

## ANNOTATED MINUTES

Monday, April 20, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602

### BOARD BRIEFING

- B-1      *Briefing for the Possible Grant Application with the Bureau of Justice Assistance to Implement One or More Correctional Options. Presented by Sheriff Skipper.*
- 

Monday, April 20, 1992 - 9:45 AM  
Multnomah County Courthouse, Room 602

### BUDGET WORK SESSION

1.      9:45 - 11:00 AM  
*Work Session for the SHERIFF'S OFFICE BUDGET to Discuss INS/MCRC Revenue and the Courthouse Jail. Presented by Sheriff Skipper and Staff.*
  2.      11:00 AM - Noon  
*Work Session to Discuss the DISTRICT ATTORNEY'S BUDGET. Presented by Michael Schrunck and Staff.*
- 

Monday, April 20, 1992 - 1:30 PM  
Multnomah County Courthouse, Room 602

### BUDGET WORK SESSION

3.      1:30 - 2:30 PM  
*Work Session to Discuss the DEPARTMENT OF ENVIRONMENTAL SERVICES BUDGET. Presented by Paul Yarborough and Staff.*
  4.      2:30 - 3:30 PM  
*Work Session to Discuss the LIBRARY SERVICES BUDGET. Presented by Ginnie Cooper and Staff; and the DEPARTMENT OF COMMUNITY CORRECTIONS BUDGET. Presented by Paul Yarborough and Staff.*
  5.      3:30 - 5:00 PM  
*General Work Session*
- 

Wednesday, April 22, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602

### BUDGET WORK SESSION

1.      9:30 - 11:00 AM  
*Work Session for the NON-DEPARTMENTAL BUDGET to Discuss Travel/Training; Limited Light Program; and the W/MBE Study Calendar. Presented by Merlin*

*Reynolds and Staff.*

2. 11:00 AM - Noon  
*Work Session for the NON-DEPARTMENTAL BUDGET to Discuss Legislative Office; Emergency Management; Affirmative Action; and MHRC. Presented by Hank Miggins and Staff.*
- 

*Wednesday, April 22, 1992 - 1:30 PM  
Multnomah County Courthouse, Room 602*

**BUDGET WORK SESSION**

3. 1:30 - 3:00 PM  
*Work Session to Discuss the NON-DEPARTMENTAL/COUNTY SUPPORT BUDGET for Metro Arts; the Extension Service; and PMCoA Budgets.*

***BILL BULICK, PAUL SUNDERLAND AND BECKY WEHRLI  
PRESENTATION AND RESPONSE TO BOARD QUESTIONS.***

4. 3:00 - 5:00 PM  
*General Work Session*

***SHERIFF SKIPPER, LARRY AAB, MARK CAMPBELL, GARY WALKER, DAVE BOYER, PATRICIA SHAW, DAVE WARREN, GINNIE COOPER, KATHY INNES, BETSY WILLIAMS AND SUSIE LAHSENE RESPONSE TO BOARD QUESTIONS AND DISCUSSION.***

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*Thursday, April 23, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602*

**REGULAR MEETING**

*Chair Gladys McCoy convened the meeting at 9:37 a.m., with Vice-Chair Sharron Kelley, Commissioners Pauline Anderson, Rick Bauman and Gary Hansen present.*

**CONSENT CALENDAR**

***UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER ANDERSON, THE CONSENT CALENDAR (ITEMS C-1 THROUGH C-5) WAS UNANIMOUSLY APPROVED.***

**NON-DEPARTMENTAL**

- C-1 *In the Matter of the Appointments of Pamela Frey, term expires 6/30/95; Virnin (Nin) McKellar, term expires 6/30/95; Clinton Nelson, term expires 6/30/96; and Kenneth L. Chung, term expires 6/30/95; to the MULTNOMAH COUNTY COMMUNITY HEALTH COUNCIL*

- C-2      *In the Matter of the Appointment of Sylvia E. Welch to the MULTNOMAH CABLE REGULATORY COMMISSION*
- C-3      *In the matter of the Appointment of Patrick A. Vanzo, term expires 6/94; to the MULTNOMAH COUNCIL ON CHEMICAL DEPENDENCY*
- C-4      *In the Matter of the Appointment of Nancy Wolfe, term expires 1995; Gail Shibley, term expires 1994; and Carole Ford, term expires 1995; to the MULTNOMAH COUNTY DUII COMMUNITY PROGRAM ADVISORY BOARD*

**DEPARTMENT OF HEALTH**

- C-5      *Ratification of an Intergovernmental Agreement between Multnomah County Health Department and the Oregon Health Division, Office of Medical Assistance Programs to Provide Parents with a Toll-Free Telephone Number to Access Information about Health Care Providers and Practitioners who Provide Health Care Services under Title V and Title XIX*

**REGULAR AGENDA**

**DEPARTMENT OF SOCIAL SERVICES**

- R-6      *RESOLUTION in the Matter of Implementation of the Multnomah County Community Children and Youth Services Commission Plan Amendment for Services through Child Care and Development Block Grant for FY 1992-1993 and through September 30, 1993*

**COMMISSIONER ANDERSON MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-6. CAROL WEIR AND SHARON McCLUSKY EXPLANATION AND RESPONSE TO BOARD QUESTIONS. RESOLUTION 92-56 UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**

- R-4      *PROCLAMATION in the Matter of the Week of April 26th thru May 2nd, 1992 as MULTNOMAH COUNTY VOLUNTEER WEEK in Multnomah County*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-4. AL ARMSTRONG PRESENTATION. PROCLAMATION 92-57 UNANIMOUSLY APPROVED.**

**DEPARTMENT OF SOCIAL SERVICES**

- R-5      *RESOLUTION in the Matter of Recognizing Community-Wide Volunteer Efforts during National Volunteer Week April 26th thru May 3rd, 1992*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF R-5. NORMA JAEGER AND NANCY WOLF PRESENTATION.**

**PROCLAMATION 92-58 UNANIMOUSLY APPROVED.**

**JUSTICE SERVICES**

**DISTRICT ATTORNEY**

- R-1      *PROCLAMATION in the Matter of Proclaiming the Week of April 26th thru May 2nd, 1992 as OREGON CRIME VICTIMS RIGHTS WEEK in Multnomah County*

**COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-1. MICHAEL SCHRUNK EXPLANATION. BOB KOUNS TESTIMONY IN SUPPORT. PROCLAMATION 92-59 UNANIMOUSLY APPROVED. PROCLAMATION READ.**

**DEPARTMENT OF SOCIAL SERVICES**

- R-2      *Second Reading and Possible Adoption of an ORDINANCE to be Adopted in Partnership with the Cities of Portland and Gresham to Create a Housing and Community Development Commission (HCDC), Advisory to the Jurisdictions Participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS)*

**PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. COMMISSIONER ANDERSON MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF THE SECOND READING AND ADOPTION. CECILE PITTS EXPLANATION. NO ONE WISHED TO TESTIFY. ORDINANCE 719 UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**

- R-3      *RESOLUTION in the Matter of Authorizing Approval of the Consent Decree in the Donald E. Long Home Case*

**COMMISSIONER ANDERSON MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF R-3. CHIP LAZENBY AND LARRY KRESSEL EXPLANATION AND RESPONSE TO BOARD QUESTIONS. RESOLUTION 92-60 UNANIMOUSLY APPROVED.**

**DEPARTMENT OF HEALTH**

- R-7      *NOTICE OF INTENT Requesting Approval to Apply for a Grant with the Public Health Service, HHS, Washington, D. C. for \$700,000 of Federal Funds to Remodel the Vacant First Floor of the J.K. Gill Building for the Primary Care Unit*

**COMMISSIONER KELLEY MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF R-7. BILLI ODEGAARD EXPLANATION AND RESPONSE TO BOARD QUESTIONS. NOTICE OF INTENT UNANIMOUSLY APPROVED.**

- R-8      *Ratification of an Intergovernmental Agreement between the Oregon Department of Human Resources, Adult and Family Services Division and Multnomah County Health Division to Process Applications for the State's Poverty Level Medical Program (PLM)*

**COMMISSIONER ANDERSON MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF R-8. MS. ODEGAARD EXPLANATION. AGREEMENT UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**  
**MANAGEMENT SUPPORT**

- R-9      *First Reading of an ORDINANCE Relating to Benefits for Employees not Covered by Collective Bargaining Agreement, and Amending Ordinance No. 534*

**PROPOSED ORDINANCE READ BY TITLE ONLY. COPIES AVAILABLE. CURTIS SMITH EXPLANATION. COMMISSIONER KELLEY MOVED AND COMMISSIONER ANDERSON SECONDED, APPROVAL OF THE FIRST READING. MR. SMITH RESPONSE TO COMMISSIONER HANSEN. NO ONE WISHED TO TESTIFY. FIRST READING UNANIMOUSLY APPROVED.**

**DEPARTMENT OF ENVIRONMENTAL SERVICES**

- R-10      *In the Matter of Review and Approval of the Multnomah Cable Regulatory Commission Budget Pursuant to an Intergovernmental Agreement Among the Jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County*

**JULIE OMELCHUCK INTRODUCED BARBARA RUTHERFORD-CREST. MS. OMELCHUCK EXPLANATION AND RESPONSE TO BOARD QUESTIONS. UPON MOTION OF COMMISSIONER KELLEY, SECONDED BY COMMISSIONER HANSEN, R-10 WAS UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**  
**TAX SUPERVISING COMMISSION**

- R-11      *Budget Modification NOND #29 Requesting Authorization to Adjust for Cost of Living Changes Authorized July 1, 1991 for the Purchase of One Computer, Three Replacement Task Chairs and Two Filing Cabinets*

**COMMISSIONER HANSEN MOVED AND COMMISSIONER KELLEY SECONDED, APPROVAL OF R-11. CHAIR McCOY EXPLANATION IN RESPONSE TO QUESTION OF COMMISSIONER HANSEN. BUDGET MODIFICATION UNANIMOUSLY APPROVED.**

**NON-DEPARTMENTAL**

MANAGEMENT SUPPORT

R-12      *RESOLUTION in the Matter of Accepting the Executive 1992-93 Budget and Preparing the Approved Multnomah County Budget for Submittal to the Tax Supervising and Conservation Commission*

**COMMISSIONER HANSEN MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF R-12. CHAIR McCOY PRESENTATION. DAVE WARREN EXPLANATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION. COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF PROGRAM ADDITIONS DSS 7, HD 3 AND DSS 4. BOARD DISCUSSION. DSS 7, HD 3 AND DSS 4 UNANIMOUSLY APPROVED. COMMISSIONER KELLEY MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL OF PROGRAM ADDITIONS MCSO 2 AND DSS 5. BOARD COMMENTS. MCSO 2 AND DSS 5 UNANIMOUSLY APPROVED. MR. WARREN RESPONSE TO BOARD QUESTIONS. UPON MOTION OF COMMISSIONER HANSEN, SECONDED BY COMMISSIONER KELLEY, THE PROPOSED REDUCTIONS IN REVENUES LIST WAS APPROVED, WITH COMMISSIONERS ANDERSON, KELLEY, HANSEN AND McCOY VOTING AYE AND COMMISSIONER BAUMAN VOTING NO. COMMISSIONER BAUMAN AND MR. WARREN CLARIFICATION OF AMENDMENT TO DES 2. UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER ANDERSON, THE NO BUDGET IMPACT AMENDMENTS WERE UNANIMOUSLY APPROVED. COMMISSIONER HANSEN MOVED AND COMMISSIONER BAUMAN SECONDED, APPROVAL OF THE TECHNICAL AMENDMENTS. CHAIR McCOY RESPONSE TO QUESTION OF COMMISSIONER ANDERSON. TECHNICAL AMENDMENTS UNANIMOUSLY APPROVED. JOE DEVLAE MINCK TESTIMONY AND RESPONSE TO BOARD QUESTIONS. BOARD CONSENSUS TO DEFER CERTAIN BUDGET AMENDMENTS UNTIL JUNE. BOARD COMMENTS. RESOLUTION 92-61 UNANIMOUSLY APPROVED AS AMENDED.**

DEPARTMENT OF ENVIRONMENTAL SERVICES


UC-1      *ORDER 92-50 FINDINGS OF FACT, CONCLUSIONS AND ORDER for CS 3-92 and HV 2-92 in the Matter of the Appeal of the Application of Interstate Mobilephone Company dba Cellular One for Approval of Conditional Use to Install a Cellular Telephone Transmitter and for Approval of Variances to Permit Reduced Front and Side Yard Setbacks*

**JOHN DuBAY PRESENTATION AND EXPLANATION CONCERNING A REQUESTED REHEARING IN THE CAPTIONED CASE. MICHAEL ROBINSON TESTIMONY IN**

**SUPPORT OF A REHEARING FOR CONSIDERATION OF APPROVAL OF AMENDING THE FINDINGS TO ADD THE WORD "LOCATION". COMMISSIONER BAUMAN MOVED AND COMMISSIONER HANSEN SECONDED, APPROVAL TO BRING THE MATTER BACK BEFORE THE BOARD. MR. ROBINSON AND MR. DuBAY EXPLANATION IN RESPONSE TO BOARD QUESTIONS. MOTION APPROVED, WITH COMMISSIONERS ANDERSON, BAUMAN, KELLEY AND HANSEN VOTING AYE AND COMMISSIONER McCOY VOTING NO. MR. DuBAY RESPONSE TO BOARD QUESTIONS. UPON MOTION OF COMMISSIONER BAUMAN, SECONDED BY COMMISSIONER KELLEY, IT WAS UNANIMOUSLY APPROVED THAT A HEARING IN THIS MATTER, LIMITED TO REVIEW OF TWO SPECIFIC LANGUAGE CHANGE REQUESTS, BE SCHEDULED FOR THURSDAY, MAY 14, 1992, WITH TESTIMONY LIMITED TO 5 MINUTES PER SIDE.**

*There being no further business, the meeting was adjourned at 11:25 a.m.*

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

  
**Deborah L. Bogstad**

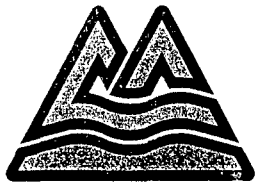
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**Thursday, April 23, 1992 - 1:30 - 3:00 PM  
Multnomah County Courthouse, Room 602**

**BOARD BRIEFING**

- B-1      Staff Presentation and Board Discussion Regarding Proposed Certificates of Participation Funding for Donald E. Long Facility; Determination of Whether General Obligation Bonds Could be Used for a Partial Refunding of Certificates of Participation; and Budget Information Concerning a Proposed Juvenile Justice Division Support Package. Presented by Planning and Budget, Finance and Juvenile Justice Division Staff.**

**HAL OGBURN, DAVE BOYER, BOB NILSEN AND JUDGE LINDA BERGMAN PRESENTATION AND RESPONSE TO BOARD QUESTIONS AND DISCUSSION.**



# MULTNOMAH COUNTY OREGON

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

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

## CORRECTED

## AGENDA

### MEETINGS OF THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS

#### FOR THE WEEK OF

April 20 - 24, 1992

Monday, April 20, 1992 - 9:30 AM - Board Briefing . . . . .Page 2  
Monday, April 20, 1992 - 9:45 AM - Budget Work Session. . .Page 2  
Monday, April 20, 1992 - 1:30 PM - Budget Work Session. . .Page 2  
Tuesday, April 21, 1992 - NO MEETINGS SCHEDULED . . . . .  
Wednesday, April 22, 1992 - 9:30 AM - Budget Work Session .Page 2  
Wednesday, April 22, 1992 - 1:30 PM - Budget Work Session .Page 2  
Thursday, April 23, 1992 - 9:30 AM - Regular Meeting. . . .Page 3

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

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

Monday, April 20, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602

BOARD BRIEFING

- B-1 Briefing for the Possible Grant Application with the Bureau of Justice Assistance to Implement One or More Correctional Options - Presented by Sheriff Skipper. 10 MINUTES REQUESTED.
- 

Monday, April 20, 1992 - 9:45 AM  
Multnomah County Courthouse, Room 602

BUDGET WORK SESSION

1. 9:45 - 11:00 AM  
Work Session for the SHERIFF'S OFFICE BUDGET to Discuss INS/MCRC Revenue and the Courthouse Jail - Presented by Sheriff Skipper and Staff
  2. 11:00 AM - Noon  
Work Session to Discuss the DISTRICT ATTORNEY'S BUDGET - Presented by Michael Schrunk and Staff
- 

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Multnomah County Courthouse, Room 602

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3. 1:30 - 2:30 PM  
Work Session to Discuss the DEPARTMENT OF ENVIRONMENTAL SERVICES BUDGET - Presented by Paul Yarborough and Staff
  4. 2:30 - 3:30 PM  
Work Session to Discuss the LIBRARY SERVICES BUDGET - Presented by Ginnie Cooper and Staff; and the DEPARTMENT OF COMMUNITY CORRECTIONS BUDGET - Presented by Paul Yarborough and Staff
  5. 3:30 - 5:00 PM  
General Work Session
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General Work Session
- 

Thursday, April 23, 1992 - 9:30 AM  
Multnomah County Courthouse, Room 602

REGULAR MEETING

CONSENT CALENDAR

NON-DEPARTMENTAL

- C-1 In the Matter of the Appointments of Pamela Frey, term expires 6/30/95; Virnin (Nin) McKellar, term expires 6/30/95; Clinton Nelson, term expires 6/30/96; and Kenneth L. Chung, term expires 6/30/95; to the MULTNOMAH COUNTY COMMUNITY HEALTH COUNCIL
- C-2 In the Matter of the Appointment of Sylvia E. Welch to the MULTNOMAH CABLE REGULATORY COMMISSION
- C-3 In the matter of the Appointment of Patrick A. Vanzo, term expires 6/94; to the MULTNOMAH COUNCIL ON CHEMICAL DEPENDENCY
- C-4 In the Matter of the Appointment of Nancy Wolfe, term expires 1995; Gail Shibley, term expires 1994; and Carole Ford, term expires 1995; to the MULTNOMAH COUNTY DUII COMMUNITY PROGRAM ADVISORY BOARD

DEPARTMENT OF HEALTH

- C-5 Ratification of an Intergovernmental Agreement between Multnomah County Health Department and the Oregon Health Division, Office of Medical Assistance Programs to Provide Parents with a Toll-Free Telephone Number to Access Information about Health Care Providers and Practitioners who Provide Health Care Services under Title V and Title XIX

REGULAR AGENDA

JUSTICE SERVICES

DISTRICT ATTORNEY

- R-1 PROCLAMATION in the Matter of Proclaiming the Week of April 26th thru May 2nd, 1992 as OREGON CRIME VICTIMS RIGHTS WEEK in Multnomah County

## DEPARTMENT OF SOCIAL SERVICES

- R-2 Second Reading and Possible Adoption of an ORDINANCE to be Adopted in Partnership with the Cities of Portland and Gresham to Create a Housing and Community Development Commission (HCDC), Advisory to the Jurisdictions Participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS)

## NON-DEPARTMENTAL

- R-3 RESOLUTION in the Matter of Authorizing Approval of the Consent Decree in the Donald E. Long Home Case
- R-4 PROCLAMATION in the Matter of the Week of April 26th thru May 2nd, 1992 as MULTNOMAH COUNTY VOLUNTEER WEEK in Multnomah County

## DEPARTMENT OF SOCIAL SERVICES

- R-5 RESOLUTION in the Matter of Recognizing Community-Wide Volunteer Efforts during National Volunteer Week April 26th thru May 3rd, 1992
- R-6 RESOLUTION in the Matter of Implementation of the Multnomah County Community Children and Youth Services Commission Plan Amendment for Services through Child Care and Development Block Grant for FY 1992-1993 and through September 30, 1993

## DEPARTMENT OF HEALTH

- R-7 NOTICE OF INTENT Requesting Approval to Apply for a Grant with the Public Health Service, HHS, Washington, D.C. for \$700,000 of Federal Funds to Remodel the Vacant First Floor of the J.K. Gill Building for the Primary Care Unit
- R-8 Ratification of an Intergovernmental Agreement between the Oregon Department of Human Resources, Adult and Family Services Division and Multnomah County Health Division to Process Applications for the State's Poverty Level Medical Program (PLM)

## NON-DEPARTMENTAL

### MANAGEMENT SUPPORT

- R-9 First Reading of an ORDINANCE Relating to Benefits for Employees not Covered by Collective Bargaining Agreement, and Amending Ordinance No. 534

## DEPARTMENT OF ENVIRONMENTAL SERVICES

- R-10 In the Matter of Review and Approval of the Multnomah Cable Regulatory Commission Budget Pursuant to an Intergovernmental Agreement among Jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County

NON-DEPARTMENTAL

TAX SUPERVISING COMMISSION

- R-11 Budget Modification NOND #29 Requesting Authorization to Adjust for Cost of Living Changes Authorized July 1, 1991 for the Purchase of One Computer, Three Replacement Task Chairs and Two Filing Cabinets

NON-DEPARTMENTAL

MANAGEMENT SUPPORT

- R-12 RESOLUTION in the Matter of Accepting the Executive 1992-93 Budget and Preparing the Approved Multnomah County Budget for Submittal to the Tax Supervising and Conservation Commission

0201C/17-21/  
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# MULTNOMAH COUNTY OREGON

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

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

## SUPPLEMENTAL AGENDA

Thursday, April 23, 1992 - 1:30 - 3:00 PM

Multnomah County Courthouse, Room 602

## BOARD BRIEFING

- B-1 Staff Presentation and Board Discussion Regarding Proposed Certificates of Participation Funding for Donald E. Long Facility; Determination of Whether General Obligation Bonds Could be Used for a Partial Refunding of Certificates of Participation; and Budget Information Concerning a Proposed Juvenile Justice Division Support Package. Presented by Planning and Budget, Finance and Juvenile Justice Division Staff.

