Fair to encourage their pursuit of private and corporate sponsorships for the Multnomah County Fair. Sponsorship dollars successfully pursued by the Friends of the Fair would be matched by the County dollar for dollar and passed through to the Friends of the Multnomah County Fair, up to a maximum of \$25,000.

(SEE ATTACHED EXCERPT FROM REPORT FROM THE FAIR ADVISORY BOARD)

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

Not applicable

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

The Fair Advisory Board, who is recommending this request, was not appointed until February, 1994. Their recommendations will be presented to the Board of County Commissioners on March 1, 1994.

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

Due to drastic reductions in state and pari-mutuel funds distributed to County Fairs, funds are not currently available within the Fair Fund for this purpose.

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

This challenge grant will only be paid out, dollar-for-dollar, based on actual sponsorships generated by the Friends of the Multnomah County Fair. Sponsorship dollars will be used to directly offset costs of producing the 1994 Multnomah County Fair.

8. This request is for a quarterly review.

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

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

Betsy Willia

Signature of Department Head/Elected Official

BOARD OF
COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR 10 PM 1:17
Date 17 Feb 94

SHARRON KELLEY
Multnomah County Commissioner
District 4



Portland Building
1120 S.W. Fifth Avenue, Suite 1500
Portland, Oregon 97204
(503) 248-5219

March 17, 1994

Additional Conditions for R-15

Challenge Grant for the Friends of the Multnomah County Fair

Prior to obtaining any funds accumulated through this challenge grant, the Friends of the Multnomah County Fair shall submit to the County a 5-year business plan for the operation of the Fair which shall include a description of the intended use of challenge grant funds. As an exception to this condition, the Department Manager for Environmental Services may release a portion of these funds to assist in the preparation of the 5-year business plan if this assistance is requested by the Friends of the Multnomah County Fair.

1730L - 34

BUDGET MODIFICATION NO.

DES-13

MAR 17 1994

(For Clerk's Use) Meeting Date

Agenda No.

R-15

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Environmental Services

DIVISION Administration

CONTACT Betsy Williams

TELEPHONE 248-5012

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD

Betsy Williams

SUGGESTED
AGENDA TITLE

Contingency request of \$25,000 to fund **Challenge Grant** for the **Friends of the Multnomah County Fair**

(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.)

not applicable Personnel changes are shown in detail on the attached sheet

The purpose of this contingency request is to provide a challenge, or incentive, grant to the Friends of the Multnomah County Fair in order to encourage their pursuit of private and corporate sponsorships for the Multnomah County Fair. Sponsorship dollars successfully pursued by the Friends of the Multnomah County Fair would be matched by the County, dollar for dollar, and passed through to the Friends of the Multnomah County Fair, up to a maximum of \$25,000.

(see attached excerpt from the report from the Fair Advisory Board)

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

This grant is designed to provide incentive for the Friends of the Multnomah County Fair to seek private and corporate sponsorships to increase revenues to the Multnomah County Fair. Though the expenditures of the challenge grant take place during the current fiscal year, the revenues resulting from this activity will not be generated or recognized until fiscal year 1994-95.

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

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

Date

After this modification \$ _____

Originated By Lance Durr Date 17-Feb-94

Department Director Betsy Williams Date 17-Feb-94

Plan/Budget Analyst Beri Spadwick Date 2/22/94

Employee Services _____ Date _____

Board Approval _____ Date _____

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Community Corrections
CONTACT CARY HARKAWAY

DIVISION PROGRAM DEVELOP & EVAL
TELEPHONE 248-3701

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

SUGGESTED

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

A Budget Modification to increase Federal Byrne Grant revenue by \$100,000 and increase General Fund Contingency by \$38,311 for the Drug Diversion Program which will allow an increase in contract expenditures of \$137,350 plus indirect.

(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 increases revenue from the Federal Byrne Grant, Drug Diversion Program by \$100,000. Grant award was originally for \$300,000 and was increased to \$400,000 for this fiscal year subsequent to the adoption of the budget. As a result, Contract services will also increase to \$99,305 plus indirect at \$695. The increase in General Fund Contingency of \$38,311 is in response to State audit of the treatment component of the program to bring the counselor-to-client ratio into compliance with Oregon Administrative Rule 309-53-085(1) This will allow contractor to increase personnel, resulting in an increase in contract expenditures of \$38,045 plus indirect of \$266.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

Increase Federal Byrne Grant revenue **\$100,000**
Increase General Fund Contingency **\$38,311**

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
		<i>M. Tamara Holden</i>	<i>2-8-94</i>
Plan/Budget Analyst	Date	Employee Services	Date
<i>Therese M. ...</i>	<i>2/14/94</i>		
Board Approval	Date		
<i>W. Deborah C. ...</i>	<i>3/17/94</i>		

BUDGET MODIFICATION NO. DCC6

EXPENDITURE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD 8 BUDGET FY 93-94

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2310			6060	1,758,858	1,896,208	137,350		Pass Through
		156	021	2310			7100	12,312	13,273	961		Indirect
											138,311	
		100	045	9120			7700			961		Contingency
											961	
TOTAL EXPENDITURE CHANGE										139,272	139,272	

REVENUE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD 8 BUDGET FY 93-94

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	021	2310			2119	300,000	400,000	100,000	100,000	Federal Byrne Grant
		156	021	2310			7601			38,311	38,311	General Fund
		100	045	7410			6602			961	961	Contingency
TOTAL REVENUE CHANGE										139,272	139,272	

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. DOC#6 2. Amount requested from General Fund Contingency: \$38,045
3. Summary of request: Contingency transfer will increase contract for treatment component of S.T.O.P. Drug Diversion Program from \$595,800 to \$633,845 to add 4.5 FTE counselors and .25 FTE acupuncturists, bringing the program's counselor-to-client ratio into compliance with Oregon Administrative Rule 309-53-085(1). Present ratio of 50 to 1 must be reduced to 30 to 1.

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

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

Request is in response to state audit of the treatment component of the S.T.O.P. Drug Diversion Program dated January 3, 1994.

6. What efforts have been made to identify funds from another source within the Department, to cover this expenditure? Why are no other Departmental sources of funds available?
Current commitments preclude the use of funds from another source within the Department. However, Department staff are providing technical assistance to help contractor develop state-of-the-art case management and staff training.

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

The S.T.O.P. Drug Diversion Program diverts the equivalent of 3 probation caseloads for an estimated savings of \$150,000 per year.

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

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

M. Tamara Holbe
Signature of Department Head/Elected Official

2-8-94
Date

1994 MAR 10 PM 12:56
MULTNOMAH COUNTY
CLERK'S OFFICE
BOARD OF
COUNTY COMMISSIONERS
OREGON



MULTNOMAH COUNTY, OREGON

BOARD OF COUNTY COMMISSIONERS
BEVERLY STEIN, CHAIR
DAN SALTZMAN
GARY HANSEN
TANYA COLLIER
SHARRON KELLEY

PLANNING & BUDGET
PORTLAND BUILDING
1120 S.W. FIFTH - ROOM 1400
P. O. BOX 14700
PORTLAND, OR 97214
PHONE (503)248-3883

TO: Dave Warren, Budget Manager
FROM: Shaun Coldwell, Budget Analyst
DATE: February 22, 1994
SUBJECT: CONTINGENCY REQUEST -- DCC #6

I have reviewed the budget modification submitted by the Department of Community Corrections. In my opinion, the budget modification does meet the criteria established by the Board for contingency approvals, "unanticipated expenditures that are necessary to keep a previous public commitment or fulfill a legislative mandate or can be demonstrated to result in significant administrative or programmatic efficiencies."

The contingency request of \$38,311, along with an increase in federal revenues of \$100,000, would increase the counselor to client ratio within the STOP drug diversion program. This program has been determined by the State to be out of compliance with Oregon Administrative Rule 309-53-085(1).

Alternatives to this contingency request would be a) remain out of compliance and risk the loss of federal funding of \$400,000 for next fiscal year; b) reduce the number of clients served by this program. This program serves all clients who meet the requirements, and are assigned to this diversion program by the courts. There could be a restructuring of the requirements to reduce the client load, which would drive more clients into other programs.

It is my recommendation that this budget modification be approved as an ongoing level of funding.

c: Tamara Holden
Cary Harkaway



MULTNOMAH COUNTY DEPARTMENT OF
COMMUNITY CORRECTIONS

MEMORANDUM

TO: Board of County Commissioners

FROM: M. Tamara Holden, Director *M. Tamara Holden*

TODAY'S DATE: February 7, 1994

REQUESTED PLACEMENT DATE: February 28, 1994

RE: Contingency Request and Budget Modification
for S.T.O.P. Drug Diversion Program

I. Recommendation/Action Requested: Board approval of Contingency Request for \$38,000 and Budget Modification reflecting (1) the Contingency Request, and (2) increased Federal grant revenue of \$100,000 for the S.T.O.P. Drug Diversion Program.

II. Background/Analysis:

A. Contingency Request

The S.T.O.P. Drug Diversion Program has operated as a cooperative endeavor of the Circuit Court, the District Attorney, Metropolitan Public Defender, a private provider, and the Department of Community Corrections since its inception. The program has been supported by a combination of City and County funding and a Federal formula grant through the State's Criminal Justice Services Section. In 1993-94, the City and the County each contributed \$100,000. The Federal grant totaled \$400,000.

DCC contracts for drug treatment/acupuncture with InAct, Inc. to serve clients referred by the S.T.O.P. Drug Diversion Program. Since inception, 65% of the terminations successfully completed the program. On the basis of a November audit by the State Office of Alcohol and Drug Abuse Programs, the program was awarded a Letter of Approval (State Certification) valid through December 1, 1994. However, the audit report (attached) indicated that the client-to-

counselor ratio at InAct exceeded the State standard. If not addressed, noncompliance will jeopardize state certification and funding.

B. Budget Modification

The Budget Modification covers two proposed changes to the S.T.O.P. Diversion Program budget. The transfer of contingency funds (discussed above) and an increase in Federal grant revenue. When the DCC budget for 1993-94 was prepared, we anticipated a Federal grant of \$300,000. The award was subsequently finalized at \$400,000. The Budget Modification increases Federal grant revenue from \$300,000 to \$400,000.

III. Financial Impact: (See Budget Modification DCC 6, attached)

Receipt of funds from Contingency will allow the program to hire the staff necessary to meet the State standard. For 1994-95, DCC will request an increase in support from all funding agencies so that the program will be fully funded.

IV. Legal Issues: OAR 309-53-085(1) sets standards for client-to-counselor ratios in state certified drug treatment programs. The standard is 30 to 1. Our program has been operating at 50 to 1.

V. Controversial Issues:

A. Continuation of the program in 1994-95 will require increased levels of support from the State, the City of Portland, and Multnomah County. The current Federal grant (through the State) expires in June 1995.

B. The use of acupuncture as an adjunct to traditional treatment is considered by some to be a departure from accepted protocols.

VI. Link to Current County Policies: The S.T.O.P. Drug Diversion Program supports state and local benchmarks for access to treatment, decreased substance abuse, and decreased recidivism. The program is consistent with the objective of early intervention. Clients enter treatment three days after their arrest.

The program is also consistent with the County's desire to build effective partnerships. As noted above, the program involves the cooperation of State, City, County, and private agencies.

VII. Citizen Participation: The S.T.O.P. Drug Diversion program is supported by the Multnomah County Community Corrections Advisory Committee. Citizen

testimony is not anticipated.

- VIII. Other Government Participation: The program receives funding from the State (Federal funds) and the City. It has attracted national attention. Many jurisdictions have sent representatives to meet with program staff. The program has been highlighted in U.S. Department of Justice publications and on the McNeil Lehrer News Hour.

Oregon

DEPARTMENT OF
HUMAN RESOURCES

Human Resources Building

OFFICE OF
ALCOHOL AND DRUG
ABUSE PROGRAMS

January 3, 1994

Valerie Moore, Director
InAct, Inc.
1135 S.E. Salmon Street
Portland, Oregon 97214

Dear Ms. Moore:

I am pleased to inform you that the Department of Human Resources has awarded a Letter of Approval to your program for Alcohol and Drug Outpatient Treatment.

This Letter of Approval, expiring December 1, 1994, is issued following a site review conducted on November 16 & 17, 1993. A copy of the final report of the site review is enclosed.

This approval, however, is subject to the conditions specified in the report. The actions required to meet those conditions are also described in the report and must be completed within the specified time frames.

Thank you for your cooperation in arranging and conducting the review process.

Sincerely,



Bob Miller
Regional Coordinator

RM:nk

Enclosures

cc: Tichenor McBride



Barbara Roberts
Governor

500 Summer Street NE
Salem OR 97310-1016
Salem - (503) 945-5763
FAX - (503) 378-8467
TDD - (503) 945-5893

Site Review Report
for

INACT, INC.

Outpatient Alcohol and Drug Treatment

I OVERVIEW

The above named agency located at 1135 S.E. Salmon Street, Portland, Oregon was reviewed on November 16 and 17, 1993, to determine whether the above-named services were being delivered in accordance with OAR 309-51-000 through 309-51-070 and 309-53-050 through 309-53-120. The review was conducted by Tichenor McBride, Multnomah County Community Corrections; and Bob Miller, Regional Coordinator, Office of Alcohol and Drug Abuse Programs.

InAct, Inc. is a private, non-profit alcohol and other drug treatment agency that operates as part of a diversion program for persons charged with possession of a controlled substance. InAct provides treatment, consisting primarily of group therapy and acupuncture, in four phases of decreasing intensity over a period of about one year. The treatment process is monitored very closely by the court and clients are required to report to the court on a monthly basis. The program is funded entirely by moneys from the Multnomah County Circuit Court and by Multnomah County Community Corrections. The Circuit Court moneys are derived from offender fees. The program does not charge any additional fees.

The program began providing treatment services in September 1992. The current review is the first formal onsite review of the program's Administrative Rule compliance.

II SUMMARY OF FINDINGS

The program was found to be operating in partial compliance with the relevant Administrative Rules and the program's Letter of Approval is, therefore, continued until December 1, 1994. There were a number of areas identified where Administrative Rule compliance was not complete. These areas are detailed in a subsequent section and are conditions that must be corrected within ninety (90) days of the signature date of this report. A follow-up site review will be conducted prior to expiration of the Letter of Approval to determine if the areas of non-compliance have been remedied.

III SOURCES OF INFORMATION

The following sources of information were used in the preparation of this report:

1. Interview with Valerie Moore, Program Director.
2. Interview with staff members and with the clinical supervisor.
3. Allied Agency questionnaires from four (4) agencies.

4. Client Satisfaction questionnaires from three (3) clients.
5. Review of twenty (20) case records.
6. Interview with one (1) member of the Board of Directors.
7. Review of written program documents.

IV AREAS OF NON-COMPLIANCE AND REQUIRED ACTION

The program was found to be substantially compliant with the relevant Administrative Rules with the exception of the following areas:

309-53-090(1-3)(a,b) Finding: The program does not have a designated medical director, although the director indicated that the program is currently searching for a medical director.

Required Action: Within 90 days of the signature date of this report, the program must provide documentation that it has retained the services of a physician to serve as medical director. The medical director, when hired, must ensure that the program's policies and procedures are in compliance with the Administrative Rules and that the medical policies and procedures are fully implemented.

309-53-065(4) Finding: The program did not submit proof of malpractice and liability insurance.

Required Action: The program must submit proof of malpractice and liability insurance.

309-53-085(1) Finding: The program's counselor-to-client ratio does not meet the acceptable standard of one full-time counselor for every 30 clients. As of September 1993, the program had 477 clients enrolled, although about 70 of those clients are in Phase IV, which can be classified as aftercare, rather than active treatment. The program currently employs seven counselors, some of whom are not full-time employees. The program has immediate plans to hire one additional counselor. Even after the addition of another counselor, the counselor-to-client ratio would still be about one to 50, a ratio that results in very high caseloads.