0201C/22/db

Meeting Date: APR 23 1992

Agenda No.: C-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: APPOINTMENTS

BCC Informal \_\_\_\_\_ BCC Formal April 23, 1992  
(date) (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT Kathy Millard TELEPHONE 248-3308

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: Consent Calendar

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

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

Multnomah County Community Health Council

Pamela Frey, term expires June 30, 1995 (consumer position)  
Virnin (Nin) McKellar, term expires June 30, 1995 (consumer position)  
Clinton Nelson, term expires June 30, 1996 (consumer position)  
Kenneth L. Chung, DDS, term expires June 30, 1995 (health care provider position)

(If space is inadequate, please use other side)

SIGNATURES:

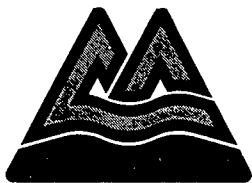
ELECTED OFFICIAL \_\_\_\_\_

Or

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

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMUNITY HEALTH  
1992 APR 15 PM 12:40  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

*Km*  
GLADYS McCOY  
MULTNOMAH COUNTY CHAIR  
1021 S.W. 4th, ROOM 134  
PORTLAND, OREGON 97204  
*4/6/92*

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674  
FAX (503) 248-3676

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

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

TO: KATHY MILLARD  
FROM: JAN VLAHOS *[Signature]*  
SUBJECT: COMMUNITY HEALTH COUNCIL NOMINATIONS FOR MEMBERSHIPS  
DATE: MARCH 23, 1992

### CULTURAL DIVERSITY IS OUR STRENGTH

Please submit to the chair the following nominations from the Multnomah County Community Health Council for approval. Interest forms are attached along with a current membership list.

All nominations are to fill unexpired terms and the hope is they will accept a full 3 year term when these terms expire on June 30, 1992, or June 30, 1993.

Consumer Members Clients who use Multnomah County Health Department's services.

Pam Frey  
Virnip (Nin) McKellar  
Clinton Nelson

Health Care Provider A health care provider from the community.

Kenneth L. Chung, DDS

Currently, there is one more consumer position vacant and two vacant community member positions. The Council is recruiting in the Hispanic and Native American communities to help fill these positions.

Thank you for your assistance in facilitating approval of these nominations. If I can answer any questions or provide additional information, please call me.



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

Mult Co Health Council

- B. Name Pamela Frey

Address 3613 SE 132nd

City Portland State OR Zip 97236

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

Home Phone 761-7160

- C. Current Employer none

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Job Title \_\_\_\_\_

Work Phone \_\_\_\_\_ (Ext) \_\_\_\_\_

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

- | D. Previous Employers  | Dates                 | Job Title            |
|------------------------|-----------------------|----------------------|
| <u>Bank of America</u> | <u>4-90 Thru 4-91</u> | <u>Cust. Service</u> |
| _____                  | _____                 | _____                |
| _____                  | _____                 | _____                |

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
none		

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Portland Comm. Coll.	87-90	General & medical

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.

Ron Huey	3613 SE 132nd	761-7160
Jo Cunningham	SE Bush	760-2209

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 11 Day 08 Year 59

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 Pamela K Fry Date 2-10-91



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

Health Council

- B. Name VIRNIN McKellar AKA: MIN

Address 7443 N. Stockton

City PORT State OR Zip 97203

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

Home Phone 735-0820

- C. Current Employer my son Reed

Address same as above

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Job Title Mommy

Work Phone same as above (Ext) 0

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

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Bank of America 3-90-7-90 Customer Service Rep  
Private Nanny in W.D. 9-87 to 11-89 Nanny

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
Emmanuel Hosp	1976-1979	Smiles etc...
Sigma Zeta	1979-1984	—
Hands on Science	1987 to 1989	teach 4-6yr olds science.

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
George Fox College	1979-1984	B.S. Bio-Ed

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.

Mercy Beithke 4613 N.E. 21st.  
 Jerry Shultz 437 S.W. Primrose 335-8226  
 12214 131st PL NE.  
 APT. F-103 Kirkland, WA. 98034 206-821-8393

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

None at this time

I. Affirmative Action Information

F WHITE  
 sex / racial ethnic background

birth date: Month 02 Day 21 Year 61

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

Walter L. McKellar

Date

02-27-92



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

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

B. Name CLINTON M. NELSON

Address 4909 N. HAWTHORN

City DTL. State OR. Zip 97203

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

Home Phone \_\_\_\_\_

C. Current Employer \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Job Title HOUSE MAINTENANCE

Work Phone 289-3296 (Ext) \_\_\_\_\_

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

D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204

(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
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EARLY INTERVENTION (MOET)	10/5/91	Chairman
---------------------------	---------	----------

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
----------------	-------	------------------------

BONNIE ELEM	1954	
-------------	------	--

CANBELL JR.	.. 58	
-------------	-------	--

CANBELL SR.		YES.
-------------	--	------

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.

Mr. D. Henry	343 N. Tillamook	
--------------	------------------	--

SAIL QUINN	5220 N. E. 24th	281-7613
------------	-----------------	----------

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

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I. Affirmative Action Information

sex / racial ethnic background

birth date: Month 09 Day 06 Year 48

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 Philip W. Lee Date 12/09/91



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

Community Health Council

- B. Name Kenneth L Chung, DDS

Address 6920 SE. 34th Ave

City Portland State OR Zip 97202

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

Home Phone 774-3596

- C. Current Employer Self

Address 10804 SE Oak St

City Milwaukie State OR Zip 97222

Your Job Title Dentist

Work Phone 653-8320 (Ext) \_\_\_\_\_

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

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Oregon Health Sciences Univ. 10-90 to 6-88 Asst Prof

CONTACT:

GLADYS McCOY, MULTNOMAH COUNTY CHAIR  
1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204  
(503) 248-3308

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
Health Occupations Advisory Committee	1982-86	Member + Chair

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
UC - Berkeley	1-68 to 6-71	Environmental Studies
UCLA	9-71 - 6-75	Dentistry
Univ of Michigan	9-75 to 6-78	Public Health

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.

Dr. Gordon Empey	248-3674
Ms Susan Sanzi-Schaedel	248-3905

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

None apparent

I. Affirmative Action Information

Male, Asian  
sex / racial ethnic background

birth date: Month 01 Day 24 Year 50

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 Peneth L. Chung Date 1-13-92

Meeting Date: APR 23 1992

Agenda No.: C-2

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: APPOINTMENTS

BCC Informal \_\_\_\_\_ (date) BCC Formal April 23, 1992 (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT Kathy Millard TELEPHONE 248-3308

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: Consent Calendar

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

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

Multnomah Cable Regulatory Commission

Sylvia E. Welch

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Gladys McCoy

Or

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

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 15 PM 12:40  
MULTNOMAH COUNTY  
OREGON



MULTNOMAH COUNTY OREGON

GLADYS McCOY  
MULTNOMAH COUNTY CHAIR  
1021 S.W. 4th, ROOM 134  
PORTLAND, OREGON 97204  
4/17/95

# BOARDS AND COMMISSIONS

## INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

Multnomah Cable Regulatory Commission

- B. Name Sylvia E. Welch

Address 301 NE 30th Drive

City Gresham State Oregon Zip 97030

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

Home Phone (503) 667-9632

- C. Current Employer Portland Community College - Sylvania Campus

Address PO Box 19000

City Portland State OR Zip 97280-0990

Your Job Title Coordinator/Ethnic Student Success Center - Advisor Spec.

Work Phone (503) 244-6111 (Ext) 4112

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

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Warner Pacific College 1979- 1991 Director/Int'l Programs

Troy State University-European Division 1975-79 Field Registrar

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

1021 SW 4TH, ROOM 134

PORTLAND, OREGON 97204

(503) 248-3308

CONTACT:

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
United Negro College Fund	1990-92	Chair of Telemarketing
NAFSA/Assoc. of Int'l Educ.	1980-present	Interpret Gov't Regulations
Several Educational Organizations		Chairperson, presenter

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Ohio University	1966-70	Interpersonal & Organizational Commun.

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.

Margaret Carter - Legislative District 18

George E. Richardson - VP NW Natural Gas

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

Female African-American  
sex / racial ethnic background

birth date: Month Dec. Day 02 Year 1947

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 Sylvia Jo Welch Date Apr. 1, 1992

Meeting Date: APR 23 1992

Agenda No.: C-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: APPOINTMENTS

BCC Informal \_\_\_\_\_ (date) BCC Formal April 23, 1992 (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT Kathy Millard TELEPHONE 248-3308

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: Consent Calendar

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

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

Appointments to:

Multnomah Council on Chemical Dependency

Patrick A. Vanzo, term expires June 1994

1992 APR 15 PM 12:40  
MULTNOMAH COUNTY  
OREGON  
COUNTY COMMISSIONERS

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Gladys McCoy

Or

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

(All accompanying documents must have required signatures)



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

MULTNOMAH COUNCIL ON CHEMICAL DEPENDENCY

- B. Name PATRICK A. VANZO

Address 2505 NE 15TH AVENUE

City PORTLAND State OR Zip 97212

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

Home Phone 503 / 287-2165

- C. Current Employer self

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Your Job Title \_\_\_\_\_

Work Phone \_\_\_\_\_ (Ext) \_\_\_\_\_

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

- | Previous Employers                                | Dates      | Job Title             |
|---|------------|-----------------------|
| PROVIDENCE MEDICAL CENTER<br>ADDICTIONS TX. SVCS. | 3/85-10/91 | DEPARTMENT<br>MANAGER |
| COMPREHENSIVE OPTIONS FOR<br>DRIAG ABUSERS, INC.  | 11/80 2/85 | EXECUTIVE<br>DIRECTOR |

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
REGIONAL DRUG INITIATIVE TREATMENT COMM. CHAIRMAN	Since 1990	BOARD MEMBER & COMMITTEE CHAIRMAN
ECUMENICAL MINISTRIES OF OREGON DRUG EDUC. PROTECT COMM.	Since 1991	COMMITTEE MEMBER
ADDICTIONS TREATMENT ASSOCIATION	Since 1985	BOARD MEMBER

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
ST. AMBROSE COLLEGE	9/65 - 6/69	B.A.
UNIVERSITY OF IOWA	7/69 - 5/70	21 HOURS
ST. LOUIS UNIVERSITY	5/75	3 HOURS

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.

see attached

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 at  
the present time

I. Affirmative Action Information

M / Caucasian Italian-American

sex / racial ethnic background

birth date: Month 3 Day 13 Year 47

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

*Joseph A. Varro*

Date

3-15-92



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES DIVISION  
ALCOHOL & DRUG PROGRAMS  
426 S.W. STARK 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3696

DENNIS BUCHANAN  
COUNTY EXECUTIVE

## MULTNOMAH COUNCIL ON CHEMICAL DEPENDENCY SUPPLEMENTAL QUESTIONNAIRE

Thank you for your interest in the Multnomah Council on Chemical Dependency (MCCD). Please complete this supplemental questionnaire. Your responses will be shared with other MCCD members as background information to assist them to know you better. Return the questionnaire to:

Multnomah County Alcohol and Drug Program Office  
426 SW Stark, 6th Floor  
Portland, Oregon 97204

NAME:

PATRICK A. VANZO

Personal or professional interest in alcohol and drug issues:

20+ years of experience in chemical de-  
pendency treatment and prevention services  
management and administration as well  
as extensive volunteerism in the drug abuse  
prevention arena

Current Occupation:

Consultant, Independent Contractor, Advisor  
(Commencing 1 May 92, I will become Program  
Manager for Psych and CD services at Woodland  
Park Hospital

Recent Employment:

3/85 - 10/91, Department Manager, Addictions  
Treatment Services, Providence Medical Center,  
Portland, Oregon  
11/80 - 2/85, Executive Director, C.O.D.A., Inc.,  
Portland, Oregon

## Organizational affiliations:

Addictions Treatment Association (ATA);  
 Ecumenical Ministries of Oregon, Drug Education Project Committee;  
 Regional Drug Initiative, Treatment Committee  
 Chairman  
 Pending Certification by the Academy of Professional  
 Consultants & Advisors as a Certified Professional Consultant

## Community/volunteer involvement:

Part member of Alcohol & Drug and Abuse Program  
 Directors Assoc. of Oregon; Co-Founder of Portland  
 Area Alcohol & Drug Managers Assn.; part  
 member of National Association of Addictions  
 Treatment Providers

## Educational background:

BA degree in '69 from St. Ambrose College  
 in Davenport, Iowa, Also 21 graduate hours  
 from the University of Iowa and 3 graduate  
 hours from St. Louis University.

## What skills and/or knowledge do you offer to the MCCD?

Knowledge, skills and abilities in A+D program  
 management and administration; experience in  
 problem-solving managerial issues; systems-  
 design work; report writing; quality assurance  
 and program evaluation.

## What expectations do you have of MCCD?

to rationally discuss issues; to be objective; to be  
 fair; to bring an approach to the table that is  
 partly based on the professional literature,  
 partly on my professional experience and  
 partly on common sense.

# CONFIDENTIAL RESUME

Patrick A. Vanzo  
2505 N.E. 15th Avenue  
Portland, Oregon 97212  
Phone: (503) 287-2165

Objective: Chief Executive Officer, Human Services Organization

General Summary: Extensive and successful experience directing mental health treatment and prevention programs, most specifically alcoholism and drug dependency services. Emphasis on grants and contracts procurement and administration, fund raising, program planning and development, activities monitoring and evaluation, and personnel selection and development. Served as chief administrative and operations office for 501(c)3 private, non-profit corporations.

## EDUCATION:

B.A. - Sociology; St. Ambrose College; Davenport, Iowa  
Studies toward M.A. - 21 hours; University of Iowa; Iowa City, Iowa  
Regional Institute on Community Residential Treatment Centers;  
Center for Urban Programs; St. Louis University; St. Louis,  
Missouri (3 graduate credit hours earned)

## EMPLOYMENT HISTORY:

March 15, 1985 to ~~present~~ 10/31/91: Addictions Treatment Services  
Providence Medical Center  
Portland, Oregon

### Department Manager

Responsible for administration of 4 programs, Addictions Treatment department of Providence Medical Center (516 bed hospital). Supervise 25 plus full and part-time staff and manage budget in excess of \$1.2 million annually. Other duties include marketing, program design, personnel management, resources deployment, training and program/service advocacy within the general hospital setting and with insurance, HMO and PPO representatives.

December 1, 1980 to March 15, 1985: CODA, Inc.  
Portland, Oregon

### Executive Director

Served as Executive Director of Comprehensive Options for Drug Abusers, Inc., Oregon's oldest and largest drug abuse treatment and prevention organization. As CEO, was primarily responsible for sustaining 31 bed coeducational, adult residential treatment program, 275 client outpatient methadone maintenance program, 200 client outpatient drug-free counseling program, 3,000 subscriber employee assistance program, and an education-prevention program targeted at youth. Major accomplishments and achievements include

agency budget growth, despite poor regional economy, of 12.5% from 12/80 through 3/85; established entirely new service, employee assistance program, in mid-1981, which had 3,000 employees enrolled and operated independently of government funds; supervised development of management team and supervisory staff team; instituted staff training and development planning and dedicated funds to implement plans; supervised organizations' development of a code of ethics; advocated for Oregon's first mental health Multicultural Services Workgroup and subsequently "leased" staff to the workgroup; co-founded and co-incorporated a professional association, Portland Area Alcohol and Drug Managers Association, Inc. (PAADMA) in 1982; served as Vice-Chairperson of Portland Public Schools' Task Force on Alcohol and Drug Problems; selected by Oregon's 360 private providers to serve as provider team leader and negotiator in developing contract terms and service protocols for all mental health service providers in Oregon. At CODA, directly supervised 5 management level staff; indirectly supervised 50 other staff and answered to a 9 member Board of Directors.

June, 1977 to October, 1980: Center for Alcohol and Drug Services, Inc.  
Davenport, Iowa  
(predecessor corporations include  
Quint Cities Drug Abuse Council, Inc.  
and Scott County Alcoholism Research  
Foundation, Inc.)

Executive Director

Began as Executive Director of Quint Cities Drug Abuse Council, Inc. and was primarily responsible for sustaining 20 bed coed, Therapeutic Community; 44 slot outpatient drug-free counseling program; 42 slot methadone outpatient program and a two county education-prevention program. On 1 January 79, assumed additional duties as Executive Director of Scott County Alcoholism Research Foundation, Inc. I was primarily responsible for maintaining a 13 bed halfway house, 50 slot outpatient counseling program and outreach office in rural community 30 miles away from central office. Effective 1 January 80, with the assistance of Boards of Directors and the community, presided over merger of Quint Cities Drug Abuse Council, Inc. and Scott County Alcoholism Research Foundation, Inc. into new corporation, Center for Alcohol and Drug Services, Inc. New corporation included all services of predecessor corporation as well as 10 bed Graduate Center (three-quarter way house) and eight (8) bed adolescent, male Therapeutic Community. Major accomplishments and achievements included successful management of corporate merger and integration of treatment modalities; budget growth of 36% from 6/77 through 10/80; concluded successfully a fund drive to purchase Graduate Center (\$70,000); instituted annual reviews and updates of agency(s) policies and procedures, including Affirmative Action Plan and Equal Employment Opportunity Plan; supervised development of Treatment Teams and Management Teams within the different modalities; developed affiliations for service with local Community Mental Health Centers and instituted agreement with Blue Cross of Iowa for coverage of outpatient and residential treatment services. Directly supervised five (5) staff; indirectly supervised 45 other staff and answered to 21 member Board of Directors.

March, 1975 to May, 1977: Black Hawk County Drug Council, Inc.  
Waterloo, Iowa

Executive Director

Major activities centered on recruiting, hiring, training, deploying and supervising all personnel; supervising the management of funds and fiscal accountys; composing or supervising the composition of all documents, budgets and funding proposals; developing management information system. Major accomplishments include composing a total programs operations manual; over two year period increasing county contribution from zero to \$50,000; securing licensure for the agency's program from the Iowa Drug Abuse Authority (now named, Iowa Department of Substance Abuse). Directly supervised all eight (8) agency employees and answered to 15 member Board of Directors.

January, 1974 to February, 1975: Iowa Drug Abuse Authority

Drug Abuse Prevention Coordinator/Planner

Duties included analyzing the services provided in a seven-county area; serving as a public information specialist for the area; coordinating serivces of all drug abuse prevention programs (treatment, education, crisis intervention, public information and training) with community resources; formulating "status of program" reports for citizen advisory groups and the state Drug Abuse Authority and assisting programs and citizens in writing grant applications for drug abuse prevention projects and programs.

December, 1971 to December, 1973: Upward Bound Project  
University of Iowa  
Iowa City, Iowa

Program Services Coordinator

Major duties were to recruit low-income and minority high school students for participation in federally-sponsored supplemental education programs and to establish liaison with the traditional education systems in order to obtain referrals and assure students of re-entry when appropriate.

October, 1970 to November 1971: Scott County Juvenile Court  
Davenport, Iowa

Juvenile Probation Officer

Duties included supervising a caseload of juvenile offenders (largely drug offenders) released on probation; designing individualized treatment plans for probation and developing placements of offenders outside of their natural home when so ordered by the court. Placements included foster care, group home, youth shelter and institutions.

REMARKS: I have served or am currently serving on the Boards of the following:

7th Judicial District Department of Court Services (Adult Probation and Parole)

Statewide Task Force on Treatment Alternatives to Street Crime (T.A.S.C. Council on Children at Risk (Child Abuse)

Scott County Community Mental Health Center

State of Iowa Drug Treatment Licensing Board

Portland Public Schools Advisory Consortium on Drug and Alcohol Programs

Portland Area Alcohol and Drug Program Managers Association

Negotiated Investment Strategy Executive Committee

Alcohol and Drug Addictions Program Directors Association of Oregon

Columbia River Girl Scouts Council

Regional Drug Initiative

Deaf Access Hearing Impaired Task Force

AMPLIFIED DUTIES OF MOST RECENT POSITION HELD

POSITION: Department Manager, Addictions Treatment Services  
Providence Medical Center

Plan, organize, direct and evaluate the programs and services of the Addictions Treatment Services department in a large, private, urban medical center. Direct supervisor of Operations Manager, Clinical Director, Medical Directors(2), Program Coordinators (2) and through these Senior Managers, provide supervision for 25 line staff. Provide leadership in the management of five modalities of care/product lines: Residential, Outpatient, Older Adult Outpatient, Adolescent Day Treatment, and Drinking Drivers Diversion. Establish, install and monitor Quality Assessment and Improvement practices. Market addictions services to a wide range of consumers including individuals, employers, plan buyers, HMO's and PPO's. Represent addictions treatment issues on selected and/or assigned intra-hospital and inter-hospital and community-based committees and task forces such as: Regional Drug Initiative, Ecumenical Ministries of Oregon and State Alcohol and Drug Work Group on the Oregon Health Plan. Represent departmental interests and accountabilities within Behavioral Health Division and to hospital administration. Supervise the preparation and submittal of department budgets and on-going expense/revenue monitoring reports.