Required Action: The program must take action to ensure that counselor-to-client ratios do not exceed one counselor for every 30 clients. This means that the program must add staff and/or reduce enrollment levels. If the program were to reduce enrollment levels by excluding methadone clients, who are already receiving treatment in other programs, InAct could probably achieve compliance by augmenting planned staffing levels with two or three more full-time counselors.

309-53-080(2)(a) and 309-51-035(5)(a) Finding: The program's treatment plans are too standardized and do not adequately reflect individual problems identified in the assessment. The overly standardized treatment plans may be related to high caseloads, with counselors feeling too pressed for time to develop detailed, individualized plans.

Required Action: The program must ensure that treatment plans identify the full range of problems that need to be addressed by the treatment process.

309-53-080(2)(b) and 309-51-035(5)(b) Finding: The objectives on the program's treatment plans are not sufficiently specific, concrete, and measurable. The objectives are vague, global, and are more in the nature of goals than objectives.

Required Action - The program must ensure that treatment plan objectives are specific and measurable.

309-53-080(2)(d) and 309-51-035(5)(e) Finding: None of the treatment plans reviewed contained documentation of the participation of significant others in the treatment planning and treatment process, even when a need for such participation was clearly indicated.

Required Action: The program must ensure that participation of significant others in the treatment planning and the specified treatment is documented when clinically appropriate.

309-53-085(5) and 309-51-035(6) Finding: The program's progress notes are primarily descriptive of the client's attendance and demeanor and do not provide enough information regarding progress toward specific treatment objectives.

Required Action: The program must ensure that the progress notes provide a picture of the client's progress toward specific treatment objectives. Correcting this deficiency will be facilitated by the development of more measurability in the treatment objectives.

309-53-085(6) Comment: Up until July 1993, very few of the program's treatment plans were being reviewed as required. The program subsequently underwent significant changes in personnel, with the current clinical supervisor being hired in September 1993. It was not possible at this site review to make a clear determination if the problems with treatment plan reviews have been adequately addressed by recently implemented measures.

However, if the program follows through with a plan to combine the treatment plan review with the monthly report to the court, the result and monthly reviews should meet Administrative Rule requirements. Compliance with this section will be re-evaluated at the next onsite review.

309-53-085(4) and 309-51-035(4) Comment: Except for referrals to self-help groups, no referrals to outside community resources were documented in the client records. It is recommended that the program increase its efforts to make and document referrals to other agencies and resources when clinically indicated. It is expected that these referrals will be documented in the treatment plans, the progress notes, and the discharge summaries. It should be noted that many of the program's clients have skills deficits, employment problems, and other issues that would indicate a need for a referral to a community resource.

309-53-085(8) and 309-51-035(9) Comment: Because the standard treatment length is one year and the program has been in operation for little more than a year, very few termination summaries were available for review. No definitive conclusions could be drawn regarding compliance with this section. Based on the three closed records that were reviewed, however, it is suggested that the program could improve its discharge summaries by placing increased emphasis on documenting progress toward specific treatment objectives.

V PROGRAM STRENGTHS

The program design facilitates early client entry into treatment. Entry into treatment as early as possible after the precipitating event, the arrest, maximizes the potential benefits of the treatment process. The program design also requires the client to remain involved with the program for a period of at least one year, a requirement that is congruent with research showing longer terms of treatment to be more effective. The program is unique, innovative, and breaks new ground in the treatment of drug offenders.

The program's new clinical supervisor appears to have helped the program make significant progress in upgrading the program's clinical documentation. The addition of a capable clinical supervisor strengthens the program's ability to continue improving treatment services.

The program's assessments are thorough and well-documented.

V OTHER COMMENTS

Allied Agencies responding to our questionnaire rated the program in the following manner:

AREA	EXCELLENT	GOOD	FAIR	POOR	DON'T KNOW
Availability/accessibility to clients	3	1			
Responsiveness to client's needs	2	2			
Knowledge of alcoholism, mental and emotional disturbances, etc.		4			
Knowledge of drug and drug abuse	1	2			1
Knowledge of other human problems	1	1	1		1
Effectiveness of program	1	3			
Visibility in the community	1		1		2
Relations with your agency	3	1			
Relations with other agencies and professional groups	2				2
Efficiency and perceived competency	3	1			

Respondents also included the following written comments:

One agency expressed appreciation for the program's close cooperation in planning the treatment of a mutual client.

V COMMENTS

The current InAct Letter of Approval is effective until December 1, 1994. Prior to the expiration of the Letter of Approval, a follow-up onsite will be conducted to determine if the non-compliance cited in this report has been fully corrected.

Some of the compliance issues the program faces are not unexpected with a new program. The program needs, however, to either increase the size of the counseling staff or to reduce the number of clients entering the program. In addition to being out of compliance with Administrative Rule requirements, current counselor-client ratios will make it difficult for the program to provide effective, individualized treatment. Under present conditions it will also be difficult for the program's counselors to devote sufficient time to ensuring that documentation requirements are met. The program and its funding sources may wish to review funding and caseload issues and make some adjustments.

Any questions about this report should be directed to Bob Miller, Regional Coordinator, at 945-6185.

Bob Miller
Bob Miller
Regional Coordinator

Toni Phipps
A.C. Phipps, Manager
Quality Assurance & Training

1/3/94
Date

1/3/94
Date

RM:nk

Meeting Date: _____

Agenda No.: _____

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM

SUBJECT: Contingency Request and Budget Modification for S.T.O.P. Drug Diversion Program.

BOARD BRIEFING Date Requested: February 28, 1994

Amount of time needed: 15 minutes

REGULAR MEETING Date Requested: _____

Amount of time needed: _____

DEPARTMENT: Community Corrections DIVISION: Program Development & Evaluation

CONTACT: Cary Harkaway TELEPHONE #: 248-3039
BLDG/ROOM #: 161/600

PERSON(S) MAKING PRESENTATION: Cary Harkaway

ACTION REQUESTED:

INFORMATIONAL ONLY POLICY DIRECTION APPROVAL OTHER

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

Contingency funds needed to increase contract for treatment component of S.T.O.P. Drug Diversion Program. Increase will support the additional counselors needed to bring the program's client-to-counselor ratio into compliance with Oregon Administrative Rules.

Associated budget modification accomplishes two things:

1. Increase general fund support for drug diversion by \$38,311.
2. Increase federal grant revenue for drug diversion by \$100,000 (increased award notification came after budget was approved).

SIGNATURES REQUIRED:

ELECTED OFFICIAL _____

Or

DEPARTMENT MANAGER M. Tamara Golden

ALL ACCOMPANYING DOCUMENTS MUST HAVE REQUIRED SIGNATURES

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

BUDGET MODIFICATION NO.

MCHD # 7

(For Clerk's Use) Meeting Date **MAR 17 1994**

Agenda No. **R-17**

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR _____

(Date)

DEPARTMENT Health

DIVISION _____

CONTACT Tom Fronk

TELEPHONE 248-3056

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

SUGGESTED

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

Request for \$40,000 from contingency to replace an X-Ray machine.

(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

An X-Ray machine that was left by the Veteran's Administration when they moved from the McCoy Building has broken and is so old that parts are no longer available. Therefore funds to replace the machine are needed. Without this machine Health must spend \$5,000 monthly to purchase X-Rays.

3. REVENUE IMPACT

(Explain revenues being changed and reason for the change)

4. CONTINGENCY STATUS

(to be completed by Budget & Planning)

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

Date

After this modification

\$ _____

Originated By <i>Suzanne S. Kalin</i>	Date <i>2/10/94</i>	Department Director <i>Billy Odegaard</i>	Date <i>2/10/94</i>
Plan/Budget Analyst	Date	Employee Services	Date
Board Approval	Date		

BOARD OF COUNTY COMMISSIONERS
MULTNOMAH COUNTY
OREGON
1994 MAR 10 PM 12:56

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. 7 2. Amount requested from General Fund Contingency: \$ 40,000.

3. Summary of request:

The Board is requested to approve funds for the replacement of the x-ray machine in the McCoy Building. This machine provides services to TB patients and other clients who find the westside more accessible than mid-county.

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

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

The machine was not accessed to be unrepairable. Repairs costs were budgeted.

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

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

Replacing the x-ray machine will save up to \$5000 per month in outside x-ray costs.

8. This request is for a (Quarterly X Emergency _____) review.

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

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

Bill Odegaard
Signature of Department Head/Elected Official

2-15-93
Date

M E M O R A N D U M

TO: Board of County Commissioners

FROM: Billi Odegaard *Billi Odegaard*

REQUESTED PLACEMENT DATE:

DATE: February 14, 1994

SUBJECT: Budget Modification MCHD 7

- I. Recommendation/Action Requested:
The Board is requested to approve funds for the replacement of the x-ray machine in the McCoy Building.
- II. Background/Analysis:
The x-ray machine serves clients at the TB, HIV and Westside Clinics in addition to referrals from other County clinics. It was sold to the Health Department for \$1.00 by the Veteran's Administration when they moved from the building about 10 years ago. The machine is 30 years old. Replacement parts are no longer available. If the machine is not replaced, it will require \$5,000 per month to purchase the necessary x-rays from another source. In addition, there will be compliance problems with TB patients in the Burnside area.
- III. Financial Impact:
This budget modification would decrease the contingency fund by \$40,000.
- IV. Legal Issues:
There are no legal issues.
- V. Controversial Issues:
There are no controversial issues.
- VI. Link to Current County Policies:
The x-ray machine supports basic medical services authorized by the Board, and provides better access for clients.
- VII. Citizen Participation:
None.
- VIII. Other Government Participation:
No other County department or jurisdiction is affected.

BUDGET MODIFICATION NO. ASD-9404 - Revised

(For Clerk's Use) Meeting Date MAR 17 1994
 Agenda No. R-18

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR March, 1994 (Date)

DEPARTMENT: SOCIAL SERVICES DIVISION: AGING SERVICES
 CONTACT: Kathy Gillette TELEPHONE: 248-3620
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: Jim McConnell

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda)
ASD Budget Modification #ASD-9404 requests an increase in County General Funds by \$28,000 for additional one-time only charges related to the new Southeast Branch location. ^{28,000} *DCW*

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
 [n/a] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

ASD Budget Modification #ASD-9404 increases the budget in Aging Services Division Org 1900, Long Term Care, by \$28,000 in Rentals. These monies are for charges to ASD's budget for occupancy delays resulting in loss of tenant rents; and funding for a full kitchen for the senior meal site.

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

o Increase Org 1900, Aging Services Division, by \$28,000 County General Fund Subsidy

Aging Services Division will absorb the increased indirect charges within the Title XIX budget.

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

Contingency before this modification (as of _____) (Date)
 (Specify Fund) _____

After this modification _____

1994 MAR 15 PM 4:07
 MULTNOMAH COUNTY
 CLERK'S OFFICE

<i>Kathy Gillette</i> Originated By	<i>March 9, 1994</i> Date	<i>James McConnell</i> Department Manager	<i>3-10-94</i> Date
<i>David C. Dvarren</i> Finance/Budget	<i>3/15/94</i> Date	Employee Relations	Date
<i>Deborah Crocstao</i> Board Approval	<i>3/17/94</i> Date		

EXPENDITURE

SOUTHEAST BRANCH - RENTALS
REVISED MARCH 9, 1994

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agen.	Org.	Activity	Rept Cat.	Object	Current Amount	Revised Amount	Increase (Decrease)	Subtotal	Description
		156	010	1900			6170			28,000		RENTALS
NOTE: ASD will absorb additional indirect charges within Title XIX budget											28,000	TOTAL, ORG 1900
TOTAL EXPENDITURE CHANGE										28,000	TOTAL EXPENDITURE CHANGE	

REVENUE

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agen.	Org.	Activity	Rept Cat.	Rev. Code	Current Amount	Revised Amount	Increase (Decrease)	Subtotal	Description
		156	010	1900			7601			28,000		COUNTY GENERAL FUNDS
											28,000	TOTAL, ORG 1900
TOTAL REVENUE CHANGE										28,000	TOTAL REVENUE CHANGE	

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. ASD9404. 2. Amount requested from General Fund Contingency: \$28,000.

3. Summary of request:

ASD requests \$28,000 to pay for unanticipated additional one-time only costs for occupancy delays; and building a full-service kitchen, for the SE Tabor Square building. This space was leased in August, 1993. ASD did not anticipate these costs last fall when a prior contingency request was made. See #6 below for identification of costs already absorbed into ASD's budget.

4. Has the expenditure, for which this transfer is sought, been included in any budget request during the past five years? Yes. If so, when? June 1993, Technical Amendment.

If so, what were the circumstances of its denial?

A request was made during technical amendments of the FY1993-1994 prior to the adoption of the budget. It is believed the request was denied in part because of limited funds available, in part due to the short notice and insufficient time to properly inform County Commissioners of the need, and likely in part due to the lack of detailed cost information at that time. An allocation of \$63,000 was approved for this project in October, 1993. At that time, ASD was unable to anticipate the \$28,000 costs requested here.

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

At the beginning of the annual budget process, it was anticipated that ASD would stay in the Portland Impact site, despite extremely cramped quarters. ASD Branch was evicted from the Portland Impact building, and the Tabor Square building became available. All of this occurred in April, too late to include in the budget process. Further, specific costs related to building renovations, occupancy delays, kitchen costs, etc. continue to surface, generally greatly higher initially projected.

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

ASD is absorbing additional costs of rents within the SE branch rental budget, estimated now to be \$20,000, telephone installation costs of about \$4,000, moving costs of more than \$3,000, and the costs of office furnishings, including Herman Miller panels costing about \$25,000.

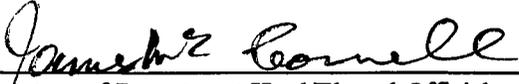
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

No new revenue will be produced.

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

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

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


Signature of Department Head/Elected Official

3-10-94
Date

SEAL OF
COUNTY COMMISSIONERS
1994 MAR 0 11 12 56
MULTNOMAH COUNTY
OREGON



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES
AGING SERVICES DIVISION
AREA AGENCY ON AGING
421 S.W. 5TH, 3RD FLOOR
PORTLAND, OREGON 97204
SENIOR HELPLINE: (503) 248-3646 ADMINISTRATION: 248-3620
TDD: 248-3683 FAX: 248-3656

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

MEMORANDUM

TO: Beverly Stein, County Chair

FROM: Jim McConnell, Director
Aging Services Division *Jim McConnell*

DATE: March 9, 1994

SUBJECT: ASD Budget Modification #ASD-9404 : County General Fund Contingency
Request for Additional Tabor Square Costs

Recommendation: The Aging Services Division recommends Board of County Commissioner approval of the attached Budget Modification #ASD-9404.

Background/Analysis: ASD, through Multnomah County, has leased the entire Tabor Square building at SE 46th and Belmont, with prime tenants including the ASD SE branch, two ASD sub-contractors, providing for a co-located senior center and meal site; other social service providers, including several providing services to seniors; and Community Corrections transition program for women. This move was prompted by ASD losing its prior space at the main location of Portland Impact. In October, 1993, an allocation of \$63,000 was approved for this project.

However, since that time, several other unanticipated costs have been incurred. The timeline for having space ready for tenancy was very aggressive; due to a number of factors, timelines have lagged by a month or more. Thus, ASD has lost tenant rentals. ASD is asking for just \$3,000, the delay of one month in getting space ready for Portland Impact, an ASD subcontractor.

Finally, initial plans for the development of the kitchen area called for a simple warming kitchen. This kitchen would allow an agency such as Loaves and Fishes, the current contractor, to bring in food already prepared, and then reheat meals. However, it appears this facility will attract far larger numbers of meal participants than the site it replaces, and that many of these participants may be ethnic minorities. A full service kitchen, which would provide for "from scratch" cooking, would allow ethnic meals to be prepared, and larger numbers of participants to be served.