Since 1985, increased annual departmental budget by \$900 thousand, instituted two new product lines, assisted in development and installation of mental health/chemical dependency managed care product, led Addictions Department into full membership in Behavioral Health Services Division. Coordinated clinical interests in a \$3 million building project which resulted in department relocation to new, state of the art facility in 9/90. This project came in one week ahead of schedule and \$75 thousand under budget. Led department into full JCAHO ACCREDITATION (3 yrs.) In November, 1990, took lead in developing two new product lines - Older Adult Outpatient and Adolescent Day Treatment - in response to market needs. Chaired a community-based effort in identifying treatment needs and proposing responses to those needs.

REFERENCES FOR PATRICK A. VANZO

Dr. Andris Antoniskis  
510 NE 49th Ave.  
Portland, OR 97213  
(503) 235-4131

A certified Addictionologist and Medical Director for  
Providence Medical Center's Addictions Treatment Services.  
I worked with him for six and one-half years.

Mayor Bud Clark  
City Hall  
1220 SW 5th Ave.  
Room 303  
Portland, OR 97204

#248-4120

Working association from time together on the Board of  
Directors of the Regional Drug Initiative, approximately  
five years

Russ Danielson, CEO  
Providence Medical Center  
4805 NE Glisan  
Portland, OR 97213  
(503) 230-1111 X 6181

Aware of my work since March '85. From '85, From '85 thru  
'88 was my direct supervisor.

Chris Eskeli, Therapist  
Ridgecrest Associates  
6950 SW Hampton, Suite 102  
Tigard, OR 97223  
(503) 624-3929

Professional association over the past six years.

Faye Gilbarg, Director  
Medical Staff Support Services  
Providence Medical Center  
4805 NE Glisan  
Portland, OR 97213  
(503) 230-1111 X 5190

Has known me professionally for 10-11 years; worked closely  
with me on quality assurance at Providence medical Center.

John Halfmoon, Project Officer  
Portland Area Indian Health Service  
1220 SW 3rd Ave., Room 476  
Portland, OR 97204  
(503) 326-3469

Knows me professionally; has contracted for my services  
on special projects

Rev. H. Bernard Ings, Director  
Project for Community Recovery  
3725 NE Martin Luther King Jr. Blvd.  
Portland, OR 97212  
(503) 281-2804

Has known me professionally for 10-11 years; has served on  
numerous committees and boards with me and has used me in  
a consulting capacity in regards to his addictions treatment  
program which is focused toward African-American drug abusers.

Norma Jaeger, Department Manager  
Multnomah County Alcohol and Drug Programs  
426 SW Stark, 6th Floor  
Portland, OR 97204  
(503) 248-3691

Has known and worked with me professionally for approxi-  
mately 8 years. Currently, I am doing a contract project for  
her office.

Laura Kilberg, Director  
Quality Assurance Services  
Providence Medical Center  
500 17th Ave.  
Seattle, WA 98122  
(206) 320-2878

Worked with me on QA project for addictions at Providence  
Portland before her transfer to Seattle.

Jeff Kushner, Director  
Office of Alcohol and Drug Abuse Programs  
Department of Human Resources  
State of Oregon  
1178 N. Chemeketa St., NE #102  
Salem, Oregon 97310  
(503) 378-2163

He has known me professionally for eleven years; currently  
I am doing a contract project for his office.

Michael Shrunk, Multnomah County District Attorney  
District Attorney's Office  
Courthouse  
1021 SW 4th Ave, Suite 600  
Portland, OR 97204  
(503) 248- 3162

I have served on two community-based work groups with him:  
Regional Drug Initiative and Portland Future Focus. I have  
also served on panel presentations with him in Portland and  
Los Angeles in his capacity as District Attorney and Regional  
Drug Initiative Chairman.

Carol Stone, Executive Director  
Regional Drug Initiative (RDI)  
522 SW 5th, Suite 1310  
Portland, OR 97204

She and I have worked together on various RDI projects over  
the past five years and together we have set the RDI agenda  
for the Treatment Committee which I chair.

Dennis Wong, Contract Coordinator  
Multnomah County Alcohol and Drug Programs  
426 SW Stark, 6th Floor  
Portland, OR 97204  
(503) 248-3691

Has worked with me and monitored contracts I've administered  
dating back to '84.

William D. Zieverink, M.D.  
Vice President, Organizational Development  
Sequent Computer Systems, Inc.  
15450 SW Koll Parkway  
Beaverton, OR 97006  
(503) 578-5072

A businessman and a Psychiatrist, he was my supervisor at  
Providence Medical Center for two years.

Meeting Date: APR 23 1992

Agenda No.: C-4

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: APPOINTMENTS

BCC Informal \_\_\_\_\_ (date) BCC Formal April 23, 1992 (date)

DEPARTMENT Non-departmental DIVISION Chair's Office

CONTACT Kathy Millard TELEPHONE 248-3308

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: Consent Calendar

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

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

Multnomah County DUII Community Program Advisory Board

Nancy Wolfe, term expires 1995  
Gail Shibley, term expires 1994  
Carole Ford, term expires 1995

1992 APR 15 PM 12:40  
CLERK OF  
COUNTY COMMISSIONERS  
MULTNOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL Gladys McCurdy

Or

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

(All accompanying documents must have required signatures)

# MULTNOMAH COUNTY

## DUII COMMUNITY PROGRAM ADVISORY BOARD

426 S.W. Stark, 6th Floor  
MEMORANDUM

Portland, Oregon 97204

(503) 248-3691

TO: Kathy Millard

FROM: Laureen Oskochil *LO*  
DUII Community Information Specialist

DATE: March 25, 1992

SUBJECT: DUII Community Advisory Board

I have attached the most recent appointments to the Board, for your records.

Nancy Wolfe retired from this position, and has taken the place of William Skalak as Mothers Against Drunk Driving (MADD) representative on the Board, as of February 1992.

Gail Shibley, has been appointed to fill a vacant position for a local government representative.

Carole Ford has been appointed to replace Marilyn Fox, to represent the Alcohol and Drug Evaluations Office.

According to my records, you do not have Guillermo Chamorro's application. He was appointed to represent the Hispanic community as a citizen member on the Board in July, 1991. He acts as an interpreter for the Victim's Panel once per month, on the 2nd Tuesday dates. I have enclosed his application, as well as the recent appointments.

I have included our most recent Board membership list and By-laws. We are in the process of up-dating them. I will forward the proposed changes to you after we amend them.

If you have any questions, please feel free to contact me at 248-3691.

[1812z]



## MULTNOMAH COUNTY OREGON

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

Multnomah County DUII Community Program Board

- B. Name Nancy Wolfe

Address 4538 SE 40th Ave

City Portland State Oregon Zip 97202

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

Home Phone 775-8061

- C. Current Employer Socolofsky & Co., Realtors

Address 3828 SE Division

City Portland State Oregon Zip 97202

Your Job Title Associate Broker

Work Phone 234-1502 (Ext) \_\_\_\_\_

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

- | D. Previous Employers                    | Dates               | Job Title                  |
|--|---------------------|----------------------------|
| Multnomah County A & Drug - DUII Program | Nov 1986 - Feb 1992 | Community Information Tech |

CONTACT:

GLADYS MCCOY, MULTNOMAH COUNTY CHAIR  
1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
MOTHERS AGAINST DRUNK DRIVING	1-'82 - present	Coordinator & State Chair
Oregon Liquor Control Commission, Server Ed. Board		

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
University of Oregon	1951-52	Business
Various Real Estate Courses		

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.

Norma Jaeger,	426 SW Stark,	Portland, Or	97204	248-3691
Rod Monroe	7702 SE 111th,	Portland, Or	97206	760-4310

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 Causan  
sex / racial ethnic background

birth date: Month 1 Day 11 Year 33

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 *Lancy M. Wolfe* Date February 7, 1992

WILLIAM H. SKALAK  
& ASSOCIATES

ATTORNEYS AT LAW  
2422 SW 5th Ave.  
Portland, OR 97201  
(503) 223-2422

WILLIAM H. SKALAK  
MARTIN L. ALVEY

FAX (503)223-2564

January 8, 1992

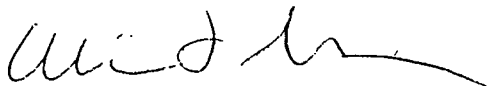
Ms. Nancy Wolfe  
Staff  
Multnomah County DUII Community Program  
Advisory Board  
426 SW Stark, 6th Floor  
Portland, Oregon 97204

Dear Nancy:

This is to confirm that I have agreed to resign from the Advisory Board in order to allow you to replace me as the MADD representative. I have enjoyed serving on the committee, although I have to admit that my schedule recently hasn't allowed me to be as active as I would like to be.

Thank you for the opportunity to have been involved.

Very truly yours,



William H. Skalak

WHS:cjs



CITY OF  
**PORTLAND, OREGON**  
OFFICE OF THE MAYOR

Office of  
J.E. Bud Clark, Mayor  
1220 S.W. 5th  
Portland, Oregon 97204  
(503) 823-4120

January 27, 1992

Ms. Nancy Wolfe  
Community-Information Technician  
Multnomah County  
DUII Community Program Advisory Board  
426 S.W. Stark, 6th Floor  
Portland, OR 97204

Dear Ms. Wolfe:

In your letter of January 9, 1992, you asked for my nomination for a City of Portland representative to the DUII Community Program Advisory Board. You said that Gail Shibley attended your Board meeting January 7 at your invitation, and suggested she be appointed.

Gail has expressed interest in serving; I am pleased to recommend her appointment to this Board.

Sincerely,

J.E. Bud Clark  
Mayor

JEBC:js:8



# MULTNOMAH COUNTY OREGON

BOARDS AND COMMISSIONS

## INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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).

Multnomah County Duil Community Program Advisory Board

- B. Name GAIL SHIBLEY

Address 615 SW MOSS

City Portland State Oregon Zip 97219

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

Home Phone 503/245.0447

- C. Current Employer City of Portland, Bureau of Traffic Mgmt.

Address 1120 SW

City Portland State Oregon Zip 97204

Your Job Title Director of Communications

Work Phone 503/796.5345 (Ext) \_\_\_\_\_

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

- D. Previous Employers \_\_\_\_\_ Dates \_\_\_\_\_ Job Title \_\_\_\_\_

Ryan, Arthur, Southwick 7.87-2.90 Acct. Exec.

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

CONTACT:

1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204

(503) 248-3208

E. Please list ~~all~~ current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
S. Burlingame N.A.S.S.n.	1980 present	Member
City Club of P.H.d.	1987-1988	Member
4-H Clubs of America	1970-1978	Youth leader/instructor

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Hebrew University	7.78-6.79	Int'l. Relations
U. Oregon	1976-1980	B.A., Int'l. Relations

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.

Sen. Dick Springer  
Mayor Bud Clark - 1220 SW 5th, P.H.d. '204-823.

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

State Representative, HD 12, Multnomah Co. - 9  
Can't imagine what the conflict might be, but  
it should be on record.

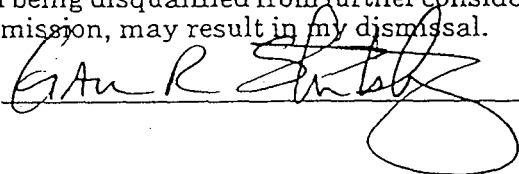
I. Affirmative Action Information

F / White  
sex / racial ethnic background

birth date: Month 04 Day 07 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

Feb. 24, 1992



CITY OF

# PORTLAND, OREGON

OFFICE OF TRANSPORTATION

Earl Blumenauer, Commissioner  
Traffic Management  
1120 S.W. Fifth Avenue  
Room 730  
Portland, Oregon 97204-1969  
(503) 796-5185

Tuesday, February 25, 1992

Laureen Oskochil  
Multnomah County Alcohol & Drug Program  
426 S.W. Stark Street  
Portland, Oregon 97204

Dear Laureen:

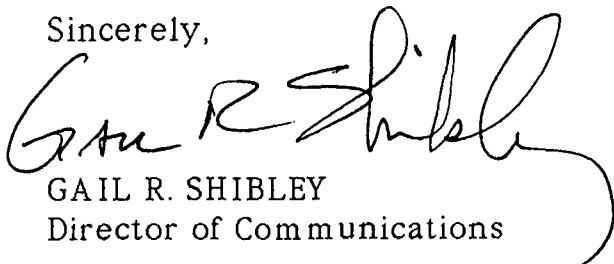
Thank you for the information regarding the DUII Advisory Board. It is a pleasure to serve on this board, and I'm honored by the nomination.

I'm enclosing the completed interest form, as you requested. Please don't hesitate to contact me if there is further paperwork to complete.

I am eager to work with Multnomah County on this most important issue. I will attend all meetings of both the board and the public information committee possible; Robin Gunn will attend when my absence is necessary.

Thank you again for your help.

Sincerely,

  
GAIL R. SHIBLEY  
Director of Communications

GRS:sv  
Enclosure



# MULTNOMAH COUNTY OREGON

## BOARDS AND COMMISSIONS

### INTEREST FORM FOR BOARDS AND COMMISSIONS

In order for the County Executive 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)

B. Name

Carole Ford

Address 12450 S.W. Fischer Rd. #201

City Tigard State OR Zip 97224

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

Home Phone 624-8909

C. Current Employer

Multnomah County

Address 421 SW 5th Ave., Suite 522

City Portland State OR Zip 97204

Your Job Title Alcohol and Drug Evaluation Specialist

Work Phone 248-3064 (Ext) 4302

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

D. Previous Employers

Dates

Job Title

ONTRACK, Inc

1987-1990

Alcohol/Drug Counselor

Bruce R. Borad

1974-1980

Legal Secretary  
*Office Manager*

GLADYS McCOY, MULTNOMAH COUNTY CHAIR

CONTACT:

1021 SW 4TH, ROOM 134  
PORTLAND, OREGON 97204

E. Please list all current and past volunteer/civic activities.

Name of Organization	Dates	Responsibilities
East County Rape Crisis Unit Pittsburg, California	1978	Assisting in development of unit

F. Please list all post-secondary school education.

Name of School	Dates	Degree/Course of Study
Los Medanos Comm College	1975-79	AA - Liberal Arts
Somoma State University	1983	Junior year psych major
Southern Oregon State College	1986-87	B.S. - Psychology

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.

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 Caucasian  
sex / racial ethnic background

birth date: Month 6 Day 23 Year 42

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 C. Ford Date 3/17/92



Laureen  
Oskocil

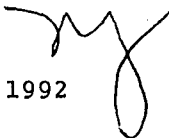
## MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
SOCIAL AND FAMILY SERVICES DIVISION  
ALCOHOL AND DRUG PROGRAM OFFICE  
426 S.W. STARK STREET, 6TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3696  
FAX (503) 248-3379

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

### MEMORANDUM

TO: Carole Ford

FROM: Norma Jaeger 

DATE: February 21, 1992

SUBJECT: DUII Community Advisory Board

This is to confirm our conversation on February 19, 1992, requesting that you represent the DUII Evaluation Program on the DUII Community Advisory Board. This will involve approximately three hours of your time each month. On the days of the meetings please plan to adjust your working hours to fit around the meeting times. Or if you prefer, we can work it out as comp time at straight time.

Laureen Oskocil will be in touch with you to orient you to this activity.

Thank you for your willingness to represent our program on this committee.

Meeting Date: APR 23 1992

Agenda No.: C-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Interagency Agreement for MCH Hotline

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

DEPARTMENT HEALTH DIVISION \_\_\_\_\_

CONTACT Tom Fronk TELEPHONE x4274

PERSON(S) MAKING PRESENTATION Tom Fronk

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes or less

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: X

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

Ratification of agreement with Oregon Health Division, Office of Medical Assistance Programs that provides parents with a toll-free telephone number to access information about health care providers and practitioners who provide health care services under Title V and Title XIX. Multnomah County will bill the state monthly for the portion of the hotline operational costs chargeable to the Medicaid program. A budget modification for the increased revenue has been completed.

4/29/92 originals to Herman Brane

(If space is inadequate, please use other side)

SIGNATURES:

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

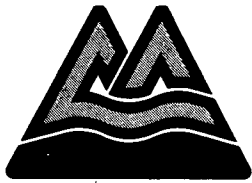
Or

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

*Billi Odegard*

(All accompanying documents must have required signatures)

1992 APR 14 AM 11:15  
MULTNOMAH COUNTY  
CLERK OF COUNTY COMMISSIONERS



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674  
FAX (503) 248-3676

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Bill Odegaard  
Director, Health Department

FROM: Tom Fronk  
Business Services Manager, Health Department

DATE: March 30, 1992

SUBJECT: Intergovernmental Agreement with Office of Medical Assistance  
Programs for MCH Hotline

Retroactive: The state forwarded the contract to the county in March, 1992, for county review and processing. The state has agreed to pay the county for operating costs back to April 1, 1991. County contract #104061 for the period April 1, 1991, to and including June 30, 1991, provided the initial funds for start-up computer telephone equipment and part-time personnel.

Recommendation: The Health Department recommends County Chair approval and Board ratification of this intergovernmental agreement with the Oregon Health Division, Office of Medical Assistance Programs, for the period April 1, 1991, to and including June 30, 1993.

Analysis: The county will be reimbursed by the state for provision of a toll-free telephone number for use by parents to access information about health care providers and practitioners who provide health care services under Title V and Title XIX. The county will operate the statewide 800 numbers with conference calling capabilities to be in operation from 8 a.m to 5 p.m., Monday through Friday. Total payments to Multnomah County will not exceed \$719,000.

Background: The county has a local information and referral service that will be complemented by this project. The details of the agreement were prepared and reviewed by the state and county staffs. First agreement with state terminated June 30, 1991.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 200092

Amendment # \_\_\_\_\_

CLASS I	CLASS II	CLASS III
<input type="checkbox"/> Professional Services under \$10,000	<input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> <u>C-5 April 23, 1992</u>

Contact Person Brame Phone x2670 Date \_\_\_\_\_

Department HEALTH Division \_\_\_\_\_ Bldg/Room 160/2

Description of Contract Provides parents with a toll-free telephone number to access information about health care providers and practitioners who provide health care services under Title V and Title XIX.

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

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

Contractor Name Oregon Health Division  
Office of Medical Assistance Programs

Mailing Address 203 Public Service Bldg.  
Salem, Or 97310

Phone (503) 378-2263

Employer ID # or SS # N/A

Effective Date April 1, 1991

Termination Date June 30, 1993

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

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

Total Amount of Agreement \$ 719,000

## Payment Term

- ☐ Lump Sum \$ \_\_\_\_\_
- ☐ Monthly \$ \_\_\_\_\_
- ☐ 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 [Signature]

County Chair/Sheriff [Signature]

Date 4/6/92

Date \_\_\_\_\_

Date 4.8.92

Date 4/23/92

VENDOR CODE			VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT	INC/ DEC IND
01.	156	015	0875						Revenue 2052	\$719,000	
02.											
03.											

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

INTERAGENCY AGREEMENT  
FOR MCH HOTLINE

I. PARTIES:

The parties to this agreement are the Multnomah County Health Division (hereafter referred to as Multnomah County) and the Oregon Health Division (hereafter referred to as the Health Division) and the Office of Medical Assistance Programs (here after referred to as OMAP).

II. PURPOSE:

To provide a toll-free telephone number for the use of parents to access information about health care providers and practitioners who provide health care services under Title V and Title XIX.

III. TERM:

This agreement shall be effective from April 1, 1991 to June 30, 1993.

IV. FUNDING:

The Health Division agrees to pay Multnomah County the sum of \$125,627 to pay operating expenses of the Hotline. Of this amount \$80,219 will be from non-Federal funds. Payment schedule will be as follows:

Upon receipt of the signed agreement \$40,000; followed by monthly payments of \$5,036 beginning February 1, 1992 through June 1993.

The Health Division agrees to reimburse Multnomah County for advertizing and outreach expenses based on a jointly developed budget for this purpose. These expenses will be reimbursed using non-Federal funds, and will be eligible for Medicaid reimbursement on a dollar-for dollar basis. Outreach activities will be jointly developed by the county and the Health Division. Multnomah County will invoice the Health Division quarterly for these expenditures.

Multnomah County agrees to spend a minimum of \$320,482 on Information and Referral Services using non Federal funds in addition to the funds received from the Health Division.