Financial Impact: Budget Modification #ASD-9404 requests \$28,000 of County General Funds from the contingency fund for additional one-time only costs for the new Southeast Branch location. These costs include \$3,000 for occupancy delays, resulting in lost rental income, and \$25,000 for development of a full cooking kitchen. (Earlier plans called for a warming-only kitchen, at substantially lower costs.)

ASD-9404-Revised

The Budget Modification shows a net increase to Organization 1900, ASD Long Term Care, of \$28,000 in Rental expenses.

Legal Issues: None, other than the full monthly rental obligation of \$21,000 for the building began as of January 1, 1994.

Controversial Issues: None.

Link to Current County Policies: ASD has a policy of co-locating agencies that serve seniors, where possible. At this site, the ASD SE branch (serving Medicaid clients), the Portland Impact SE District Center, a Loaves and Fishes nutrition site, a Senior Center Activity Space, AARP, and the OSU Extension Service are all co-located, making a variety of services to seniors readily available at one location.

Citizen Participation: Seniors have been involved in the planning for this site, both through the Advisory Board of the SE Seniors group, and through the Portland/Multnomah Commission on Aging (PMCOA).

Other Government Participation: Funds have been requested from the City of Portland to pay rental costs for the Senior Center Activity space.

Other County Department Participation: Community Corrections will be renting most of the lower floor for the Women's Transition program.

BUDGET MODIFICATION NO. ASD-9404

(For Clerk's Use) Meeting Date MAR 17 1994
 Agenda No. R-18

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR March, 1994 (Date)

DEPARTMENT: SOCIAL SERVICES DIVISION: AGING SERVICES
 CONTACT: Kathy Gillette TELEPHONE: 248-3620
 *NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: Jim McConnell

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

ASD Budget Modification #ASD-9404 requests an increase in County General Funds by \$43,400 for additional one-time only charges related to the new Southeast Branch location.

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

[n/a] PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

ASD Budget Modification #ASD-9404 increases the budget in Aging Services Division Org 1900, Long Term Care, by \$28,000 in Rentals. These monies are for charges to ASD's budget for occupancy delays resulting in loss of tenant rents; and funding for a full kitchen for the senior meal site.

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

Increase Org 1900, Aging Services Division, by \$28,000 County General Fund Subsidy

Aging Services Division will absorb the increased indirect charges within the Title XIX budget.

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

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

<i>Kathy Gillette</i> Originated By	<i>March 9, 1994</i> Date	<i>James McConnell</i> Department Manager	<i>3-10-94</i> Date
<i>Kathy Gillette</i> Finance/Budget	<i>3-11-94</i> Date	Employee Relations	Date
Board Approval	Date		

EXPENDITURE

**SOUTHEAST BRANCH - RENTALS
REVISED MARCH 9, 1994**

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agen.	Org.	Activity	Rept Cat.	Object	Current Amount	Revised Amount	Increase (Decrease)	Subtotal	Description
		156	010	1900			6170			28,000		RENTALS
NOTE: ASD will absorb additional indirect charges within Title XIX budget											28,000	TOTAL, ORG 1900
TOTAL EXPENDITURE CHANGE										28,000	TOTAL EXPENDITURE CHANGE	

REVENUE

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agen.	Org.	Activity	Rept Cat.	Rev. Code	Current Amount	Revised Amount	Increase (Decrease)	Subtotal	Description
		156	010	1900			7601			28,000		COUNTY GENERAL FUNDS
											28,000	TOTAL, ORG 1900
TOTAL REVENUE CHANGE										28,000	TOTAL REVENUE CHANGE	

BUDGET MODIFICATION NO. CFS 4

(For Clerk's Use) Meeting Date MAR 17 1994
Agenda No. R-19

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR: February 17, 1994
(Date)

DEPARTMENT: N/A DIVISION: N/A
CONTACT: Mike Delman TELEPHONE: 248-5275
*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: Commissioner Gary Hansen/Mike Delman
SUGGESTED AGENDA TITLE
Budget Modification # CFS4 requests \$24,089 in County Contingency Funds to restore funds to East County and North Portland Child and Youth Centers for the remainder of FY 93-94.

2. DESCRIPTION OF MODIFICATION

Budget Modification # CFS4 restores \$24,089 of County General Funds, (\$13,489 and \$10,600 respectively), which was authorized in the FY 93-94 approved budget and later rescinded through technical amendments in the adopted budget.

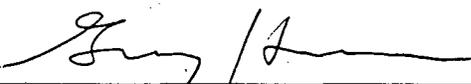
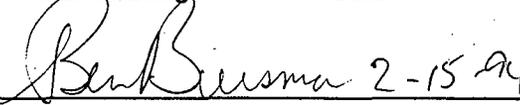
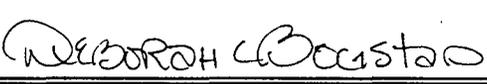
3. REVENUE IMPACT

- Increase Org. 0160 by \$24,089 County Contingency

4. CONTINGENCY STATUS

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

After this modification \$ _____

Originated By Commissioner Gary Hansen	Date	Division Director Lorenzo Poe	Date
			
Finance/Budget	Date	Employee Relations	Date
	2-15-94		
Board Approval	Date		
	3/17/94		

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	010	0160			6060			24,089		Pass Through
		156	010	0160			7100			No Change	169	Indirect
		100	045	9120			7700			(24,089)		Contingency
		100	010	0160			7608		24,258	24,089		Fed/State Fund
TOTAL EXPENDITURE CHANGE									24,427	24,089	0	

REVENUE

TRANSACTION EB GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY _____

Document Number	Action	Fund	Agency	Organization	Activity	Reporting Category	Revenue Source	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
	156	100	010	0160			7601		24,258	24,089		Cash Transfer
		100	045	9410			6602			24,089	169	
TOTAL REVENUE CHANGE										24,089	0	

29,427

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. CFS 4 2. Amount requested from General Fund Contingency: \$ 24,089
3. Summary of request:

Restore funds to the East County and North Portland Child and Youth Centers for the remainder of FY 93-94.

4. Has the expenditure for which this transfer is sought been included in any budget request during the past five years? YES If so, when? FY 93-94 budget. If so, what were the circumstances of its denial?

Expenditure was authorized in the FY 93-94 approved budget. Through technical amendments, authorization was rescinded in the adopted budget.

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

N/A. Expenditure was included, approved and later rescinded.

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

Due to late arriving cuts to State funded programs, the Division is already tapping all existing salary and other savings in order to honor current contract commitments and protect contractors from cuts through the end of FY 93-94. Department of Social Services (DSS) reorganization personnel savings are also being used to offset these cuts and are unavailable for use.

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

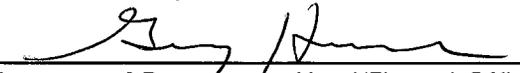
This is a one time only request. There is no expectation nor commitment to these Centers for these funds past the end of FY 93-94. Plans for on-going, stable funding for the Child and Youth Center System (levy, etc...) will depend upon a proven track record of service provision. This request will help to support these efforts and increase the potential of new revenue sources.

8. This request is for a (Quarterly , Emergency XX) review.

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

Over half of the current contract year has expired. To require significant cuts at this point in time is unreasonable and contrary to County values regarding contractor relations. In the event that this request is not approved, current contracts must be notified as soon as possible. Further delay will only exacerbate the hardship to these providers.

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



Signature of Department Head/Elected Official

1994 MAR 7 4 50 PM '94
COUNTY OF MULTNOMAH
RECEIVED
DATE

MEMORANDUM

TO: Board of County Commissioners

FROM: Gary Hansen
Commissioner, District 2

SUBJECT: General Fund Contingency Request

DATE: February 4, 1994

Action: I respectfully request that the fund transfer identified in the attached General Fund Contingency Request, which restores funds to the East County and North Portland Child and Youth Centers for the remainder of FY 93-94, be granted.

Background: Through a County Request For Proposals (RFP) process in 1993 allocation amounts for Child and Youth Centers (CYC) in each service district were redistributed based upon a standardized formula. In the course of that redistribution, the East County and North Portland CYC faced significant reductions in funding. Additional County General Funds (CGF) were allocated to these two Centers in the 93-94 approved budget in order reduce the impact of those reductions. Through technical amendments to the approved budget, the adopted budget rescinded the additional CGF funds to the two Centers. Due to Children and Family Services Division (CFSD) reorganization, contract amendments executing the reduction to 1993 allocation amounts were not processed until January of 1994. With both Centers having made budget and program projects for the year, cuts after half of the contract year has expired would create serious consequences to service availability in these two districts.

Financial Impact: • Increase Org. 0160 by \$24,089

Legal Issues: N/A

Controversial Issues: The County faces a loss of credibility both with these two Center providers and their constituents, and the community at large if we fail this far into the contract year to honor the commitments made contractually for specific funding levels while at the same

time promoting the CYC system as one of the primary vehicles through which we realize our priority to support children, young people and their families.

Link to Current County Policies: There is past and present action by the Board to prioritize the services delivered through the Child and Youth Center System. In addition, the County is working to operationalize its value of reasonable contracting processes and procedures. While there is no legal responsibility to honor the current contracts with regard to specific funding amount, it seems unfair to ask contractors to respond to a significant cut in funding so late in the contract year due to the County's inability to deal with the need for these cuts in a timely manner, because of the CFSD reorganization.

Other Government Participation: N/A

#1

PLEASE PRINT LEGIBLY!

MEETING DATE 3-17-94

NAME Debbie Wood - Central City Concern

ADDRESS 709 NW Everett

STREET

Portland

CITY

97001

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-20

SUPPORT **OPPOSE**

SUBMIT TO BOARD CLERK

#2

PLEASE PRINT LEGIBLY!

MEETING DATE 3-17-96

NAME Mike Garvey - Commander Central Precinct

ADDRESS 1111 SW 2nd

STREET Portland

CITY 97204

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-20

SUPPORT **OPPOSE**

SUBMIT TO BOARD CLERK

3

PLEASE PRINT LEGIBLY!

MEETING DATE

3-17-94

NAME

Rob De Graf - APP

ADDRESS

520 SW Yamhill #1000

STREET

Portland

9204

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

R-20

SUPPORT

OPPOSE

SUBMIT TO BOARD CLERK

4

PLEASE PRINT LEGIBLY!

MEETING DATE

3/17/94

NAME

Jean DeMaster

ADDRESS

435 NW Glisan

STREET

Portland, Ore 97209

CITY

ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM #

Alcohol /

SUPPORT

OPPOSE

Drug Free
Habit

SUBMIT TO BOARD CLERK

R-200

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR March 17, 1994
 (Date)

DEPT. N/A DIVISION N/A

CONTACT MIKE DELMAN PHONE 248-5275

* NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: COMMISSIONER GARY HANSEN/MIKE DELMAN

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

Budget Modification # CFS 5 Revised requests \$26,460 in CGF Contingency to be budgeted in pass through to provide five months of funding for Alcohol and Drug Free Transitional Housing.

(Estimated Time Needed on the Agenda)

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

PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET

This budget modification proposes transfer of CGF Contingency to support alcohol and drug free transitional housing for homeless single adults in the amount of \$26,460. This amount is less than the original request of \$43,722 on the understanding that with the partnership between the County and the city of Portland, each will contribute identical amounts to offset the FY 93/94 budget shortfall for subsidizing 81 units of this housing for 12 months. The request includes pass through of \$26,460 plus \$185 for indirect costs for a total cash transfer increase of \$26,645.

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

Increase CGF Cash Transfer	\$26,645
Svs Reimbursement Fed State Fund to General Fund	\$185

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

(Specify Fund) Fund Contingency BEFORE THIS MODIFICATION (as of _____): \$ _____
 (Date)

AFTER THIS MODIFICATION: \$ _____

Originated By	Date	Department Director	Date
		<i>x Halunzo Poelke</i>	
Plan/Budget Analyst	Date	Employee Services	Date
<i>David C. Swarr</i>	<i>3/17/94</i>		
Board Approval	Date		
<i>Deborah C. Constan</i>	<i>3/17/94</i>		

BUDGET MODIFICATION NO. CFSS

(For Clerk's Use) Meeting Date MAR 17 1994
Agenda No. R-20

1. REQUEST FOR PLACEMENT ON THE AGENDA FOR: _____ (Date)

DEPARTMENT: N/A DIVISION: N/A
 CONTACT: Mike Delman TELEPHONE: 248-5275

*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD: Commissioner Gary Hansen/Mike Delman

SUGGESTED AGENDA TITLE (To assist in preparing a description for the printed agenda)
 Budget Modification # _____ requests \$43,772 in County Contingency Funds for pass through plus \$306 for indirect to provide five months of funding for 52 units of alcohol and drug free transitional housing for homeless single adults at a rate established by RFP.

2. DESCRIPTION OF MODIFICATION (Explain the changes this Bud Mod makes. What budget does it increase? What do the changes accomplish? Where does the money come from? What budget is reduced? Attach additional information if you need more space.)
 PERSONNEL CHANGES ARE SHOWN IN DETAIL ON THE ATTACHED SHEET (N/A)

Budget Modification # CFSS increases the budget of the Children and Family Services Division, Community Action Program by \$44,078 of General Funds from the County Contingency Fund (\$43,772 for pass through plus \$306 for indirect), in order to fund 52 units of alcohol and drug free transitional housing for homeless single adults at a rate established by RFP of \$166.38 per unit per month until June 30, 1994, when it is anticipated that resources reprogrammed in accordance with the Strategy for Serving Homeless Single Adults will enable funding for this number of units to continue in FY 94-95; in accordance with adopted policies, funds would be contracted to the downtown Community Service Center (Transition Projects) to purchase available and appropriate housing from housing providers.

3. REVENUE IMPACT (Explain revenues being changed and the reason for the change)
 Increase ORG 1730 by \$44,078 (\$43,772 for Pass Through plus \$306 for Indirect)

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

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

Originated By Commissioner Gary Hansen <i>[Signature]</i>	Date February 11, 1994	Department Manager	Date
Finance/Budget <i>[Signature]</i>	Date 2-15-94	Employee Relations	Date
Board Approval	Date		

1994 MAR 10 PM 12:55
 COUNTY CLERK
 MULTICOUNTY COUNTY
 GREEN

REQUEST FOR GENERAL FUND CONTINGENCY TRANSFER

1. Attachment to Bud Mod No. CFS 2. Amount requested from General Fund Contingency: \$43,772*

3. Summary of request: Adds five plus months of funding for 52 units of alcohol and drug free transitional housing for homeless single adults at a rate established by RFP of \$166.38 per unit per month to the budget of the Children and Family Services Division Community Action Program; together with \$8,139 in available funds, this \$43,772 would enable 52 units of such transitional housing to be subsidized until June 30, when it is anticipated that resources reprogrammed in accordance with the adopted "Strategy for Serving Homeless Single Adults in Portland/Multnomah County" will enable funding for this number of units to continue in FY 94-95. In accordance with adopted policies, including the Strategy, funds would be contracted with the downtown Community Service Center (Transition Projects) to purchase such housing from housing providers, eg the Estate Hotel, at the established RFP rate.

* plus \$306 for indirect

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

5. Why was this expenditure not included in the annual budget process? The Community Action Program contracted with Central City Concern in July under an RFP exemption which expired on December 31, 1993, to provide 52 units of such housing; the six month exemption was granted to allow the County, in coordination with the City of Portland, to complete a program review and system redesign of emergency services for homeless single adults without disrupting existing services. The adopted Strategy clarified a commitment to continuing funding of 52 units of such housing, but did not identify funds for FY 93-94

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

Federal, state, and local funds available to the Community Action Program for FY 93-94 services have all been allocated. A grant request was submitted by the City of Portland, in partnership with the County, to the U.S. Department of Housing and Urban Development which included this \$43,772. On February 9, the City was informed that its application was not one of the \$25 million in grant requests which were funded.