Multnomah County agrees to bill OMAP on a monthly basis for that portion of the hotline operational cost chargeable to the Medicaid program. It is understood that the Medicaid portion of the Hotline operational cost will not exceed 90% of the total cost of the Hotline. OMAP will pay the invoice from Multnomah County and will then bill Multnomah County for the General Fund cost of the payment to the County. Multnomah County will reimburse OMAP for the General Fund cost of the payment to the County. Multnomah County certifies that its payment to OMAP will be from non-federal funds.

The total amount paid to Multnomah County under this agreement from OMAP will not exceed \$719,000 Total Funds. The first billing from Multnomah County to OMAP will include costs for the Hotline from April 1, 1991 through the billing date. Thereafter OMAP will be billed monthly with the last bill to be received prior to August 10, 1993. Multnomah County agrees to maintain all records necessary to respond to any audit of Hotline costs billed to the Medicaid program.

V. RESPONSIBILITIES:

A. Mutual Responsibilities:

1. Attend quarterly advisory group meetings

B. Health Division

1. Establish or maintain agreements county health departments, State Health Division, Adult and Family Services Division, and Oregon Medical Assistance Programs. The agreements are for the purpose of assuring coordination and participation in policy development for the hotline. The agreements should complement the existing county information and referral service.
2. Monitor expenditures.
3. Provide management and approval for the outreach and advertising campaign plans and activities. The Health Division will provide technical assistance and liaison with all related state programs who would be funding media campaigns. Each program served by the Hotline will fund and approve media spots for their respective clients.

C. Multnomah County

1. Operate a statewide 800 number with conference calling capabilities to be in operations from 8:00 to 5:00 Monday through Friday, serving the following clients:
  - a. WIC Clients
  - b. Prenatal Low-Income Clients
  - c. Well-Child Clients, including Immunization for Children
  - d. Low-Income Children in Need of Primary Medical Service
  - e. Children in Need of Mental Health Services
  - f. Children with Special Health Care Needs (including Children with Permanent Disabilities served through CDRC)
  - g. Family Planning Clients
2. Follow operational guidelines including:
  - a. Basic referral information.
  - b. Written guidelines on how to handle calls.
  - c. Logging system to keep track of calls.
3. Maintain computer system

4. Maintain capacity for Spanish interpretation services and on call for other foreign language interpreters.
5. Be responsive to the advisory group and to the various needs of the funding agency(ies).
6. Maintain an updated listing of local resources.
7. Maintain information for the purpose of identifying providers most likely to accept Medicaid patients.
8. Maintain "callback" protocol for complex problems surrounding access to service.
9. Return hotline equipment to the Health Division if the hotline is in operation less than five years.
10. Follow Title V Assurances:
  - a. Administrative costs must be no more than 10%. Administrative costs are defined as 'Costs incurred by an organization that are not readily identifiable but are nevertheless necessary to the operation of the organization and the performance of its programs. These costs include but are not limited to costs of operating and maintaining facilities for administrative personnel not directly associated with program and administrative salaries, equipment, depreciation, etc.'

D. OMAP RESPONSIBILITIES

1. Serve on Advisory Board.
2. Include MCH Hotline Toll-free number on all brochures relating to Maternal & Child Health services for Medicaid clients.
3. Will remit Medicaid Federal funds available to support the operation and ongoing outreach efforts of the Hot-line.
4. Provide information on how Medicaid providers can be accessed by Medicaid clients calling the Hotline.

REQUIRED REPORTING BY HOTLINE:

- A. Management reports. Management reports should include progress report on operation of hotline. Reports will also include number of calls by locations, and number of referrals by program area. Management reports should also include data on a sample of follow-up calls to help identify problems of access. Written and oral reports due at advisory group meetings.

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4/23  
NAME Bob Kouns  
ADDRESS 1918 SW 37  
STREET  
Ind. 97219  
CITY ZIP CODE

I WISH TO SPEAK ON AGENDA ITEM # R-1

SUPPORT ☒ ~~SUPPORT~~ OPPOSE ☐  
~~SUBMIT TO BOARD CLERK~~

Meeting Date: APR 23 1992

Agenda No.: R-1

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Proclamation

BOARD BRIEFING \_\_\_\_\_ REGULAR MEETING April 23, 1992  
(date) (date)

DEPARTMENT District Attorney DIVISION Victims Assistance Program

CONTACT Kelly Bacon TELEPHONE 248-3222

PERSON(S) MAKING PRESENTATION Kelly Bacon

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes

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

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

Proclamation for Victims Rights Week in Multnomah County  
Oregon April 26 - May 2, 1992

4/28/92 original to Victims  
Assistance Program Office  
copies to Trike  
Scheunk &  
Kelly Bacon

RECEIVED  
CLERK'S OFFICE  
1992 MAR 10 PM 2:19  
MULTNOMAH COUNTY  
OREGON

(If space is inadequate, please use other side)

SIGNATURES:

ELECTED OFFICIAL

Michael D. Schunk by Kyz

Or

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

(All accompanying documents must have required signatures)



# MULTNOMAH COUNTY OREGON

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

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

## BEFORE THE BOARD OF COUNTY COMMISSIONERS

### FOR MULTNOMAH COUNTY, OREGON

In the Matter of Proclaiming the	)	
Week of April 26 - May 2, 1992 as	)	Proclamation
OREGON CRIME VICTIMS RIGHTS WEEK in	)	
Multnomah County	)	92-59

WHEREAS, thousands of citizens of Multnomah County experience the trauma, pain, humiliation and personal and financial losses of being a victim of crime; and

WHEREAS, crime victims and witnesses are too often overlooked by our system of justice in its efforts to apprehend, prosecute, and fairly sanction criminal offenders; and

WHEREAS, the needs and rights of crime victims deserve more public attention, understanding and compassion; and

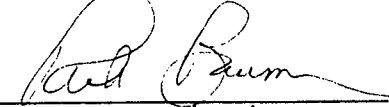
WHEREAS, citizens can play a major role in helping victims by reporting crimes and by showing greater willingness to testify in the prosecution of criminals;

NOW, THEREFORE, be it resolved that the Multnomah County Board of Commissioners do hereby proclaim the week of April 26 - May 2, 1992, to be OREGON CRIME VICTIMS RIGHTS WEEK in Multnomah County.

April 23, 1992.

  
County Chair

  
Commissioner

  
Commissioner



  
Commissioner

  
Commissioner

APR 23 1992

X-2

Meeting Date: APR 16 1992

Agenda Date: RS

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

Subject: First Reading of Ordinance to Create  
the Housing and Community Development Commission

BCC Informal: \_\_\_\_\_ BCC Formal: APRIL 16, 1992  
Date Date  
DEPARTMENT: Social Services DIVISION: Housing & Community Svcs  
CONTACT: Cecile Pitts TELEPHONE: 248-5000  
PERSON(S) MAKING PRESENTATION: Ardys Craghead/Norm Monroe/Cecile Pitts

ACTION REQUESTED:

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

ESTIMATED TIME NEEDED ON AGENDA: 10 minutes Formal

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: XX

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

The attached ordinance creates the Housing and Community Development Commission, which is advisory to jurisdictions participating in the Countywide Comprehensive Housing Affordability Strategy (CHAS).

See attached ordinance fact sheet.

4/24/92 copies to ARDYS  
CRAGHEAD, Norm Monroe,  
Cecile Pitts and Ordinance  
Distribution List.  
SIGNATURES:

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

OR

DEPARTMENT MANAGER: Ardys Craghead (RD)  
(All accompanying documents must have required signatures)

cdaga3

1/90

BOARD OF  
COUNTY COMMISSIONERS  
MULTI-JURISDICTIONAL  
OREGON  
1992 APR - 8 AM 9:11



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
AGING SERVICES DIVISION — (503) 248-3646  
COMMUNITY ACTION PROGRAM OFFICE — (503) 248-5464  
421 S.W. 5TH, 2ND FLOOR  
PORTLAND, OREGON 97204  
FAX # (503) 248-3332

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

## MEMORANDUM

TO: Gladys McCoy, County Chair

VIA: Ardys Craghead, Interim Director *Ardys Craghead (XO)*  
Department of Social Services *AK*

FROM: Norm Monroe, Director  
Housing and Community Services Division

DATE: April 2, 1992

SUBJECT: Ordinance Creating Housing and Community Development Commission

Recommendation: The Housing and Community Services Division/Housing and Community Development Program recommends the first reading by the Board of County Commissioners of an ordinance to create the Housing and Community Development Commission.

Analysis: The Housing and Community Development Program is presenting an ordinance for approval which will create a Housing and Community Development Commission advisory to jurisdictions participating in the Multnomah County Comprehensive Housing Affordability Strategy (CHAS).

The proposed ordinance is in partnership with the Cities of Portland and Gresham. The City of Portland's ordinance is scheduled for approval April 8, 1992; the City of Gresham's ordinance is yet to be scheduled.

The Housing and Community Development Commission will serve as the primary policy forum in which policy development, resource coordination, and civic leadership will be provided to address affordable housing problems throughout Multnomah County. The Commission was recommended in the required Comprehensive Housing Affordability Strategy; one of its roles will be to advise on the implementation of the CHAS.

Background: The proposed ordinance and ordinance fact sheet are attached to the Agenda Placement Form. It is anticipated that the ordinance will have no fiscal impact the first year; any later impact will require additional County action.

cdbg3

ORDINANCE FACT SHEET

Ordinance Title: Housing and Community Development Commission Advisory to  
jurisdictions participating in Multnomah County Comprehensive Housing Affordability  
Strategy (CHAS).

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, other alternatives explored):

This ordinance creates the Countywide Housing and Community Development Commission as proposed by the 1991 Multnomah County Comprehensive Housing Affordability Strategy. Commission is advisory to the jurisdictions participating in the Countywide CHAS.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

City of Portland: April 8, 1992.

City of Gresham: To be scheduled.

What has been the experience in other areas with this type of legislation?

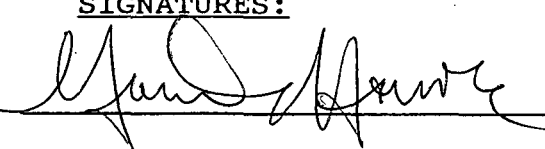
This is a new Commission.

What is the fiscal impact, if any?

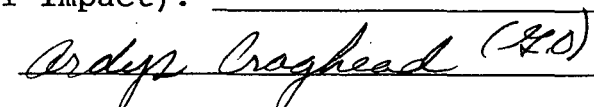
During the first year there are no fiscal impacts. Commission is advisory to County on housing development issues. Any fiscal impact will require additional County action.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form: 

Planning & Budget Division (if fiscal impact): \_\_\_\_\_

Department Manager/Elected Official:  (20)

1                               BEFORE THE BOARD OF COUNTY COMMISSIONERS  
2                               FOR MULTNOMAH COUNTY, OREGON  
3                               ORDINANCE NO.     719  
4

5           An ordinance to be adopted in partnership with the Cities of Portland and  
6   Gresham to create a Housing and Community Development Commission (HCDC),  
7   advisory to the jurisdictions participating in the Multnomah County  
8   Comprehensive Housing Affordability Strategy (CHAS).

9           Multnomah County ordains as follows:

10   Section I.   Title.

11           This ordinance shall be known as the Housing and Community Development  
12   Commission Ordinance. The HCDC is designated as the primary policy forum in  
13   which policy development, resource coordination and civic leadership are  
14   provided to address the affordable housing problems throughout Multnomah  
15   County.

16   Section II.   Findings.

17           1.   In 1990 the U.S. Congress passed the National Affordable Housing Act,  
18   which, among other things, required entitlement jurisdictions under the federal  
19   Community Development Block Grant to prepare and adopt a Comprehensive Housing  
20   Affordability Strategy (CHAS).

21           2.   In 1991 Multnomah County, in partnership with the Cities of Portland  
22   and Gresham, adopted the 1991 CHAS through Resolution No. 91-172.  
23  
24  
25  
26

1           3.    Under Goal A, Coordination and Leadership, of the adopted CHAS,  
2   Strategy A.1 states: "Establish a Countywide Housing and Community  
3   Development Commission."

4           4.    The three participating jurisdictions agreed to cooperate in a  
5   transition process that would further refine the First Year CHAS priorities  
6   and budget decisions as well as draft implementing ordinances that establish a  
7   new Housing and Community Development Commission for consideration by the  
8   jurisdictions in the Spring of 1992.

9   Section III.   Definitions.

10          HCDC Mission. The mission of the HCDC is to increase the effectiveness of  
11   the public housing delivery system by providing coordination among diverse  
12   public agencies which implement housing programs and by serving as a  
13   centralized liaison between those agencies and the governing bodies of the  
14   jurisdictions on issues regarding housing policy, goals, programs, and related  
15   allocation of public funds.

16   Section IV.   Duties.

17          The HCDC is delegated to carry out the following functions:

18   A.   Housing Policy and Planning.

19          1.    Develop and recommend countywide housing policy as embodied in the  
20                  CHAS and guide the development of local housing policies in  
21                  cooperation with the participating jurisdictions.

22          2.    Monitor and annually recommend updates to the CHAS.

3. Recommend annual production and performance goals to carry out the CHAS.
4. Review the activities of local planning and public works agencies for impacts on CHAS goals and make recommendations regarding the activities of these agencies.

B. Budget Review and Recommendations.

1. Develop policy recommendations in accordance with CHAS priorities to guide the development of budgets and local priorities for affordable housing development.
2. Recommend the allocation of HOME, housing-related CDBG funds, and other flexible funds to appropriate jurisdictions.
3. Review public agency budgets and proposed work programs (including housing production goals) for consistency with the CHAS.

C. Resource and Program Development. Work closely with implementing agencies to identify and recommend ways to increase the supply and availability of affordable housing and necessary support services through new initiatives and programs.

D. Program Evaluation.

1. Evaluate annually the effectiveness of housing programs in meeting CHAS goals.
2. Report annually to participating jurisdictions regarding performance of local housing programs to carry out the adopted CHAS. This annual report is to include recommendations as appropriate.

1 E. Linkage of Housing Development and Supportive Services.

2 1. Establish formal linkages to service providers and specific groups  
3 and organizations through establishment of a resource network. The  
4 organizational structure of this network shall be outlined in the  
5 HCDC bylaws.

6 2. Evaluate this resource network structure on annual basis.

7 F. Public-Private Partnerships.

8 1. Improve access to public and private sources of financing for  
9 affordable housing initiatives. Sources of financing include banks,  
10 philanthropic institutions and other socially-motivated investors,  
11 the State Housing Trust Fund, Block Grant and entitlement funders,  
12 and bond issuing agencies.

13 2. Assist implementing agencies in developing a comprehensive technical  
14 assistance program to improve the capacity of local community  
15 development corporations to develop and manage low-income housing.

16 3. Foster housing production countywide by identifying opportunities to  
17 streamline the regulatory process.

18 4. Actively encourage the support, personal commitment, and  
19 participation of highly respected community leaders, including the  
20 Mayors, City and County Commissioners, and business leaders in  
21 furthering the community's affordable housing agenda.

1 G. Advocacy/Community and Intergovernmental Relations.

- 2 1. Foster awareness of and support for the jurisdictions' legislative  
3 agenda to increase federal and state support for housing and  
4 supportive services.
- 5 2. Facilitate regional housing policy coordination with the Metropolitan  
6 Service District and other local governments.
- 7 3. Coordinate policy development with local housing and social service  
8 groups, including but not limited to the Community Action Commission,  
9 the Community Housing Resource Board, and the Commission on Aging.

10 H. Information and Referral. Work with existing information and referral  
11 groups to establish a clear system for information and referral for  
12 developers, citizens, and supportive services providers.

- 13 1. The HCDC shall consist of fifteen members. The City of Portland  
14 shall appoint nine members. The City of Gresham shall appoint three  
15 members. Multnomah County shall appoint three members. Membership  
16 appointment shall achieve a balanced citizen-based perspective  
17 embracing a high level of knowledge of and expertise in housing  
18 development, finance, management, social services, community affairs,  
19 and consumer interests. The appointment of members shall take into  
20 account the income, racial, ethnic, and cultural diversity of the  
21 community.

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2. In addition, the Chair of the governing body or the Chief Executive Officer of the Portland Development Commission, the Housing Authority of Portland, and the Multnomah County Social Services Department, or their designees, shall hold non-voting ex officio membership on the Commission.
3. All appointments to the HCDC shall be for terms of three years. For the initial appointments, the following formula will be applied:
  - a. From the City of Portland, three members shall be appointed for a term of one year; three for a term of two years; and three for a term of three years.
  - b. From the City of Gresham, one member shall be appointed for a term of one year; one for a term of two years; and one for a term of three years.
  - c. From Multnomah County, one member shall be appointed for a term of one year; one for a term of two years; and one for a term of three years.
4. Members shall serve without compensation. However, jurisdictions may authorize reimbursement of the reasonable expenses of the members for carrying out the work of the HCDC.
5. The HCDC shall adopt rules of procedure (bylaws) necessary for the governance of its proceedings and election of its officers.

1     Section V.     Staffing.

2             Staff shall be provided for the ongoing functions of the HCDC according to  
3     funding agreements reached among the participating jurisdictions. In  
4     addition, inter-agency agreements shall be established for a network of  
5     liaison staff representing the key implementing and policy agencies as deemed  
6     necessary for the HCDC to carry out the duties enumerated in Section 3.38.030  
7     of this Chapter.

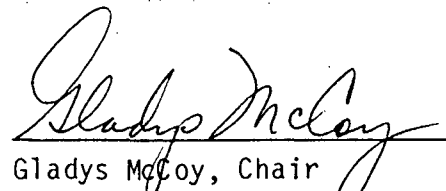
8     Section VI.    Cooperation.

9             All County offices, boards, and agencies of any kind shall cooperate with  
10    the HCDC and shall provide information at the Commission's request.

11  
12            Adopted this     23rd     day of     April           , 1992 being the  
13    date of its     second           reading before the Board of County Commissioners  
14    of Multnomah County, Oregon.




22  
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26

  
Gladys McCoy, Chair  
MULTNOMAH COUNTY, OREGON

22    REVIEWED:

23  
24  
25  
26

  
Laurence Kressel, County Counsel  
of Multnomah County, Oregon

Meeting Date: APR 23 1992

Agenda No.: R-3

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Consent Decree in the Donald E. Long Home Case

AGENDA REVIEW/  
BOARD BRIEFING

(date)

REGULAR MEETING 4/23/92

(date)

DEPARTMENT Nondepartmental

DIVISION County Counsel

CONTACT H.H. Lazenby, Mike Doyle

TELEPHONE X3138

PERSON(S) MAKING PRESENTATION H.H. Lazenby, Mike Doyle

ACTION REQUESTED:

☐ INFORMATIONAL ONLY

☐ POLICY DIRECTION

☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 minutes

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: Yes

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

Resolution in the matter of authorizing approval of the Consent Decree in the Donald E. Long Home Case.

4/28/92 copies to Chip Lazenby and Mike Doyle; copy to Tom Sincic per request

5/7/92 copies to AROYS CRAGHEAD & HAL OGBURN

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER

LK [Signature]

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
MULTI-WARD COUNTY  
OREGON  
1992 APR 16 AM 8:20



# 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  
GLADYS McCOY, CHAIR  
PAULINE ANDERSON  
RICK BAUMAN  
GARY HANSEN  
SHARRON KELLEY


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. NEMIROW  
MATTHEW O. RYAN  
JACQUELINE A. WEBER

## MEMORANDUM

TO: Board of County Commissioners  
Gladys McCoy, Chair  
Pauline Anderson  
Rick Bauman  
Gary Hansen  
Sharron Kelley

FROM: H. H. Lazenby, Jr. (106/1530)   
Assistant County Counsel

J. Michael Doyle (106/1530)   
Assistant County Counsel

DATE: April 16, 1992

RE: Approval of the Consent Decree in  
Robyn A. v. McCoy (The Donald E. Long  
Home Lawsuit)

1992 APR 16 PM 1:08  
MULTNOMAH COUNTY  
OREGON  
COUNTY CLERK  
JACQUELINE A. WEBER

Before you, on April 23, 1992, is a resolution authorizing entry of a Consent Decree in the above case involving the Donald E. Long Home (DELH). Entry of the decree will effectively end the possibility of trial in this case. However, it does constitute a judgment against the County in the case. This memorandum is designed to summarize the County's responsibilities upon approval of this document by the court.

The County is committed to construct a new facility by October 31, 1993 (unless there are exigent circumstances relating to the financing or construction of the new facility). Until that time, the County agrees to increase staffing levels to provide full-time medical supervision and increased access to drinking water and bathrooms for juveniles in certain wings of the present facility.

Many of the conditions described in the decree represent changes that have been made at DELH at your direction in the last 18 months. Under the Decree, the County agrees to maintain this level of services until the new facility is built.

Board of County Commissioners  
April 16, 1992  
Page 2

The County agrees to the appointment of a monitor to supervise the Consent Decree terms during this interim facility. The County will bear the expenses of this monitor.