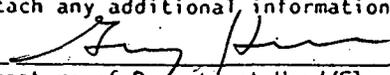
7. Describe any new revenue that this expenditure will produce, any cost savings that will result, and any anticipated payback to the contingency account.

N/A

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

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

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


Signature of Department Head/Elected Official

_____ Date

CFSS

File Name: ca94cgy

EXPENDITURE

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agency	Organization	Activity	Rept Categ	Object	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	1730			6060			43,772		Pass Through
		156	010	1730			7100			306	44,078	Indirect TOTAL, ORG. # 1730
		100	045	9120			7700			(44,078)		Contingency
		100	010	1730			7608			44,078		General Fund Transfer
											0	SUBTOTAL, SERV. REIMB
TOTAL EXPENDITURE CHANGE										44,078	TOTAL EXPENDITURE CHANGE	

REVENUE

TRANSACTION EB [] GM [] TRANSACTION DATE _____ ACCOUNTING PERIOD _____ BUDGET FY 1993-94

Document Number	Action	Fund	Agency	Organization	Activity	Rept Categ	Rev Source	Current Amount	Revised Amount	Change Increase (Decrease)	Subtotal	Description
		156	010	1730			7601			44,078		General Fund
TOTAL REVENUE CHANGE										44,078	TOTAL REVENUE CHANGE	

MEMORANDUM

TO: Board of County Commissioners

FROM: Gary Hansen
Commissioner, District 2

SUBJECT: General Fund Contingency Request

DATE: February 11, 1994

ACTION: I respectfully request that the fund transfer identified in the attached General Fund Contingency Request be granted, which provides five months of funding for 52 units of alcohol and drug free transitional housing for homeless single adults at a rate established by RFP.

BACKGROUND: The Children and Family Services Division, Community Action Program contracted with Central City Concern (CCC) between July 1, and December 31, 1993, under an RFP exemption which expired on December 31, to purchase 52 units of alcohol and drug free transitional housing at the rate established by RFP of \$166.38 per unit per month. The six month exemption was granted to allow the County, in coordination with the City of Portland, to complete a program review and system redesign of emergency services for homeless single adults without disrupting existing services. (Community Action had contracted with CCC for this housing in FY 92-93 under an RFP which expired on June 30, 1993; Transition Projects was the only successful bidder for this service on the subsequent CAPO RFP.)

During this period, the Strategy for Serving Homeless Single Adults in Portland/Multnomah County was completed. The adopted Strategy clarified a community commitment to continue funding for 52 beds of alcohol and drug free transitional housing, which were only partially funded in FY 93-94, prior to adding new units of transitional housing called for in the Strategy. However, the Strategy did not identify a source of funds to offset an FY 93-94 budget shortfall of \$43,772 to continue funding 52 units of such housing at established RFP rates. Together with \$8,139 in available funds, the \$43,772 from this Contingency Request would enable 52 units of such housing to be subsidized until June 30, 1994, when it is anticipated that funds reprogrammed in accordance with the Strategy will enable 52 units to be funded in FY 94-95.

FINANCIAL IMPACT: Increases ORG. 1730 by \$44,078 (\$43,772 for pass through and \$306 for indirect)

LEGAL ISSUES: N/A

CONTROVERSIAL ISSUES: Adopted policies, including the Strategy, specify that any funding for alcohol and drug free transitional housing available after January 1, 1994, would be contracted at rates established by RFP to the downtown Community Service Center (CSC), as CSCs have the responsibility to purchase such housing under the Community Action System RFP. The downtown CSC is Transition Projects (TPI), which will be expected to first seek to purchase such housing from CCC, as the provider of 52 such units up to December 31, 1993. If TPI and CCC are unable to reach agreement at established rates, TPI will be expected to purchase the housing at other appropriate locations. Community Action staff will convene or facilitate discussions between TPI and CCC, if necessary.

The established rate for this housing is \$166.38 per unit per month, which is the rate for which the Community Action Program purchased this housing from CCC at the Estate Hotel between July 1 and December 31, 1993, under an expired RFP exemption. This rate is less than CCC states that it needs to operate such housing at the Estate. CCC contends that for this six month time period, CCC needs \$65,000, plus \$8,139 in available funds which remained after the expiration of the RFP exemption, plus approximately \$10,000 in energy assistance (LIEAP) payments at \$200 per tenant against which tenants have been charged rent in January; this total of over \$83,000 would represent about \$266 per unit per month for the six month period. The Community Action Program and TPI believe that appropriate, lower cost alternatives exist to operate 52 units of such housing at the rate of \$166 per month, should TPI be unable to purchase such units from CCC at established rates.

LINK TO CURRENT COUNTY POLICES: On December 30, 1993 the Board adopted the "Strategy for Homeless Single Adults in Portland/Multnomah County, Oregon" through Resolution 93-408. That resolution cited the Oregon Benchmarks as identifying the need for reducing the number of homeless Oregonians, pointed out that Multnomah County, through its designation as the local Community Action Agency, is responsible for addressing the needs of homeless people, and argued that the Strategy is consistent with the County's goal of outcome-based service provision, by moving to an outcome-based strategy for housing homeless people through promoting housing stabilization and long-term self sufficiency. The Strategy is also consistent with the Urgent Benchmark adopted by the Portland/Multnomah Progress Board of increasing the percentage of citizens with incomes above 100% of the federal poverty line.

OTHER GOVERNMENT PARTICIPATION: The City of Portland currently contracts \$49,036 in Community Development Block Grant funds with the Community Action Program Office to purchase alcohol and drug free transitional housing; the Community Action Program has allocated an additional \$47,039 in State funds to purchase alcohol and drug free transitional housing.

R-20



MULTNOMAH COUNTY OREGON

DEPARTMENT OF SOCIAL SERVICES
 COMMUNITY ACTION PROGRAM DIVISION (503) 248-3332
 PORTLAND, OREGON 97204-2221
 FAX # (503) 248-3332

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

MEMORANDUM

TO: Commissioner Gary Hansen

VIA: Lorenzo Poe, Director *Lorenzo Poe (HP)*
 Community and Family Services Division

FROM: Bill Thomas, Manager *Bill*
 CFSD Community Action Program Office

DATE: February 25, 1994

RE: Contingency Request for Alcohol and Drug Free Transitional Housing

BOARD OF
 COUNTY COMMISSIONERS
 1994 MAR 15 PM 4:06
 MULTNOMAH COUNTY
 OREGON

RECOMMENDATION: That Commissioner Hansen reduce the proposed General Fund Contingency Request to support alcohol and drug free transitional housing for homeless single adults between February and June, 1994, from \$43,722 for pass through and \$306 for indirect, to \$26,460 for pass through and \$185 for indirect, on the understanding that, in partnership with the County, the City of Portland will contribute an identical amount to offset the FY 93-94 budget shortfall for subsidizing 81 units of this housing for 12 months.

ANALYSIS: Staff of the Community and Family Services Division (CFSD) have met with staff of the City of Portland Bureau of Housing and Community Development (BHCD). On behalf of Commissioner Kafoury, BHCD staff committed to an allocation of \$26,460 in Federal Emergency Shelter Grant (ESG) to offset one half of the budget shortfall to subsidize 81 total units of alcohol and drug free transitional housing in FY 93-94. (These City ESG funds would be allocated for services on July 1, 1994; thus FY 94-95 funds will be reduced.)

This reduced Contingency Request is for more than one-half of \$43,772, because on February 24, City and County staff learned that there is an additional \$9,148 budget shortfall between February and June 30 for 29 units of alcohol and drug free housing at the Everett Hotel, for a total shortfall of \$50,920. Both the 29 units at the Everett and the 52 units at the Estate were included in the 81 units of alcohol and drug free transitional housing identified for continuation in the "Strategy for Serving Homeless Single Adults In Portland/Multnomah County" approved by the Board and City Council in December, 1993.

Following Board approval of the Contingency Request, the \$26,460 in City ESG funds would be contracted to the CFSD Community Action Program Office, to pass through to the downtown Community Service Center (Transition Projects) for purchasing alcohol and drug free transitional housing at rates established by RFP. (Should the Board not approve this Contingency Request, the City will hold these ESG funds to allocate for FY 94-95 services.)