The monitor will have the ability to direct the County to perform acts required to effect the consent decree. If the County is not in compliance with the decree and fails to become compliant, the monitor and/or the plaintiffs have the ability to go to Federal court and seek contempt sanctions.

This Consent Decree will remain in effect until juveniles are no longer housed in the present detention wings at DELH. The decree does not extend court control into the new facility. The decree applies only to conditions of detention, not to the other functions of the Juvenile Justice Division or the Juvenile Court system.

M:\FILES\239HHL.MEM\dp

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the Matter of Authorizing a Consent  
Decree in Robyn A., et al, v. McCoy,  
et al: (Litigation over Conditions of  
De tention at the Donald E. Long Home)

RESOLUTION

92-60

WHEREAS, Legal Aid and the Juvenile Rights Project have brought suit in Federal Court against the members of the Multnomah County Board of County Commissioners and Harold Ogburn and;

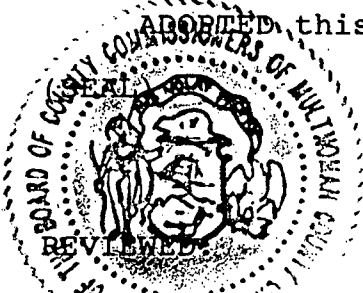
WHEREAS, this lawsuit complains of various conditions of detention at the Donald E. Long Home juvenile detention facility (DELH) and;

WHEREAS, the parties have negotiated the terms of the attached consent decree which will govern conditions of detention at DELH during and through the construction of new detention quarters for juveniles;

THEREFORE, BE IT RESOLVED , that the Board of County Commissioners approves the consent decree and consents to its terms.

BE IT FURTHER RESOLVED, that County Counsel is authorized to execute this consent decree binding Multnomah County to its terms and to file the decree with the Court.

ADOPTED this 23rd day of April, 1992.



By Gladys McCoy  
Gladys McCoy, Chair  
Multnomah County, Oregon

LAURENCE KRESSEL, COUNTY COUNSEL  
FOR MULTNOMAH COUNTY, OREGON

By H. H. Lazenby, Jr.  
H. H. Lazenby, Jr.  
Assistant County Counsel

04/16/92:1

1 ANGELA SHERBO OSB#82447  
2 RICHARD BALDWIN OSB#77013  
3 MICHELLE RYAN OSB#79370  
4 Multnomah County Legal Aid Service  
5 310 S.W. 4th Avenue #900  
6 Portland, Oregon 97204  
7 Telephone: (503) 224-4086

8 JULIE H. MCFARLANE OSB#80077  
9 Juvenile Rights Project  
10 2325 E. Burnside Street  
11 Portland, Oregon 97214  
12 Telephone: (503) 232-2540

13 Of Attorneys for Plaintiffs

14 LAURENCE KRESSEL, COUNTY COUNSEL  
15 FOR MULTNOMAH COUNTY, OREGON  
16 J. Michael Doyle, OSB No. 80207  
17 Assistant County Counsel  
18 1120 S.W. Fifth Avenue, Suite 1530  
19 P. O. Box 849  
20 Portland, Oregon 97207-0849  
21 Telephone: (503) 248-3138

22 Of Attorneys for Defendants

23  
24 IN THE UNITED STATES DISTRICT COURT  
25  
26 FOR THE DISTRICT OF OREGON

27 ROBYN A., et al.,

28 Plaintiffs,

29 vs.

30 GLADYS MCCOY, et al.,

31 Defendants.

)  
)  
) Civil No. 90-1151-FR  
)  
)

32 CONSENT DECREE

33 The parties to this class action challenging the constitutionality of the conditions and  
34 practices at the Donald E. Long Home have agreed to a judgment which resolves all issues  
35  
36

1 without trial. Therefore, it is ORDERED, ADJUDGED, and DECREED:

2 I.

3 JURISDICTION

4 This court has jurisdiction of the subject matter of this action and of all parties. The  
5 court has the authority to grant all relief included in this final judgment.

6 II.

7 PARTIES

8 This judgment shall be binding on all defendants, their officers, employees, agents,  
9 successors, and all persons acting in concert with them. It shall apply to all children who  
10 were at any time since November 9, 1990, or may be, confined at the Donald E. Long  
11 Home (DELH).  
12

13 III.

14 PURPOSE

15 All parties to this litigation sincerely desire that children for whom there is no less  
16 restrictive placement than secure custody be confined under safe, sanitary and humane  
17 conditions, be provided treatment appropriate to their individual needs, and be confined  
18 for as short a period as is necessary to achieve the objectives of secure custody.  
19

20 During the pendency of this action, defendants have made many positive changes in  
21 the physical conditions and programs at the DELH. For example, defendants have  
22 conducted extensive repairs to the bathrooms, have increased the opportunity for youth to  
23 participate in outdoor exercise, added staff to improve programming, instituted fire drills,  
24 and increased hours that medical staff is on-site.

25 Defendants have already begun to implement many of the items covered in this  
26

1 Decree and have begun planning the implementation of others. It is the intention of the  
2 parties that this judgment serve as a vehicle to enforce the positive course set by defendants  
3 and ensure that there are future improvements in the conditions of confinement of the  
4 children covered by it.

5  
6 IV.

7 CLOSURE OF THE DONALD E. LONG HOME

8 There have been numerous reports and studies by citizens and experts about the  
9 condition of the Donald E. Long Home. Among these documents are:

10	1983-1991	Annual Reports of Special Corrections Grand Jury
	1988	Internal Audit
11	1988	Report to Management
	1988	Facilities Requirement Study
12	1989	Five Year Space Study
	1989	Architect's Conceptual Design and Preliminary Report
13	1990	Codes and Statutes Evaluation Report
	1991	Report of the Children and Youth Work Group
14	1991	Report of the Children's Justice Task Force
15	1991	Program Review of the Detention Facility and Practice of the Multnomah County Juvenile Justice Division

16 All of these reports are critical of the conditions and programming in the DELH,  
17 and many recommend that the facility be replaced. Defendants have agreed the facility  
18 needs to be replaced and have begun the process of replacing it. The parties agree that the  
19 DELH should be closed promptly, and the defendants agree to open a replacement facility  
20 by October 31, 1993. Therefore:

21  
22 1. Defendants shall not confine any child at the DELH after October 31, 1993,  
23 except in the event of exigent circumstances relating to the financing or construction of  
24 the new facility. Use of the DELH after October 31, 1993 shall not be a basis for plaintiffs  
25 to seek contempt sanctions, so long as the monitor (provided for in paragraph 54, below)

1 is satisfied that defendants have used, and continue to use, their best efforts to complete  
2 the facility within a reasonable time.

3 2. Defendants shall confine no more than 92 children at the DELH. However,  
4 it shall not be a basis for plaintiffs to seek contempt sanctions if the number of children  
5 exceeds 92 on fewer than four days in any calendar month. In no event shall defendants  
6 confine more than 97 children in the facility.

7  
8 V.

9 CONDITIONS AND PROGRAMS  
10 AT THE DONALD E. LONG HOME UNTIL CLOSURE

11 1. Defendants shall immediately establish an emergency evacuation plan for the  
12 DELH.

13 2. Defendants shall maintain and keep current a fire evacuation plan approved  
14 by the City of Portland Fire Marshal and shall make any and all changes to the plan  
15 recommended by the City of Portland Fire Marshal.

16 3. Defendants shall require that only staff who have been trained and have  
17 demonstrated familiarity with the plan be permitted to work in the DELH.

18 4. Defendants shall require that all children receive instruction on emergency  
19 evacuation procedures on admission to a detention unit.

20 5. Defendants shall require that fire drills, as specified by the emergency  
21 evacuation plan, be held at least once per week.

22 6. Defendants shall, by May 1, 1992, install electronic locking hardware on all  
23 doors to sleeping, holding, and isolation cells, and all interior corridors and exterior exits.

24 All the locks shall have manual override capabilities and shall be operable remotely from  
25

26

1 the main control center, as well as from the unit.

2 7. In wings without water and toilets in detention rooms, defendants shall  
3 increase staff levels so that, after an initial three hour lock time at bed time, the detention  
4 room doors will be unlocked to allow access to toilets and water. During the day, the doors  
5 to the detention rooms will remain unlocked unless a child is on roomlock.

6 8. Defendants shall require that there be at least one staff person on a unit at  
7 any time there is a child or children on the unit. Children are never to be left on the unit  
8 without staff supervision.

9 9. Defendants shall ensure that fire and safety inspections of the facility are  
10 performed at least once per quarter.

11 10. Defendants shall implement all recommendations from the fire and safety  
12 inspections within the time required by the inspector.

13 11. Defendants shall provide lighting adequate to permit children to read while  
14 in the detention rooms.

15 12. Where circumstances require that maintenance or repair be conducted in  
16 order to ensure the safety of the children, e.g., loose and broken tiles or glass, defendants  
17 shall require that maintenance or repair be conducted within 24 hours, and no children shall  
18 remain in the room or area in which the unsafe condition exists.

19 13. Defendants shall require that the DELH be kept clean and sanitary through  
20 employment of, or contract with, professional janitorial services.

21 14. Defendants shall require that bathrooms, kitchens, and all floors, including  
22 floors in the detention rooms, be thoroughly cleaned and disinfected by the janitorial service  
23 three times per week. Walls and other surfaces in the detention rooms and common areas  
24  
25  
26

1 shall be thoroughly cleaned and disinfected by the janitorial services once per month or  
2 more often if needed.

3 15. Defendants shall ensure that an inspection by a health and sanitation official  
4 be conducted once per month until and unless the monitor agrees to a reduced inspection  
5 schedule.

6 16. Defendants shall implement all recommendations from the health and safety  
7 inspections within the time required by the inspector.

8 17. Defendants shall require that, upon admission, children's dirty street clothing  
9 will be laundered and stored. Items which require dry cleaning or other specialized  
10 cleaning need not be cleaned by defendants but will be stored separately.

11 18. Defendants shall require that upon admission all children will be provided  
12 clean clothing, bed linens and towels, and a mattress which has been cleaned and  
13 disinfected since its last use.

14 19. Defendants shall require that children be allowed to exchange outer clothing  
15 at least twice a week and more frequently if the clothing has become dirty. Children shall  
16 receive clean underwear and socks every day.

17 20. Defendants shall require that all children be provided clothing that fits  
18 comfortably and is in good repair. All children shall be provided pajamas or nightgowns.

19 21. Defendants shall require that upon admission each child be provided the  
20 following individual toiletries: soap, deodorant, comb, toothbrush, toothpaste. Individual  
21 portions of petroleum jelly shall be provided on request. On request, defendants shall  
22 provide children with sanitary means to shave.

23 22. Defendants shall require that temperatures in the DELH be maintained  
24

1 within a healthful and comfortable range, no lower than 64 degrees Fahrenheit and no  
2 higher than 84 degrees Fahrenheit at all times.

3 23. Defendants shall monitor the temperature in the DELH at places and times  
4 to be agreed on with plaintiffs' counsel and shall notify plaintiffs' counsel, guardian ad litem,  
5 and the monitor at any time the temperatures fall outside the range. No child shall be  
6 required to remain for longer than eight hours in a portion of the facility that is not within  
7 the acceptable range of temperature.

8  
9 24. Defendants shall require that any and all broken or cracked windows be  
10 repaired immediately and in no event shall children be required to sleep in rooms with  
11 broken windows.

12 25. Defendants shall maintain a healthful level of circulating fresh air in the  
13 facility at all times.

14 26. Defendants shall provide all children with a bed off the floor.

15 27. Defendants shall permit all children to personalize their living space including  
16 decorating the walls of the detention rooms.

17 28. Defendants shall use their best efforts to ensure that when making placement  
18 decisions, preference is given to housing children in wings with toilets and water in the  
19 detention rooms.

20  
21 29. In order to provide children with sufficient quantities of healthy and  
22 appetizing foods at frequent intervals, defendants shall contract with a qualified person  
23 jointly selected by plaintiffs and defendants to review and report on the current food  
24 service. Defendants shall implement the recommendations of the report as soon as  
25 practicable.

26

1        30. Defendants shall provide second helpings of food at each meal to children  
2 who request them.

3        31. Defendants shall provide children a mid-morning and mid-afternoon snack.

4        32. Defendants shall prohibit staff from eating non-institutional food at the facility  
5 in the presence of the children.

6        33. Defendants shall post a copy of the menu and substitutions in each of the  
7 residential units.

8        34. Defendants shall provide children special diets where medically indicated or  
9 where requested for religious reasons.

10       35. Weather permitting, defendants shall provide all children with the opportunity  
11 for at least one hour per day of outdoor recreation.

12       36. Defendants shall make their best efforts to ensure that appropriate  
13 educational services in a classroom setting are provided to each child at the DELH on  
14 every school day.

15       37. Defendants shall provide medical and psychiatric care to each child at the  
16 DELH, in accordance with the Standards for Health Services in Juvenile Confinement  
17 Facilities promulgated by the National Commission on Correctional Health Care. Within  
18 thirty (30) days from the entry of this Consent Decree, or by July 1992, whichever is later,  
19 defendants shall request accreditation by the National Commission on Correctional Health  
20 Care and will make any and all necessary changes in their policies and practices in order  
21 to become and remain accredited.

22       38. Defendants shall provide that there is at least one qualified health  
23 professional (physician, registered nurse, physicians assistant, nurse practitioner) on-site at  
24  
25  
26

1 the DELH 24 hours per day, with a physician on call. If needed, specialty medical and  
2 dental care shall be provided with transport for out-of-facility services. The transports shall  
3 be recorded and monitored with reports filed quarterly.

4 39. Defendants shall provide that as of July 1, 1992 there is at least one full-  
5 time psychiatric nurse-practitioner on-site at the DELH, supervised by Corrections Health  
6 Department.

7 40. Defendants shall maintain a health record file on each child containing  
8 completed admissions and intake screening forms, and other data, findings, forms and  
9 information as required by applicable standards.

10 41. Defendants shall provide a system of daily sick call that causes each child in  
11 the DELH to be verbally notified of the availability of non-emergency medical services.

12 42. Defendants shall convert existing space for use as a medical isolation room  
13 within ninety (90) days of entry of the Consent Decree.

14 43. Defendants shall provide that children detoxifying from drugs or alcohol are  
15 medically supervised.

16 44. Defendants shall require that both admissions and intake health screening be  
17 conducted by a qualified health trained staff, who shall request assistance from the health  
18 professional on-site whenever necessary.

19 45. Health screening shall include:

20 Inquiry into:

- 21 - current illness and health problems, including venereal diseases
- 22 and other infectious disease
- 23 - dental problems
- 24 - mental health problems
- 25 - use of alcohol and other drugs, which includes types of drugs
- 26 used, mode of use, amounts used, frequency used, date or time
- of last use, and a history of problems that may have occurred

- after ceasing use (e.g., convulsions)
- past and present treatment or hospitalization for mental disturbance or suicide
- other health problems designated by the responsible physician

Observation of:

- behavior, which includes state of consciousness, mental status, appearance, conduct, tremor, and sweating
- body deformities, ease of movement, etc.
- condition of skin, including trauma markings, bruises, lesions, jaundice, rashes and infestations, and needle marks or other indications of drug abuse

46. Defendants shall use criteria for intake adopted by the Chief Judge of the Multnomah County Circuit Court, Juvenile Department, in determining whether to detain a child.

47. Defendants shall revise policies and practice on use of room time, roomlock and isolation to provide for supervisory review of each instance of such discipline or isolation and for an opportunity for a hearing before the supervisor or his or her designee if the effect of the discipline or isolation is that the child misses any activity. Defendants will document the reviews and hearings.

48. Defendants shall provide all staff with minimum mandatory training of 90 hours for the first year of employment and 20 hours per year thereafter for the first year this decree is in effect. For the second and any subsequent years this decree is in effect defendants shall provide all staff with minimum mandatory training of 120 hours per year for new staff and 40 hours per year for ongoing staff. Training shall be given in:

- security procedures
- supervision of juveniles
- signs of suicide risk
- suicide precautions
- use of force regulations and tactics
- report writing
- juvenile rules and regulations

- rights and responsibilities of juveniles
- fire and emergency procedures
- key control
- interpersonal relations
- social/cultural lifestyles of the juvenile population
- child growth and development
- communication skills
- first aid and CPR

49. Defendants shall ensure that there is at least the following staff coverage:

Boys I, II and III: At least 2 group workers at all times and one lead group worker for eight hours five days er week.

Girls: At least one group worker at all times and one lead group worker for eight hours five days per week.

50. Defendants shall also employ 1 full time equivalent (FTE) deputy superintendent for programming and 1 full time equivalent (FTE) "floater" for the graveyard shift.

51. Defendants shall use their best efforts to employ at least one child care worker fluent in Spanish during each shift.

## VI.

### THE NEW FACILITY

52. Defendants shall not confine children in the new facility until it has been inspected and approved for occupation by state and local fire, health and safety officials and until the consent decree monitor or monitors gives approval.

## VII.

### MONITORING

53. This court will retain jurisdiction of this matter until defendants no longer detain children in the current Donald E. Long Home.

54. Defendants shall establish and fund a consent decree monitor who shall be

1 selected jointly by defendants and plaintiffs. However, if the parties cannot agree on a  
2 single monitor after good faith attempts then defendants shall establish and fund a consent  
3 decree monitoring panel consisting of one person selected by plaintiffs, one person selected  
4 by defendants and one person selected by the other two panel members. The monitor or  
5 monitors will be appointed by July 1, 1992, and will conduct on-site inspections of the  
6 DELH at least two times per year, and will make a report of findings and  
7 recommendations to the parties after each inspection.  
8

9 55. Defendants shall provide plaintiffs' counsel, guardian-ad-litem and monitor  
10 copies of the following documents, and other documents requested by the monitor, each  
11 quarter:

- 12 - Juveniles in Detention Forms
- 13 - Exercise Logs
- 14 - Receiving Ledger
- 15 - Custody Logs
- 16 - Temperature Logs
- 17 - Fire Inspection Reports
- 18 - Health and Safety Inspection Reports
- 19 - Incident Reports
- 20 - Suicide Reporting Forms
- 21 - Director's Reports
- 22 - Transport Logs referred to in ¶138
- 23 - Daily Reports
- 24 - Records of Supervisory Review and Hearings referred to in ¶147.

25 56. Defendants shall provide plaintiffs' counsel, experts, and guardian-ad-litem  
26 access to the facility, children, and records, including medical records, at reasonable times  
and on reasonable notice throughout the period covered by this Consent Decree.

27 57. Defendants shall post copies of this Consent Decree in each residential wing  
28 and classroom in the DELH.

29 /////

VIII.

ATTORNEY FEES

The parties agree that plaintiffs are the prevailing party and are entitled to attorney fees and costs. The parties will attempt to reach a separate agreement on the issues. If no agreement can be reached within 60 days, plaintiffs will, within 120 days, submit the issue to the court.

ENTERED this \_\_\_\_\_ day of \_\_\_\_\_, 1992

UNITED STATES DISTRICT COURT JUDGE

APPROVED:

ANGELA SHERBO OSB#82447  
Multnomah County Legal Aid Service  
310 S.W. Fourth Avenue #900  
Portland, Oregon 97204  
Telephone: (503) 224-4086

JULIE McFARLANE OSB#80077  
Juvenile Rights Project  
123 NE 3rd #310  
Portland, Oregon 97232  
Telephone: (503) 232-2540

DAVID LAMBERT  
National Center for Youth Law  
114 Sansome Street, Suite 900  
San Francisco, California 94104  
Telephone: (415) 543-3307

LESLEA SMITH OSB#85332  
Oregon Legal Services  
704 Main Street #301  
Oregon City, Oregon 97045  
Telephone: (503) 655-2518

Of Attorneys for Plaintiffs

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Assistant County Counsel  
P.O. Box 849  
Portland, Oregon 97207-0849  
Telephone: (503) 248-3138

H.H. LAZENBY OSB#82078  
Assistant County Counsel  
P.O. Box 849  
Portland, Oregon 97207-0849  
Telephone: (503) 248-3138

Of Attorneys for Defendants



DATE SUBMITTED \_\_\_\_\_

(For Clerk's Use)  
Meeting Date APR 23 1992  
Agenda No. R-4

REQUEST FOR PLACEMENT ON THE AGENDA

Subject: Volunteer Recognition

Informal Only\* \_\_\_\_\_  
(Date)

Formal Only April 23, 1992  
(Date)

DEPARTMENT CIC DIVISION \_\_\_\_\_

CONTACT Carol Ward TELEPHONE X 3450

\*NAME(S) OF PERSON MAKING PRESENTATION TO BOARD Michael Schultz / Robin Bloomgard  
CIC chairperson OT Vol. Ansl. Chair

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

To Declare the week of April 26 thru May 2nd Multnomah County Volunteer Recognition Week.

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

ACTION REQUESTED:

☐ INFORMATION ONLY ☐ PRELIMINARY APPROVAL ☐ POLICY DIRECTION ☒ APPROVAL

INDICATE THE ESTIMATED TIME NEEDED ON AGENDA 10 min

IMPACT:

☐ PERSONNEL  
☐ FISCAL/BUDGETARY  
☐ General Fund

☒ Other \_\_\_\_\_

SIGNATURES: (X) Carol Ward

DEPARTMENT HEAD, ELECTED OFFICIAL, or COUNTY COMMISSIONER: \_\_\_\_\_

BUDGET / PERSONNEL \_\_\_\_\_ / \_\_\_\_\_

COUNTY COUNSEL (Ordinances, Resolutions, Agreements, Contracts) \_\_\_\_\_

OTHER \_\_\_\_\_  
(Purchasing, Facilities Management, etc.)

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

1992 APR -9 AM 10:05  
MULTNOMAH COUNTY  
OREGON  
CLERK OF COUNTY COMMISSIONERS



# Citizen Involvement Committee

2115 SE MORRISON

PORTLAND, OREGON 97214

248-3450

## P R O C L A M A T I O N

#92-57

### "MULTNOMAH COUNTY VOLUNTEER WEEK" April 26th thru May 2nd, 1992

WHEREAS, one of America's greatest national resources is its volunteers, and the human resources they devote toward a healthy, productive and human society;; and

WHEREAS, each year thousands of volunteers contribute to the betterment of their community; and

WHEREAS, volunteers give freely of their time, energy, and ability, and ask only for a smile and a thank you for their countless hours of service; and

WHEREAS, it has long been a tradition in our community for men, women, and children volunteers to perform work of the highest quality and to brighten the lives of others; and

WHEREAS, the cities of Fairview, Gresham, Troutdale and Wood Village are recognizing their volunteers during National Volunteer Week;

NOW, THEREFORE, THE MULTNOMAH COUNTY BOARD OF COMMISSIONERS PROCLAIMS THE WEEK OF APRIL 26 THRU MAY 2ND, 1992 as

### "MULTNOMAH COUNTY VOLUNTEER WEEK"

and takes great pleasure in honoring the volunteers with our sincere gratitude and appreciation for their dedicated, selfless, and compassionate efforts.

DATED THIS 23rd day of April, 1992.



  
GLADYS MCCOY, CHAIR

Meeting Date: APR 23 1992

Agenda No.: R-5

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: National Volunteer Week Recognition -April 26th - May 3rd, 1992

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

DEPARTMENT Social Services DIVISION Social Services

CONTACT Laureen Oskochil TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Norma Jaeger/Laureen Oskochil

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 Minutes

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

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

Approval of a Resolution to recognize the Multnomah County DUII Community Program Advisory Board and their related volunteers who have worked diligently to reduce injury, death and social costs associated with driving under the influence of intoxicants.

4/28/92 copies  
to Lauren  
Oskochil &  
Norma Jaeger

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER *Ardis Craghead*

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 14 AM 11:13  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Ardys Craghead, Interim Director  
Department of Social Services

FROM: Gary Smith, Director  
Social Services Division

DATE: April 10, 1992

SUBJECT: Approval of a Resolution to Recognize Volunteer Efforts

**RECOMMENDATION:** Social Services Division requests Chair and Board approval of a Resolution to recognize the Multnomah County DUII Community Program Advisory Board and their related volunteers during National Volunteer Week April 26th through May 3rd, 1992.

**ANALYSIS/BACKGROUND:** There has been a 38% decrease in the number of traffic fatalities involving intoxicants in Multnomah County during the past year. The Multnomah County DUII Community Program Advisory Board and their activities have fostered programs throughout our community designed to provide effective long term interventions and solutions for youth and adults. The reduction in traffic fatalities this year is a direct result of the community-wide efforts of volunteers who have gone above and beyond their public, private and personal roles to heighten awareness of the seriousness of alcohol and other drug abuse and the resulting costs to society.

Thank you for your consideration of this request.

RESOLUTION

BEFORE THE BOARD OF COUNTY COMMISSIONERS  
OF MULTNOMAH COUNTY, OREGON

In the matter of recognizing )  
Community-wide volunteer efforts)  
during National Volunteer Week)  
April 26th - May 3rd, 1992)

RESOLUTION

92-58

WHEREAS, during National Volunteer Week, April 26th-May 3rd provides us with the opportunity to recognize outstanding volunteers in Multnomah County;

WHEREAS, the Multnomah County DUII Community Program Advisory Board and their related volunteers have worked diligently to reduce injury, death and social costs association with driving under the influence of intoxicants;

WHEREAS, there has been a 38% decrease in the number of traffic fatalities involving intoxicants in Multnomah County during the past year;

WHEREAS, this reduction is a direct result of the community-wide efforts of persons who have gone above and beyond their public, private and personal roles to heighten awareness of the seriousness of alcohol and other drug abuse and the resultant costs to society;

WHEREAS, the Multnomah County DUII Community Program Advisory Board and their related activities have fostered programs throughout our community designed to provide effective long term interventions and solution for youth and adults;

THEREFORE IT MAY BE PROCLAIMED, that we recognize their commitment to creating safer streets, highways and waterways;

BE IT FURTHER RESOLVED THAT, we continue to support the efforts of these and other dedicated volunteers who are working to make the streets, highways and waterways of Multnomah County free from death, injury and social costs associated with driving under the influence of intoxicants

ADOPTED this 23rd day of April, 1992



Laurence Kressel  
Laurence Kressel, County Counsel  
of Multnomah County, Oregon

By Gladys McCoy  
Gladys McCoy, Chair  
MULTNOMAH COUNTY, OREGON

Meeting Date: APR 23 1992

Agenda No.: R-6

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Approval of a Resolution to Implement the Multnomah County Community Children and Youth Services Commission Plan Amendment

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

DEPARTMENT Social Services DIVISION Social Services

CONTACT Michael Morrissey TELEPHONE 248-3691

PERSON(S) MAKING PRESENTATION Ardys Craghead/Michael Morrissey/CCYSC

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 15 Minutes

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

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

Approval of a Resolution to implement the Community Children and Youth Services Commission plan amendment for services through the federal Child Care and Development Block Grant effective July 1, 1991 through September 30, 1992.

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Ardys Craghead

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 14 AM 11:10  
MULTNOMAH COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

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

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

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Ardys Craghead, Interim Director *Ardys*  
Department of Social Services

FROM: Gary Smith, Director *YWS*  
Social Services Division

DATE: April 10, 1992

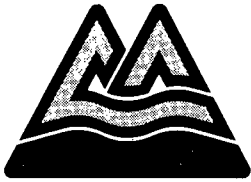
SUBJECT: Approval of a Resolution to Implement the Multnomah County Community  
Children and Youth Services Commission Plan Amendment

RECOMMENDATION: Social Services Division requests Chair and Board approval of a Resolution to implement the Multnomah County Community Children and Youth Services Commission plan amendment for services through Child Care and Development Block Grant for effective July 1, 1992 through September 30, 1993.

ANALYSIS/BACKGROUND: The Multnomah County Children and Youth Services Commission is charged with local planning and allocation of \$396,409 in federal Child Care and Development Block Grant dollars.

The attached resolution and plan amendment, which will follow, are due to the Oregon Children and Youth Services Commission on April 30, describing the planning process and the recommended allocations which will be effective July 1, 1992. The plan is child focused and committed to parental choice, stabilization of services and quality of care. This process of enhancing the system of child care is the first comprehensive planning effort for child care in our community, considered progressive by State staff, and other counties have already borrowed portions of the plan to incorporate into their own.

Thank you for your consideration of this request.



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
YOUTH PROGRAM OFFICE  
426 S.W. STARK ST., SIXTH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3565  
FAX NUMBER 248-3379

CHILDREN AND  
YOUTH SERVICES  
COMMISSION

**TO:** Ardys Craghead  
Department of Social Services

**FROM:** Michael Morrissey  
Carol Wire  
Youth Program Office

**DATE:** April 21, 1992

**SUBJECT:** Federal Child Care and Development Block Grant Plan  
Amendment and Board of County Commissioner Approval of  
Same

The Multnomah County Children and Youth Commission is pleased to recommend the adoption of the attached plan amendment to implement Child Care and Development Block Grant programs. These monies are the result of a 20 year effort on the part of child care advocates.

A committee of the Commission representing broad child care interests has met almost weekly since October to develop and put out for bid the attached plan. It consists of three parts: local grants (\$396,409 for the federal biennium), contracted slots (\$222,178 for alcohol and drug slots, \$84,450 for teen parent community slots), and the creation of a Child Care Council. The plan amendment is written to meet state requirements.

A summary, prepared for the Children and Youth Commission, is attached. Staff and committee members will be available to respond to questions at Thursday's Board of County Commissioners' meeting. The item is listed as R-6.

Please note that final approval of the process by the Purchasing Department is pending.

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 21 PM 4:07  
MULTNOMAH COUNTY  
OREGON

## SUMMARY

### CHILD CARE AND DEVELOPMENT BLOCK GRANT PLANNING GROUP RECOMMENDATIONS TO THE MULTNOMAH COUNTY CHILDREN AND YOUTH SERVICES COMMISSION

APRIL 14, 1992

The Child Care and Development Block Grant Planning Group recommends the adoption of the attached plan amendment for the Child Care and Development Block Grant funds in Multnomah County.

In front of you there is a child care plan (diagram) which will give you an overview of how these monies will coordinate with other planning efforts and projects in the County.

We present this to you as a package.

#### I. RECOMMENDATION FOR FUNDING:

##### PILOT PROJECTS

Peninsula Child Care Center	\$61,250
Ann Kohler, Interim Director	
Volunteers of America	\$61,250
Liza Miller, Vice President	
Linda Duilio, Program Director	

##### SCHOOL AGE CHILD CARE

Friendly House	\$10,000
Equipment and supplies for new center	
Vaune Albanese, Assistant Director	
Peninsula Child Care Center	\$ 5,000
Quality improvement and training	
Ann Kohler, Interim Director	
Vermont Hills Family Life Center	\$15,000
Model SACC training center	
Susan Carroll, Fiscal Director	

ENHANCED CHILD CARE RESOURCE AND REFERRAL

Metro Child Care Resource and Referral

\$184,446

Resource Team, Resource Fund,  
Loan Fund, Substitute Pool, Non-English  
Speaking Coordinator  
Karen Gorton, Director  
(In Multnomah County, Metro CCRR is a program of  
Child Care Support Services and Albina Ministerial  
Alliance).

TECHNICAL ASSISTANCE, ADMINISTRATION

COUNTY INDIRECT AND EVALUATION \$59,643

II. RECOMMENDATION REGARDING CONTRACTED SLOTS:

Alcohol and Drug Contracted Slots \$222,178

Recommendation of standards of care and  
improvement of care for this high risk population;  
no specific dollar or agency recommendation; 7 of  
the 8 eligible providers established rationale and  
recommended allocation of dollars; committee  
acknowledges that rationale is reasonable and simply  
passes on the providers' plan to the state which  
will hold the contracts with no recommendation. (See  
plan amendment, page 25, for explanation).

Teen Parent Community Programs Contracted Slots

\$84,450

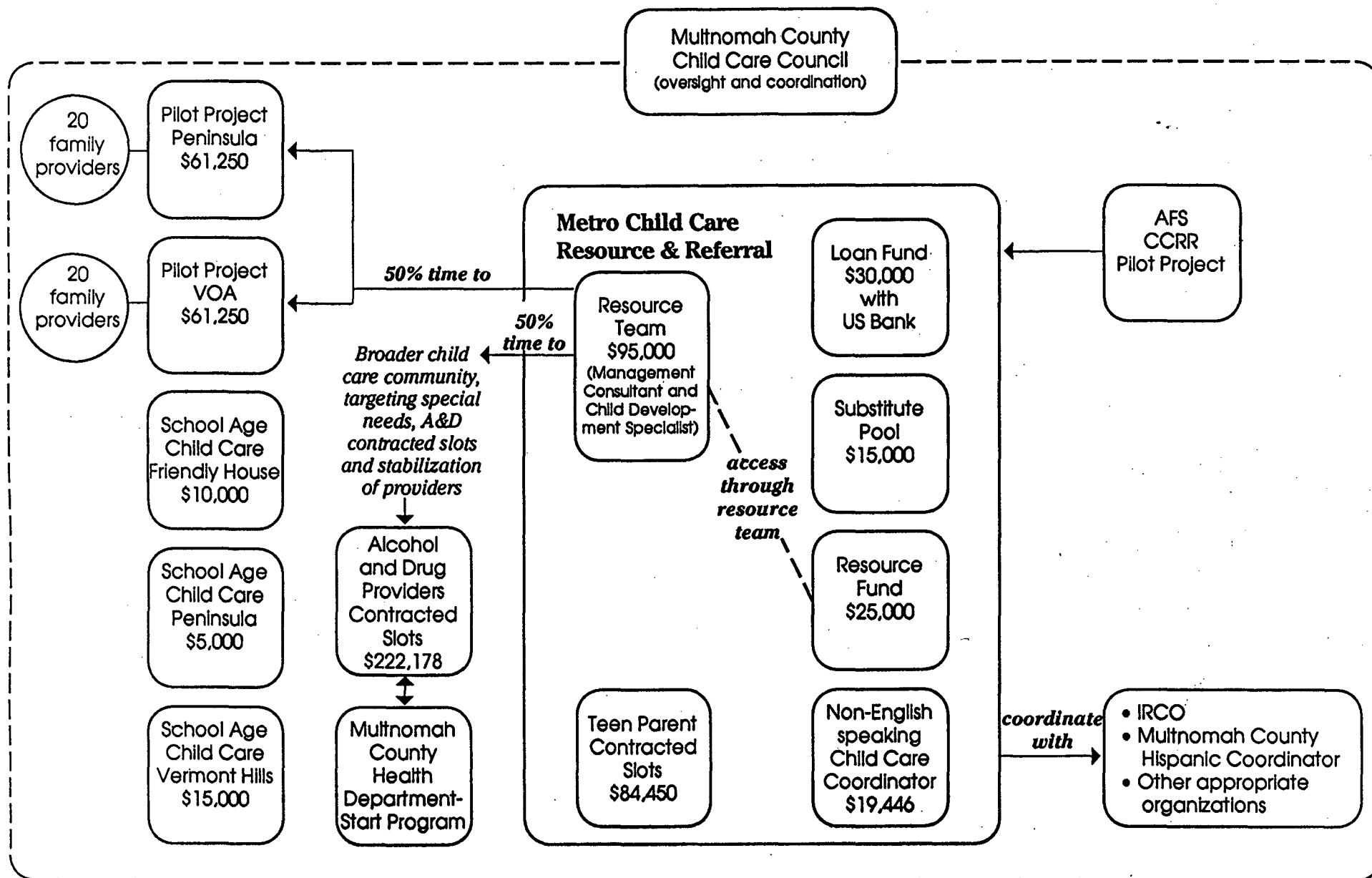
Recommend allocating seven slots to Portland teen  
parents, six slots to out of Portland teen parents;  
slots to be centrally available through student's  
case manager at Metro Child Care Resource and  
Referral on a first come, first serve basis adjusted  
monthly; case manager will monitor usage.

III. RECOMMENDATION TO ESTABLISH CHILD CARE COUNCIL

The Planning Group recommends the establishment of a Multnomah  
County Child Care Council under the auspices of the Children and  
Youth Services Commission to oversee Block Grant projects, advocate  
for and coordinate child care efforts in the County. The Council  
will incorporate broad representation from other community child  
care groups, providers, funders and planners.

Final implementation of this plan is subject to processing through  
the Multnomah County Purchasing Department, approval of the Board  
of County Commissioners and the Oregon Community Children and Youth  
Services Commission.

# Multnomah County Plan for Child Care Through Child Care and Development Block Grant



BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

4/29/92 - Com-  
plete Attachments  
are with original  
and public  
access copy.

In the matter of implementation of the Multnomah)  
County Community Children and Youth Services )  
Commission plan amendment for services through )  
Child Care and Development Block Grant for )  
FY 1992-1993 and through September 30, 1993 )

RESOLUTION  
# 92-56

WHEREAS, the State of Oregon Community Children and Youth Services Commission will review for approval, the Multnomah County Children and Youth Services Commission plan amendment for services through the federal Child Care and Development Block Grant on April 30, 1992; and

WHEREAS, Multnomah County intends to implement the plan amendment under the Community Children and Youth Services Act and agrees to comply with the provisions of the Act, and the administrative rules formally adopted under the Act;

NOW THEREFORE, BE IT RESOLVED, that the Community Children and Youth Services Commission plan amendment for services through the federal Child Care and Development Block Grant, beginning July 1, 1992 and ending September 30, 1993, be implemented in compliance with the Community Children and Youth Services Act.

BE IT FURTHER RESOLVED that the distribution of the grant from the State of Oregon in the amount of \$396,409 be made according to the plan amendment in the following manner:

CHILD CARE PILOT PROGRAMS	AMOUNT
Peninsula Child Care Center	\$61,250
Volunteers of America	\$61,250
SCHOOL AGE CHILD CARE PROGRAMS	
Friendly House	\$10,000
Peninsula Child Care Center	\$ 5,000
Vermont Hills	\$15,000
ENHANCED CHILD CARE RESOURCE AND REFERRAL	
Metro Child Care Resource and Referral	\$184,446

OTHER COSTS

Technical Assistance	\$13,500
Administration	\$35,676
Evaluation	\$ 7,928
County Indirect on Programs	\$ 2,359

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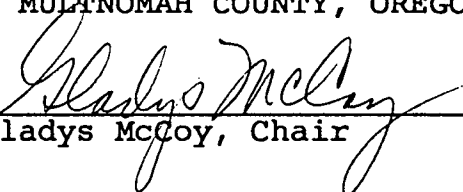
TOTAL	\$396,409
-------	-----------

Dated this 23rd day of April, 1992




BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

By

  
Gladys McCoy, Chair

REVIEWED BY:

  
Laurence Kressel,  
Multnomah County Counsel

**Oregon Community Children and Youth Services Commission**

MULTNOMAH

**COUNTY PLAN AMENDMENT, 1991-93 BIENNIUM (Federal Biennium)**

**CHILD CARE AND DEVELOPMENT BLOCK GRANT ONLY**

Program	Funding Source	Original Budget	Revised Budget	Amended Amount +/-	Comments
UNALLOCATED					
Peninsula Child Care Center Pilot Project	CCDBG	Ø	\$ 61,250	+ \$ 61,250	
Volunteers of America Child Care Center Pilot Project	CCDBG	Ø	\$ 61,250	+ \$ 61,250	
Friendly House School Age Child Care	CCDBG	Ø	\$ 10,000	+ \$ 10,000	
Peninsula Child Care Center School Age Child Care	CCDBG	Ø	\$ 5,000	+ \$ 5,000	
Vermont Hills Family Life Center School Age Child Care	CCDBG	Ø	\$ 15,000	+ \$ 15,000	
Child Care Support Services Metro Child Care Resource & Referral	CCDBG	Ø	\$184,446	+ \$184,446	
Technical Assistance, Admin, County Indirect, Evaluation	CCDBG	\$31,712	\$ 27,931	+ \$ 27,931	

Pres. Judge Approval N/A Date \_\_\_\_\_

Cty. Board Approval Sharron Kelley Sharron Kelley, Vice-Chair Date April 23, 1992

Regional Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Meeting Date: APR 23 1992

Agenda No.: R-7  
(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: NOTICE OF INTENT

BCC Informal 4/21/92 BCC Formal 4/23/92  
(date) (date)

DEPARTMENT: HEALTH DIVISION: \_\_\_\_\_

CONTACT: DWAYNE PRATHER TELEPHONE: 248-3674

PERSON(S) MAKING PRESENTATION DWAYNE PRAHTER

ACTION REQUESTED:

*4/28/92 original to Dwayne Prather*

[ ] INFORMATION ONLY [ ] POLICY DIRECTION [X] APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 mins.

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

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

The Public Health Service, HHS, is accepting grant requests for capital improvement projects. The Department wishes to apply for \$700,000 of federal funds to remodel the long vacant 1st floor of the JK Gill Building. The remodeled space would move the primary care unit off a crowded 4th floor and relocate it to the 1st floor - and double its capacity. This grant is for construction only. County's contribution would be in the form of the current Gill Building mortgage payment.

(If space is inadequate, please use other side)

SIGNATURES:

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

or

DEPARTMENT MANAGER

*Billi Odegaard*

(All accompanying documents must have required signatures)

1992 APR 14 AM 11:15  
CLERK OF COUNTY COMMISSIONERS  
MULTIPLUM COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
PORTLAND, OREGON 97204  
(503) 248-3674  
FAX (503) 248-3676

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

## MEMORANDUM

TO: Gladys McCoy, Multnomah County Chair  
FROM: Bill Bodegaard, Director  
Health Department  
DATE: April 10, 1992  
SUBJECT: Notice of Intent for Public Health Service Capital  
Improvement Grant

Recommendation: The Health Department is herein notifying the County Chair of it's intent to apply for a grant from the Public Health Service, HHS. The grant is for the period September 1, 1992 to and including October 30, 2002.