CENTRAL CITY CONCERN

Solutions To Homelessness & Chemical Dependency

.....

Administrative Office
709 N.W. Everett
Portland, Oregon 97209-3517
(503) 294-1681
FAX (503) 294-4321

Testimony to: Multnomah County Board of Commissioners

From: Debbie Wood
Executive Director
Central City Concern

.....

*Portland Addictions
Acupuncture Center*
1201 S.W. Morrison
Portland, Oregon 97205
(503) 228-4533

Date: March 17, 1994

Subject: FUNDING FOR THE ALCOHOL AND DRUG FREE
COMMUNITY ON THE FOURTH FLOOR OF THE
ESTATE BUILDING

.....

Hooper Center/CHIERS
20 N.E. Martin Luther King, Jr. Blvd.
Portland, Oregon 97232
(503) 238-2067

Madam Chairperson and Members of the Commission:

We are asking that the Commission approve the contingency request before you, but add an additional \$21,228 to fund the Alcohol and Drug Free Community on the Fourth Floor of the Estate.

.....

*Central City Concern
Jobs Program*
116 N.W. 3rd
Portland, Oregon 97209
(503) 226-7387
FAX (503) 226-7921

I want to thank each of you for touring the project to see first-hand the impact of our program. I want to offer special thanks to Commissioner Hansen for his unwavering commitment to this project. The care of the members of this Commission for the residents of the Estate shows the caliber of leadership we have in this County, and I cannot tell you how much we appreciate it.

BOARD OF DIRECTORS

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- Divan Williams, Jr.
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Over the past nine years of operations, between fifty and sixty percent of the residents have stayed clean and sober. As all of you know, since we are providing housing to homeless persons who have as little as a week of clean and sober time, this success rate is truly something we can all be proud of. Hundreds of former residents are now taxpaying county citizens because the Estate Alcohol and Drug Free Community provided them with a safe and sober place to begin lives of recovery and dignity.

Deborah Wood
Executive Director

Our request is from the contingency budget. We understand this request meets the contingency criteria, since there is federal funding that will be

Multnomah County Board of Commissioners
March 17, 1994
Page 2

received by the City for next year which can provide stable funding for the project at the beginning of the fiscal year.

The issue that this Commission will need to address is the amount of funding that you can make available to us. We have asked for funding that will total, between County and City funds, \$21,228 beyond the contingency request as it has been drafted.

The \$65,000 total dollar figure equates to \$235 per unit per month for rent and concomitant services. However, the CAPO office recommended to Commission Hansen that the funding level should total \$43,772, reimbursing us at a rate of \$166 per unit per month. I am asking you to support our request for the larger figure.

We can document for you that the actual cost is, in fact, \$235 per month. Rooms in the building that receive no services rent for \$175 per month. The extra staffing required for Alcohol and Drug Free Community monitors and the program manager brings up the total cost of the project to \$235.

This is extremely reasonable pricing for the project. There is no housing in Portland available for \$166 a month. That is because, even with favorable financing available to nonprofits, it costs more than \$166 per unit per month to pay for utilities, maintenance, insurance, and minimal staffing. In fact there are only a handful of housing units in Portland other than those operated by Central City Concern available at less than \$250, none of which provide significant services.

The rate of \$166 was developed when, in a year with inadequate resources, Transition Projects, Inc. (TPI) agreed to provide alcohol and drug free housing in the Everett Hotel for that rate. TPI was very clear during those negotiations that the rate was inadequate and did not cover required maintenance. The underfunding of the Everett has now manifested itself in significant deferred maintenance which has, at times, required rooms to be out of operation. At this time TPI is asking that their rate of reimbursement be increased.

Clearly, \$166 per month does not even cover the cost of basic building operations, much less the high quality services that are provided. Therefore, we hope that you will support our request of \$235 per unit, or an additional \$21,228 beyond this contingency.

This project is a part of the shelter reconfiguration plan and an extension of the basic services of the Hooper Center. It has, over the years, been lost "between the cracks" of government, since it is neither purely housing nor purely services. We are all exploring ways to make this kind of successful interdisciplinary program work smoothly within the funding confines presented to us.

Multnomah County Board of Commissioners
March 17, 1994
Page 3

Multnomah County has a well-deserved national reputation for the innovative programs that effectively address homelessness in our county. The Estate is at the heart of that system. We hope that you will provide full funding for us to get through the year.

Suite 1000
520
SW Yamhill
Portland
OR, 97204
503
224-8684
Fax
503
323-9186

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March 16, 1994

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Chair, Multnomah County Commission
1120 SW Fifth Ave.
Portland, OR 97204

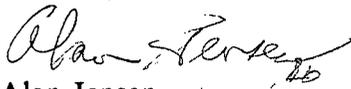
Dear Chair Stein:

We are writing this letter to support Central City Concern's request for funding for the alcohol and drug free community in the Estate Hotel.

We have toured the facility and are familiar with its success. These are the kinds of programs that local government needs to support.

Given the availability of continued funding next fiscal year, we believe this is an investment you should not fail to make for our community.

Sincerely,



Alan Jensen
Chairman, APP Human Services Task Force

cc: **Commissioner Dan Saltzman**
Commissioner Sharron Kelley
Commissioner Tanya Collier
Commissioner Gary Hansen



Transition Projects, Inc.

Formerly Burnside Projects, Inc.

435 NW Glisan Street
Portland, Oregon 97209
503-274-8004
FAX: 503-299-6800

TESTIMONY TO THE MULTNOMAH COUNTY COMMISSION

3/17/94

Presented by Jean DeMaster

Alcohol/Drug Free Housing is a prominent feature in the "Restructured System of Housing and Services for Single Adults in Downtown Portland." Because alcohol/drug addiction is the leading cause of homelessness for single adults, it is appropriate that it be part of the foundation of the Shelter Reconfiguration Plan. In Multnomah County, there are 81 units of Alcohol/Drug Free Housing to serve homeless single adults in recovery from alcohol and/or drug addiction.

This concept of Alcohol/Drug Free Housing in Portland was developed by Transition Projects and Central City Concern in 1984-85. Since that time, we have jointly operated two facilities: the Everett Hotel with 29 rooms and the Estate Hotel Fourth Floor with 52 rooms.

Transition Projects agrees with Bill Thomas at the Community Action Program Office that all 81 units of Alcohol/Drug Free Housing should be funded at the same level as the same services are provided to the residents of each facility who are all homeless single adults in recovery.

The rate of \$166 per month per unit is inadequate to cover the cost of providing Alcohol/Drug Free Housing. In utilizing that rate, Transition Projects has had to defer most of the repairs and maintenance to the Everett Hotel. At times, we have had to close one or more rooms because we did not have the funds to do the repair work to bring them into service.

In addition, the safety of the facility and its residents necessitates a full-time staff person while the rate of \$166 only allows for a half-time staff person. The rate of \$235 per month is necessary in both the Estate Hotel Fourth Floor and the Everett Hotel to provide housing and services which are successful in assisting homeless people overcome their homelessness--including overcoming their alcohol/drug addictions.

Alcohol/Drug Free Housing has a 55% to 65% success rate in assisting people from this difficult client group to become clean and sober, overcome their homelessness, and move out of the facilities as productive citizens able to support themselves.

Transition Projects asks that you approve a contingency request to

<i>Night & Day Shelter</i>	<i>Corrections Counseling</i>	<i>Hispanic Services</i>	<i>Employment Counseling</i>	<i>A United Way Agency</i>
<i>Alcohol & Drug-Free Housing</i>	<i>Alcohol & Drug Treatment</i>	<i>Crisis Intervention Services</i>	<i>& Job Placement</i>	
<i>Clean-Up Center</i>	<i>Women's Programs</i>	<i>Mental Health Services</i>	<i>Public Education</i>	

fund a level of reimbursement for all 81 units of Alcohol/Drug Free Housing in Multnomah County through 6/30/94 and that the level be set at \$235 per month.