Analysis: Grant funds are available to remodel Primary Care sites for expansion of needed services. The grant would repay a County secured loan to remodel the first floor of the long vacant J.K. Gill retail space. The expanded space would allow staff already crowded on the fourth floor to move to the first floor and double capacity. The grant would be for \$700,000 with the county share being the ongoing mortgage payment on the Gill property.

Background: The Health Department has received Public Health Services Primary Care Grant funds for over 10 years.

NOTICE OF INTENT

Date: 04/08/92

TO: BOARD OF COUNTY COMMISSIONERS

DEPARTMENT AND CONTACT PERSON: Health - Dwayne Prather

GRANTOR AGENCY: Public Health Service, HHS, Washington, D.C.

BEGINNING DATE OF GRANT: 10/01/92

PROJECT TITLE: Capital Improvement Project - 1st Floor, J.K. Gill Building

PROJECT DESCRIPTION/GOALS:

- Remodel 1st floor retail space, vacant for over two years, to house expanded Primary Care Westside.
- New space would eliminate overcrowding and space limitations on 4th floor, moving current Primary Care staff to 1st floor and doubling capacity. STD and epidemiology would remain on the 4th floor.

**RATIFIED**  
**Multnomah County Board**  
**of Commissioners**

R-7 April 23, 1992

PROJECT ESTIMATED BUDGET:		Direct/Indirect	
FEDERAL SHARE	\$ 695,100 / 4,900	.7	%
STATE SHARE	\$ /		%
COUNTY SHARE	\$ 397,000 /	N/A	%
TOTAL	\$ 1,092,100 / 4,900		%

EXPLANATION OF COUNTY SHARE: (explaining indirect costs, hard-match, in-kind, etc)

County direct share is current payment on debt retirement for J.K. Gill Building.

SPECIFY REPORTING AND/OR BILLING REQUIREMENTS OF GRANTOR AND WHO REPORTS: FINANCE X  
DEPARTMENT \_\_\_\_\_ IF DEPT. REPORTS, INDICATE REASONS

GRANT DURATION AND FUTURE RATIO: (Indicate amount of county match per year)

Duration 10 years to pay off loan. County share continues as ongoing payment.

ADVANCE REQUESTED \_\_\_\_\_ YES X NO, IF NOT, INDICATE REASON(S).

RECEIPT OF FUNDS WILL BE DEPOSITED TO P. O. BOX \_\_\_\_\_ OR WIRED DIRECTLY X,  
IF NOT, INDICATE REASON(S).

PERSONNEL (Use appropriate County classification  
with yearly costs.)

FULL TIME

FRINGE

TOTAL


EXPLAIN MATERIALS & SERVICES AND CAPITAL EXPENDITURES WITH TOTAL DOLLAR AMOUNTS

Federal grant will pay off county loan over 10 years.

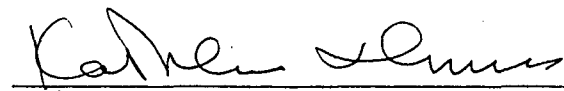
\$700,000

COMMENTS


Grant Manager

 4-10-92  
Grant Manager Signature Date

Budget Division

 4-13-92  
Budget Division Signature Date

Finance Division

 4/10/92  
Finance Division Signature Date

Employee Relations

N/A  
Employee Relations Signature Date

Department Director

 4/10/92  
Department Director Signature Date

Meeting Date: APR 23 1992

Agenda No.: X-8

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Oregon Department of Human Services Contract

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

DEPARTMENT HEALTH DIVISION \_\_\_\_\_

CONTACT Tom Fronk TELEPHONE x2670

PERSON(S) MAKING PRESENTATION Tom Fronk

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 5 minutes or less

CHECK IF YOU REQUIRE OFFICIAL WRITTEN NOTICE OF ACTION TAKEN: X

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

Board ratification of a contract with Oregon Department of Human Resources, Adult and Family Services Division permitting the County to process applications for the state's Poverty Level Medical Program (PLM). County will forward applications to the state for approval of client eligibility.

*4/29/92 originals to Herman Beane*

(If space is inadequate, please use other side)

SIGNATURES:

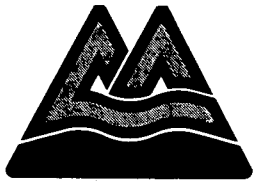
ELECTED OFFICIAL \_\_\_\_\_

Or

DEPARTMENT MANAGER Billi Idegaard

(All accompanying documents must have required signatures)

1992 APR 14 AM 11:15  
CLERK OF  
MULTI-COUNTY  
OREGON



# MULTNOMAH COUNTY OREGON

DEPARTMENT OF HUMAN SERVICES  
HEALTH DIVISION  
426 S.W. STARK STREET, 8TH FLOOR  
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RICK BAUMAN • DISTRICT 3 COMMISSIONER  
SHARRON KELLEY • DISTRICT 4 COMMISSIONER

## MEMORANDUM

TO: Gladys McCoy  
Multnomah County Chair

VIA: Billy Odgaard, Director, Health Department

FROM: Tom Fronk, Business Services Manager, Health Department

DATE: March 31, 1992

SUBJECT: Intergovernmental Contract with Oregon Department of Human Services, Adult and Family Services Division

Recommendation: The Health Department recommends County Chair approval and Board ratification of this Intergovernmental Contract with Oregon Department of Human Services, Adult and Family Services Division for the period upon execution to and including December 31, 1992.

Analysis: The state agrees to allow the county to assist state clients in applying for Poverty Level Medical Program (PLM) assistance at county facilities. The county will inform clients that applications for assistance under the program are available, conduct interviews, perform initial screening, obtain documentation of eligibility and forward case file information to the state for processing. There is no payment to county under the contract, but county clients will have an opportunity to apply for Medicaid to pay medical expenses that are incurred in county clinics.

Background: This is the first contract for this service. County clients who have been unable to pay for Health Department services in the past may qualify for third party payments to the county from Medicaid.



# CONTRACT APPROVAL FORM

(See Administrative Procedure #2106)

MULTNOMAH COUNTY OREGON

Contract # 200102

Amendment # \_\_\_\_\_

<b>CLASS I</b> <input type="checkbox"/> Professional Services under \$10,000	<b>CLASS II</b> <input type="checkbox"/> Professional Services over \$10,000 (RFP, Exemption) <input type="checkbox"/> PCRB Contract <input type="checkbox"/> Maintenance Agreement <input type="checkbox"/> Licensing Agreement <input type="checkbox"/> Construction <input type="checkbox"/> Grant <input type="checkbox"/> Revenue	<b>CLASS III</b> <input checked="" type="checkbox"/> Intergovernmental Agreement <b>RATIFIED</b> <b>Multnomah County Board of Commissioners</b> R-8 April 23, 1992
---	---	--

Contact Person Brame Phone x2670 Date \_\_\_\_\_

Department HEALTH Division \_\_\_\_\_ Bldg/Room 160/2

Description of Contract County will process applications for the states' Poverty Level Medical Program (PLM).

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

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

Contractor Name Oregon Department of Human Resources  
Adult and Family Services Division

Mailing Address 1430 S.W. Broadway  
Portland, Or 97201

Phone 229-5174

Employer ID # or SS # N/A

Effective Date Upon Execution

Termination Date December 31, 1992

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

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

Total Amount of Agreement \$ N/A

N/A

## Payment Term

☐ Lump Sum \$ \_\_\_\_\_

☐ Monthly \$ \_\_\_\_\_

☐ Other \$ \_\_\_\_\_

☐ Requirements contract - Requisition required.

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

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

## REQUIRED SIGNATURES:

Department Manager Bill Odegaard

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

County Counsel [Signature]

County Chair/Sheriff [Signature]

Date 4/6/92

Date \_\_\_\_\_

Date 4.7.92

Date 4/23/92

VENDOR CODE				VENDOR NAME						TOTAL AMOUNT	\$	
LINE NO.	FUND	AGENCY	ORGANIZATION	SUB ORG	ACTIVITY	OBJECT	SUB OBJ	REPT CATEG	LGFS DESCRIPTION	AMOUNT		INC/ DEC IND
01.	156	015	0711					0316		N/A		
02.												
03.												

INSTRUCTIONS ON REVERSE SIDE

WHITE - PURCHASING

CANARY - INITIATOR

PINK - CLERK OF THE BOARD

GREEN - FINANCE

RECEIVED

MAR 13 1992

SE PORTLAND

AFS

AFS Contract No.

### Intergovernmental Contract for Client Services

This Contract is between the State of Oregon acting by and through its Adult and Family Services Division, hereafter called Division, and, Multnomah County Health Division, hereafter called Contractor.

1. Retirement System Status

Contractor is a contributing member of the Public Employees' Retirement System and will be responsible for any federal or state taxes applicable to payments under this Contract. Payments under this Contract do not entitle the Contractor to benefits under the Federal Social Security program, any unemployment insurance or workers' compensation program, or the Public Employees' Retirement System, except as a self-employed individual.

2. Basic Purpose of Contract.

To allow Division clients to apply for Poverty Level Medical Program (PLM) assistance at locations other than Division branch offices.

3. Statement of Work

a. Within the following conditions, Contractor agrees to conduct application interviews, perform initial screening, obtain documentation of eligibility and forward case file information to the Division as follows:

i. Whenever a client of the Contractor appears to be eligible for the Poverty Level Medical Program (PLM), the Contractor shall inform the client that applications for assistance under this program are available and may be completed at the Contractor's facility.

- ii. If the client consents, Contractor shall provide the client with the Division application for services and provide the client assistance in completing the application. Contractor shall ensure that an adequate supply of individual forms are on hand at all times.
- iii. After the client has completed the application, Contractor shall review the application to ensure that it is complete and accurate.
- iv. Contractor shall request documentation copies of those items the Division eligibility manual indicates are likely to be required to establish eligibility. Once these copies are obtained, Contractor shall promptly forward them to the Division office.

If the client cannot provide the requested documentation, Contractor shall provide the client a form with the Division office address and telephone number and forward the completed application to the Division office. The application must be forwarded to the Division liaison office within five calendar days of the date of completion.

- v. The Contractor and its agents, employees and subcontractors shall maintain all records which disclose the identity of any Division clients fully confidential. Such confidential status shall be in compliance with the requirements stated in 45 CFR 205.50 and 42 CFR 431 subpart F.

In addition to the requirements specified above relating to confidentiality, Contractor shall also require all employees who will interview, screen, or otherwise deal with clients or client records, to read, comprehend, agree to and sign the Division's confidentiality forms.

- vi. The Contractor shall conduct all interviews in such a way as to allow the client to freely determine whether to apply or not to apply for assistance. There shall not be any instance in which any form of persuasion is used to urge or otherwise influence a client to apply or to not apply for any benefit or program offered through the Division.
- vii. The Contractor's use of the determination outcomes shall be limited to determining whether the client's treatments can be paid under the Poverty Level Medical Program or whether another source must be used.

- b. The Division's responsibilities under this program are limited to the following:
  - i. to provide training to Contractor staff in PLM eligibility, Division application procedures and documentation requirements.
  - ii. to provide blank individual application forms.
  - iii. to process all applications in accordance with Division standards.
  - iv. to process completed PLM applications, which have satisfactory income verifications, within the time requirements of Division policy. In the event of a change in policy, the time for completion of processing shall be changed to the new time requirements.
  - v. to provide promptly, an eligibility determination directly to Contractor.
- b. This Contract becomes effective upon commencement of activities by the Contractor and continues through December 31, 1992.

4. Consideration

This is a no-fee contract under which the Contractor is provided the opportunity to obtain access to Medicaid funds for its clients.

5. Travel

There are no travel expenses contemplated other than local travel incidental to the performance of contract activities. The Parties shall each be responsible for any travel costs incurred by their respective staff.

6. Subcontracts and Assignments

- a. Contractor shall not enter into any subcontracts for any of the work scheduled under this Contract without obtaining prior written consent of the Division.
- b. Contractor shall not assign or transfer its interest in this contract without obtaining the express prior written consent of the Division.

7. Dual Payment

Contractor shall not be compensated for work performed under this Contract from any other department of the State of Oregon, nor from any other source.

8. Termination

This Contract may be terminated under any of the following conditions.

- a. This Contract may be terminated by mutual consent of both parties, or by either party upon 30 days' notice, in writing and delivered by certified mail or in person.
- b. The Division may terminate this Contract effective upon delivery of written notice to the Contractor, or at such later date as may be established by the Division, under any of the following conditions:
  - i. If Division funding from federal, state, or other sources is not obtained and continued at levels sufficient to allow for the continuation of the indicated quantity of services, the Contract may be amended to accommodate a reduction in funds.
  - ii. If federal or state regulations or guidelines are modified, changed or interpreted in such a way that the services are no longer allowable or appropriate for delivery under this Contract.
  - iii. If any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed.
- c. Any such termination of this Contract shall be without prejudice to any obligations or liabilities of either party already accrued prior to such termination.
- d. The parties agree to promptly settle all accounts existing from work performed under this Contract.
- e. The Division by written notice of default (including breach of contract) to the Contractor may terminate the whole or any part of this Agreement:
  - i. If the Contractor fails to provide services called for by this Contract within the time specified herein or any extension thereof; or

ii. If the Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of written notice from the Division, fails to correct such failures within 10 days or such longer period as the Division may authorize.

f. The rights and remedies of the Division provided in the above clause related to defaults (including breach of contract) by the Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

9. Worker's Compensation Coverage

The Contractor hereby declares that the services rendered under this Contract are those of an independent contractor. The Contractor, its subcontractors, if any, and all employers working under this Contract are subject employers under the Oregon Workers' Compensation Law and shall comply with ORS 656.017, which requires them to provide Worker's Compensation coverage for all of their subject workers.

10. Nondiscrimination

Contractor agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations.

11. Special Federal Requirements

Contractor must comply with the relevant parts of 45 CFR Part 74, Part 84, and Part 92 including:

- a. Contractor agrees to comply with Executive Order 11246 entitled Equal Employment Opportunity as amended by Executive Order 11375 and as supplemented in Department of Labor Regulation 41 CFR Part 60.
- b. Contractor shall maintain fiscal records and other records pertinent to this Contract. All fiscal records shall be maintained pursuant to accepted accounting standards and other records shall be maintained to the extent necessary to clearly reflect actions taken. Contractor further agrees to provide access to any books, documents, papers and records of Contractor which are pertinent to this Contract and, further, to allow the making of excerpts, transcripts, or performing audits or examinations thereof. Such access shall be freely allowed to state and federal personnel and their duly authorized agents. All such records shall be retained and kept accessible for three years following final payment and conclusion of all pending matters.

12. Performance Responsibility

Contractor hereby excepts full responsibility for it's performance under this Contract.

13. Waiver

The failure of the Division to enforce any provision of this Contract shall not constitute a waiver by the Division of that provision or of any other provision.

14. Severability

If any provision, term or condition of this Contract is declared by a court of competent jurisdiction to be illegal, or in conflict with any law, the validity of the remaining terms, provisions and conditions shall not be affected and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term, provision or condition held to be invalid.

15. Compliance with Applicable Laws

Contractor shall be in full compliance with all federal, state and local laws, rules and regulations applicable to this Contract.

16. Merger Clause

THIS AGREEMENT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. NO WAIVER, CONSENT, MODIFICATION OR CHANGE OF TERMS OF THIS AGREEMENT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY BOTH PARTIES. SUCH WAIVER, CONSENT, MODIFICATION OR CHANGE, IF MADE, SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS AGREEMENT.

CONTRACTOR, BY THE SIGNATURE BELOW OF ITS AUTHORIZED REPRESENTATIVE, HEREBY ACKNOWLEDGES HAVING READ THIS AGREEMENT, UNDERSTANDING IT AND AGREEING TO BE BOUND BY ITS TERMS AND CONDITIONS.

Signatures

I hereby certify that I am  
authorized to execute this  
Contract on behalf of the  
Contractor.

CONTRACTOR by and through an  
authorized official

By Gladys McCoy  
Title Gladys McCoy  
Multnomah County Chair  
Dated 4/23/92

**RATIFIED**

**Multnomah County Board  
of Commissioners**

April 23, 1992

REVIEWED:

LAURENCE B. KRESSEL, County Counsel  
for Multnomah County, Oregon

By: [Signature]  
Date: 4-7-92

STATE OF OREGON by and  
through its Adult and Family  
Services Division

By \_\_\_\_\_  
Title Assistant Administrator  
Dated \_\_\_\_\_

REVIEWED

\_\_\_\_\_  
AFS Contracts Officer Date

\_\_\_\_\_  
Liaison Branch Manager Date

\_\_\_\_\_  
Field Services Manager Date

Meeting Date: APR 23 1992

Agenda No.: X-9

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: Tri-Met Bus Pass program for exempt employees

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

DEPARTMENT Nondepartmental DIVISION Employee Services

CONTACT Curtis Smith TELEPHONE 248-5015

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

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 10 minutes

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

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

Change monthly bus pass subsidy for participating exempt employees from \$15 to \$21. In 1990-91, the County subsidized the entire cost of the pass. In 1991-92, the County reduced the subsidy to \$15, the maximum non-taxable benefit allowable by the Internal Revenue Service. IRS has now raised that amount to \$21.

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

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

(All accompanying documents must have required signatures)

1992 APR 14 AM 11:14  
MULTICOUNTY  
OREGON

ORDINANCE FACT SHEET

Ordinance Title: An Ordinance relating to benefits for employees not covered  
by collective bargaining agreement and amending Ord. No. 534.

Give a brief statement of the purpose of the ordinance (include the rationale for adoption of ordinance, description of persons benefited, other alternatives explored):

Modify Tri-Met Bus Pass Program provision to reflect current Internal Revenue Service regulations on the taxable status of certain employee benefits.

What other local jurisdictions in the metropolitan area have enacted similar legislation?

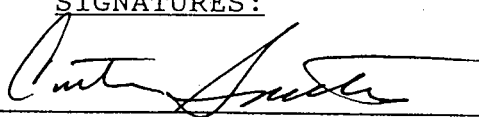
What has been the experience in other areas with this type of legislation?

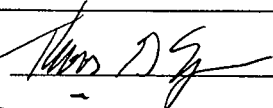
What is the fiscal impact, if any?

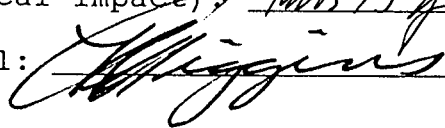
Current Board policy is to pay \$15 of the monthly cost of the pass for each participating exempt employee; this Ordinance raises the subsidy to \$21 per month. If all 151 current participants continue to participate in 1992-93, the increased cost will be \$10,872.

(If space is inadequate, please use other side)

SIGNATURES:

Person Filling Out Form: 

Planning & Budget Division (if fiscal impact): 

Department Manager/Elected Official: 

1                   BEFORE THE BOARD OF COUNTY COMMISSIONERS

2                   FOR MULTNOMAH COUNTY, OREGON

3                   ORDINANCE NO. \_\_\_\_\_

4                   An ordinance relating to benefits for employees not  
5 covered by collective bargaining agreement, and amending  
6 Ordinance No. 534.

7                   Multnomah County ordains as follows:

8                   Section I. Findings.

9                   (A) Ordinance No. 534 adopted salary rates and  
10 benefits for employees not covered by collective bargaining  
11 agreement.

12                   (B) The Board has determined that it is necessary to  
13 amend the previously adopted Fringe Benefit Summary to reflect  
14 current Internal Revenue Service regulations on the taxable  
15 status of certain employee benefits.

16                   Section II. Repeal.

17                   Ordinance No. 534, Exhibit B, Tri-Met Bus Pass Program  
18 is hereby repealed.

19                   Section III. Substitute Provision.

20                   The following substitute provision is hereby adopted:

21                   "TRI-MET PASS PROGRAM

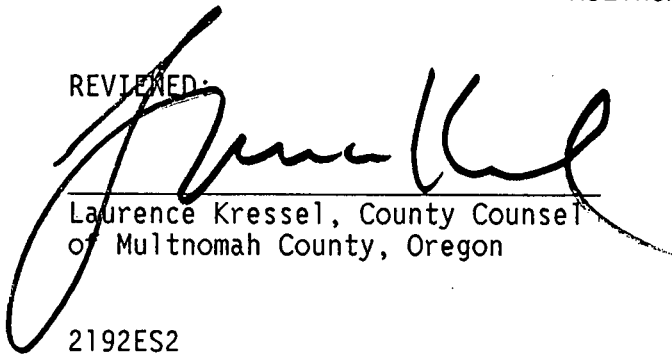
22                   Subject to agreement with Tri-Met, each exempt  
23 employee may receive a Tri-Met monthly pass which  
24 entitles that employee to ride Tri-Met buses and light

1 rail on regularly scheduled routes. Effective July 1,  
2 1992, the County shall contribute \$21 per month toward  
3 the cost of each pass."

4 ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 1992,  
5 being the date of its second reading before the Board of County  
6 Commissioners of Multnomah County, Oregon.

7  
8 By \_\_\_\_\_  
9 Gladys McCoy, Chair  
MULTNOMAH COUNTY, OREGON

10 REVIEWED:

11   
12 Laurence Kressel, County Counsel  
13 of Multnomah County, Oregon

14 2192ES2  
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Meeting Date: APR 23 1992

Agenda No.: R-10

(Above space for Clerk's Office Use)

AGENDA PLACEMENT FORM  
(For Non-Budgetary Items)

SUBJECT: MULTNOMAH CABLE REGULATORY COMMISSION BUDGET FY 92-93

BCC Informal \_\_\_\_\_ (date) BCC Formal APRIL 23, 1992 (date)

DEPARTMENT DES DIVISION CABLE

CONTACT JULIE S. OMELCHUCK TELEPHONE 248-3576

PERSON(S) MAKING PRESENTATION JULIE S. OMELCHUCK

ACTION REQUESTED:

☐ INFORMATIONAL ONLY ☐ POLICY DIRECTION ☒ APPROVAL

ESTIMATED TIME NEEDED ON BOARD AGENDA: 20 MINUTES

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

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

Reveiw and approve the Multnomah Cable Regulatory Commission Budget pursuant to an intergovernmental agreement among Jurisdictions of Gresham, Troutdale Fairview, Wood Village and Multnomah County.

(If space is inadequate, please use other side)

SIGNATURES:

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

Or

DEPARTMENT MANAGER Paul Yarbrough/bkw

(All accompanying documents must have required signatures)

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 14 AM 11:18  
MULTNOMAH COUNTY  
OREGON

# MULTNOMAH CABLE REGULATORY COMMISSION

MULTNOMAH COUNTY, GRESHAM, FAIRVIEW, TROUTDALE AND WOOD VILLAGE

## Commissioners:

W. Robert Conners, *President*

Eric Stachon, *Vice President*

Gene Bui

Barry Hamilton

J. Dennis Quail

2115 SE Morrison, Rm. 236

Portland, OR 97214

(503) 248-3576

Telecopier (503) 248-3048

Julie S. Omelchuck, *Director*

Christina Witka, *Cable Assistant*

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

---

TO: Chairperson Gladys McCoy  
Multnomah County Commissioners

FROM: Julie S. Omelchuck  
Director

DATE: April 7, 1992

SUBJECT: Consideration of MCRC FY 1992-93 Budget

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The Multnomah Cable Regulatory Commission (MCRC) presents the enclosed FY 1992-93 budget request for consideration by the Multnomah County Commission.

The budget request includes the Multnomah Cable Regulatory Commission FY 1992-93 proposed budget on which the MCRC requests approval by the County Commission. Three explanatory appendices are included for informational purposes: the Cable Regulatory Office operating budget; Multnomah Community Television budgets for access and locally-oriented (LO) programming services; and the Program in Community Television (PCTV) budget at Mt. Hood Community College.

According to an intergovernmental agreement among the jurisdictions of Gresham, Troutdale, Fairview, Wood Village and Multnomah County, each jurisdiction shall review the MCRC adopted budget prior to May 1. If adopted by the jurisdictions, the budget will become effective July 1, 1992.

Over the past year, many issues, concerns and questions have arisen about the MCRC, such as franchise fee revenue to the jurisdictions, location of the cable office, majority vote on the MCRC and consolidation of regulatory services with the City of Portland. In addition to the budget request, we have provided a brief report which we hope addresses many of those issues.

I will be presenting the enclosed budget request at your upcoming County Commission meeting. In the meantime, please contact me if you have any questions or need further information. In addition, feel free to contact either MCTV or the College if you have specific questions about their budgets, as well.

BUDJUR.MEM

**MULTNOMAH CABLE REGULATORY COMMISSION  
ISSUES REPORT  
APRIL 1992**

**Excess Regulatory Funds**

As the budget request reflects, the Cable Regulatory Commission proposes to pass through franchise fees to the jurisdictions in excess of those needed by the Commission to fulfill its mandates and responsibilities.

The Commission suggests that the most equitable way to allocate fees would be on a subscriber revenue percentage for each jurisdiction. Over the past several months, the Commission has worked with the cable company to determine a way to accomplish this revenue split. The Commission expected to receive the revenue information by jurisdiction beginning April 1, 1992 but the company has had problems with the transition. Therefore, the Commission will receive information by jurisdiction beginning July 1, 1992.

Payments to the jurisdictions could be made on a quarterly basis. Carryover from the previous fiscal year could be disbursed by the Commission once the books for that year were closed and audited.

**Location of Cable Regulatory Office**

Some discussions about moving the office to Gresham took place last year but were put on hold when consolidation issues arose. The Commission suggested Gresham for a number of reasons:

- Annexations have reduced the degree of unincorporated County area and consequently the responsibility of the County Commission for cable regulation.
- Since Gresham is a member of the MCRC, the focus on issues important to East County would be maintained and financial accountability would be simpler.
- Gresham is the only other MCRC member besides the County which has the structure and resources to support the Commission's administrative needs.
- A relocation to Gresham would place the MCRC office central to the constituency it serves.

The Commission would again like to explore the possibilities with Gresham and/or any other interested entities. The Commission would consider such a change as a business and policy decision with possible cost savings to the MCRC.

**Jurisdictional Majority Vote**

Over the past eight years since the MCRC was conceived, jurisdictional boundaries and populations in East County have changed substantially. The intergovernmental agreement was created in an environment where the County was clearly the largest jurisdiction with Gresham not far behind. Now Gresham has grown and expanded significantly becoming the largest of the five MCRC member jurisdictions.

According to the intergovernmental agreement, any MCRC action

requiring consideration by the jurisdictions, including budget decisions, mandates a majority vote which must include Gresham or Multnomah County.

As a result of the jurisdictional changes, the jurisdictions may want to revisit this part of the intergovernmental agreement. The Commission wishes to assist the jurisdictions in any way possible regarding this issue and will proceed at the direction of the jurisdictions.

#### Consolidation with the City of Portland

Creating a fully consolidated, area-wide cable regulatory commission could possibly produce some long-term efficiencies and prevent future duplication of effort. But no evidence of this exists and actual results are purely speculative to date.

A January 23, 1991 report by Julie S. Omelchuck and David Olson, Directors of the MCRC and Portland cable offices, concluded that there would be "modest economies . . . possible in the long term" through joint operation of the two offices, but "only as part of a broad, complex restructuring of cable regulatory functions." The options considered for such restructuring in the report were a consolidation of the Portland and Multnomah regulatory commissions, and combining the two Paragon franchises. The possibility of consolidation leading to broad regional cooperation involving jurisdictions of Washington and Clackamas counties as well as Multnomah County, was also mentioned in the report.

However, the report also pointed out the complexities of accomplishing consolidation of the regulatory commissions, given the many jurisdictions involved, the different cable systems and franchises in place, and the different funding mechanisms and administrative structures now in effect.

The Commission is not discouraged by the complexity of accomplishing a cable consolidation, and we are intrigued by the advantages it might bring, particularly if it opens the way to regional cooperation. But the idea of an area-wide regulatory structure deserves careful consideration by all affected jurisdictions and parties.

If the jurisdictions would like the Commission to assist in facilitating discussion regarding area-wide regulation, the Commission will proceed at their direction.

#### Cable Consumers' Guide

The Commission reviewed the current consumers' guide and is in the process of rewriting it for publication in June. The purpose of the guide is to 1) notify subscribers of their rights regarding cable television service and recourse if they have problems, and 2) inform the public about the Regulatory Commission's responsibilities and services.

# MULTNOMAH CABLE REGULATORY COMMISSION

REPRESENTING THE CITIES OF GRESHAM, TROUTDALE, WOOD VILLAGE  
AND FAIRVIEW AND MULTNOMAH COUNTY

## BUDGET REQUEST

FY 1992 – 93

APRIL, 1992

W. Robert Conners, President

Gene Bui

J. Dennis Quail

Barry Hamilton

(Multnomah County Vacant)

Julie S. Omelchuck, Director

# MULTNOMAH CABLE REGULATORY COMMISSION

## MISSION STATEMENT

The mission of the Multnomah Cable Regulatory Commission is to enforce the franchise agreements with Paragon Cable; to oversee the contracts with Multnomah Community Television and Mt. Hood Community College; and to act as a source of information and advocacy on matters relative to cable communication for the jurisdiction and citizens of Gresham, Troutdale, Fairview, Wood Village and unincorporated Multnomah County.

## GOALS

1. To address franchise issues and requirements in a timely manner.
2. To provide consumer protection in cable television matters.
3. To explore innovative uses of cable system's capabilities.
4. To regularly communicate with our jurisdictions, other stakeholders and the general public about the Commission's activities and services.
5. To participate in and encourage advocacy efforts for legislative activities and FCC proceedings on behalf of our jurisdictions' and citizens' interests.
6. To oversee contracts and funding for community access programming and services to ensure compliance with the spirit and letter of the franchise agreement (contract currently with Multnomah Community Television).
7. To oversee contract and funding for the Program in Community Television, an associate degree curriculum at Mt. Hood Community College.
8. To administer grant funds for locally-oriented programming (contract currently with Multnomah Community Television).
9. To operate the office to support the MCRC's mission and to comply with legal and administrative requirements.

Multnomah Cable Regulatory Commission  
FY 1992-93  
Budget Narrative

The Multnomah Cable Regulatory Commission revenue resources are three-fold: franchise fees paid by the cable company; beginning balance resulting mainly from a 1989 payment by the cable company for settlement of certain franchise obligations; and interest earned on Commission funds.

Overall, projected resources for FY 1992-93 have decreased by nearly seven percent from the current year's projections. This projected decrease results from declining interest rates and disbursement of the settlement fund's principle and interest each year.

Franchise fee revenues are projected to increase by 14 percent over the next year. The cable company pays a five percent franchise fee on gross revenues which the company predicts will increase over the next year based on subscriber growth in the East County area and increased subscriber fees and advertising revenues.

Commission expenditures can be broken into four major areas: franchise fee payments to the jurisdictions; franchise fees and grant funds to Multnomah Community Television (MCTV); grant funds to Mt. Hood Community College (MHCC); and Cable Regulatory Office expenses.

Overall, projected expenditures for FY 1992-93 have increased by six percentage due to increases in grant funds and franchise fee payments to MCTV and MHCC. Details of MCTV and MHCC curriculum budgets are attached as Appendices Two and Three.

In addition, the Commission has proposed payments to the jurisdictions of franchise fees in excess of those used for regulatory purposes. The amount totals \$181,941.

Cable Regulatory Office proposed expenditures have decreased by 23 percent from the current year operating budget (excluding grant funds). Details of the office budget are attached as Appendix One.

Commission overall expenditure decisions are driven mostly by the East Multnomah franchise agreement. It states that 60 percent of franchise fees will be used for the furtherance of community access programming and 40 percent for regulatory purposes. As the franchise fees increase so has Commission expenditures to MCTV. Again, the Commission has proposed to use a portion of the regulatory funds for payments to the jurisdictions.

In 1989 the Commission negotiated a payment from the cable company in settlement of certain franchise obligations, including funds for operational support of MCTV, production of locally-oriented programming (*East Metro Edition*) and the curriculum at MHCC. These funds are intended to continue these three grants at an annual ten percent increase through the life of the franchise agreement (1998).

Multnomah Cable Regulatory Commission  
FY 1992 – 93 Budget  
Financial Summary

**RESOURCES**

	1989 – 90 ACTUALS	1990 – 91 ACTUALS	1991 – 92 ADOPTED	1992 – 93 PROPOSED
TOTAL BEGINNING BALANCE	4,613,820	4,627,920	4,400,079	4,040,831
TOTAL LICENSES/PERMITS	504,726	634,691	620,247	708,235
TOTAL SERVICES CHARGES	12	0	0	0
TOTAL INTEREST	412,096	341,439	292,500	193,500
<b>TOTAL RESOURCES</b>	<b>5,530,654</b>	<b>5,604,050</b>	<b>5,312,826</b>	<b>4,942,566</b>

**REQUIREMENTS**

	1989 – 90 ACTUALS	1990 – 91 ACTUALS	1991 – 92 ADOPTED	1992 – 93 PROPOSED
<b>EXPENDITURES</b>				
Jurisdiction Payments	0	0	0	181,941
Mt. Hood Community College	86,172	95,500	100,000	108,000
Multnomah Community TV – Access	649,063	762,841	787,952	882,975
Multnomah Community TV – LO	0	117,360	123,000	129,000
Cable Regulatory Office	167,334	147,463	358,597	153,867
<b>TOTAL EXPENDITURES</b>	<b>902,569</b>	<b>1,123,164</b>	<b>1,369,549</b>	<b>1,455,783</b>
CONTINGENCY	0	0	20,000	16,000
UNEXPENDED BALANCE	4,628,076	4,480,886	3,923,277	3,470,783
<b>TOTAL REQUIREMENTS</b>	<b>5,530,645</b>	<b>5,604,050</b>	<b>5,312,826</b>	<b>4,942,566</b>

Footnotes: Jurisdiction Payment Expenditures are proposed for FY 1992–93 in the total amount of \$181,941. Amounts for each jurisdiction based on jurisdictional percentage of subscriber revenues will be available from Paragon Cable beginning July 1, 1992.

FY 1991–92 Cable Regulatory Office Expenditures include a one–time only grant to East County school districts. For informational purposes, the total FY 91 – 92 Regulatory Office operating expenditures, excluding the grant, are \$199,407.

Prepared: March 31, 1992

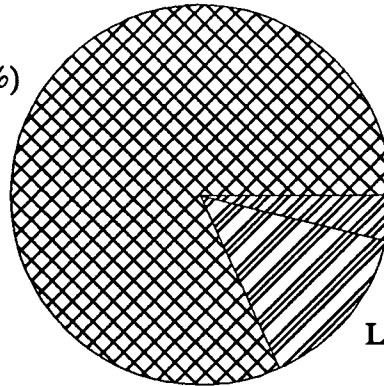
# Multnomah Cable Regulatory Commission

FY 92-93 Budget

## RESOURCES

BEGINNING BALANCE (81.8%)

\$4,040,831



INTEREST (3.9%)

\$193,500

LICENSES/PERMITS (14.3%)

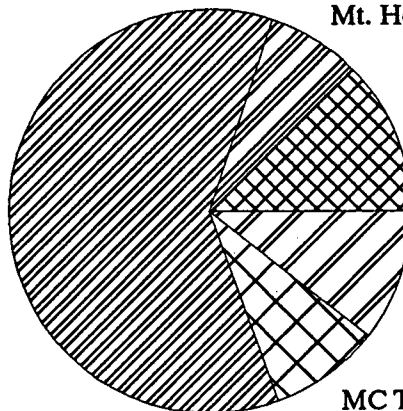
\$708,235

TOTAL RESOURCES = \$4,942,566

## EXPENDITURE BUDGET

MC TV - Access (60.7%)

\$882,975



Mt. Hood Community College (7.4%)

\$108,000

Jurisdiction Payments (12.5%)

\$181,941

Cable Regulatory Office (10.6%)

\$153,867

MC TV - LO (8.9%)

\$129,000

TOTAL EXPENDITURES = \$1,455,783

Does not include Contingency (\$16,000) and Unexpended Balance (\$3,470,783)

Multnomah Cable Regulatory Commission  
FY 1992 - 93 Budget  
Resource Detail

**RESOURCE DETAIL**

	1989 - 90 ACTUALS	1990 - 91 ACTUALS	1991 - 92 ADOPTED	1992 - 93 PROPOSED
Beginning Balance	4,613,820	4,627,920	4,400,079	4,040,831
RCME Franchise Fees	433,487	548,399	560,247	578,151
RCME Franchise Fees/Portland	68,450	85,496	60,000	130,084
Columbia Cable	2,789	796	0	0
Miscellaneous Reimbursement	12	0	0	0
Interest on Investments	412,096	341,439	292,500	193,500
<b>TOTAL RESOURCES</b>	<b>5,530,654</b>	<b>5,604,050</b>	<b>5,312,826</b>	<b>4,942,566</b>

Footnote: In March 1989, the MCRC received a settlement payment which was divided among the access, PCTV and LO accounts. In following years, the amount unexpended is carried over in "Beginning Balance."

Prepared: March 31, 1992

1893-1C

Multnomah Cable Regulatory Commission  
FY 1992 – 93 Budget  
Expenditure Detail

OBJECT DETAIL	1989 – 90 ACTUAL	1990 – 91 ACTUAL	1991–92 BUDGET	1992–93 REQUEST
5100 PERMANENT	56,571	60,089	61,848	63,447
5200 TEMPORARY	0	0	0	0
5300 OVERTIME	0	0	0	0
5400 PREMIUM PAY	0	206	0	0
5500 FRINGE	14,188	15,784	16,698	17,207
5550 INS BENEFITS	5,685	7,309	8,099	10,028
9999 COMPENSATED ABSENSES	1,698			
<b>TOTAL PERSONAL SERVICES</b>	<b>78,142</b>	<b>83,388</b>	<b>86,645</b>	<b>90,682</b>
6060 PASS THROUGH PAYMENTS	735,235	975,341	1,200,142	1,301,916
6110 PROFESSIONAL SERVICES	43,904	29,292	38,500	30,000
6120 PRINTING	2,633	3,593	13,000	3,500
6180 REPAIRS & MAINTENANCE	0	0	1,600	0
6190 MAINTENANCE CONTRACTS	606	0	0	0
6200 POSTAGE	3,181	3,624	3,200	0
6230 SUPPLIES	1,262	496	700	700
6270 FOOD	9	280	200	50
6310 EDUCATION & TRAINING	7,437	8,542	9,070	450
6320 CONFERENCES/CONVENTIONS	0	0	0	6,090
6330 TRAVEL	926	1,683	1,031	700
6610 AWARDS & PREMIUMS	0	96	0	60
6620 DUES & SUBSCRIPTIONS	631	960	990	990
<b>DIRECT MATERIALS AND SERVICES</b>	<b>795,824</b>	<b>1,023,907</b>	<b>1,268,433</b>	<b>1,344,456</b>
7100 INDIRECT COSTS	14,316	10,824	9,817	14,024
7150 TELEPHONE	3,373	2,513	2,537	2,054
7400 BUILDING MANAGEMENT	1,948	2,172	2,117	2,117
7560 MAIL/DISTRIBUTION	0	0	0	2,450
<b>TOTAL MATERIALS AND SERVICES</b>	<b>19,637</b>	<b>15,509</b>	<b>14,471</b>	<b>20,645</b>
8400 EQUIPMENT	8,966	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>8,966</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>902,569</b>	<b>1,122,804</b>	<b>1,369,549</b>	<b>1,455,783</b>

CONTINGENCY

20,000

16,000

Footnotes: Prior to 1992 – 93, all expenditures for conferences, conventions and staff development workshops were in Line Item 6310, Education/Training.

Prior to 1992 – 93, Mail/Distribution expenditures were in Line Item 6200, Postage.

Date Prepared: March 31, 1992  
93CM4YR

**MULTNOMAH CABLE REGULATORY COMMISSION**  
**FY 1992 – 93 Budget**  
**Line Item Detail**

OBJECT CODE	EXPLANATION	AMOUNT
5100	PERMANENT	
	. Two Full Time Employees	63,447
6060	PASS THROUGH PAYMENTS	
	. Payments to MCRC Jurisdictions (percentage split available July 1992)	181,941
	. Grant Funds to Mt. Hood Community College	108,000
	. Grant Funds to Multnomah Community Television (access \$406,000, LO \$129,000)	535,000
	. Franchise Fees to Multnomah Community Television (East Multnomah \$346,891, Portland \$130,084)	476,975
6110	PROFESSIONAL SERVICES	
	. Legal Services Contract	15,000
	. Technical Consultation Contract	4,000
	. Financial Analysis Contract	10,000
	. Facilitator for MCRC Planning Retreat	1,000
6120	PRINTING	
	All printing and copying costs, including MCRC meeting packets for 80 recipients 12 times per year.	3,500
6230	SUPPLIES	
	All office supplies and computer software.	700
6270	FOOD	
	Anticipates costs for honorary refreshments for a volunteer Cable Regulatory Commission member allowed under Administrative Procedure No. 2311.	50
6310	EDUCATION AND TRAINING	
	Computer software training and skills upgrade seminars (3 @ \$150).	450
6320	CONFERENCES AND CONVENTIONS	
	. National Federation of Local Cable Programmers (NFLCP) National Convention: (Minneapolis) (1 staff member, 1 commissioner)	1,750
	. National Association of Telecommunication Officers and Advisors (NATOA) National Conference: (San Antonio) (1 staff member, 1 commissioner)	2,100
	. Three National Board of Directors meetings of the NFLCP: (Washington, D.C., Sacramento, Atlanta) (1 staff member)	2,000
	. Regional NATOA/NFLCP Conferences: (3 per year) 3 people total	240
6330	LOCAL TRAVEL/MILEAGE	
	Local mileage reimbursement for MCRC business conducted in Oregon by staff and Commissioners.	700
6610	AWARDS AND PREMIUMS	
	Anticipates honorary plaque for volunteer Cable Regulatory Commission member allowed under Administrative Procedure No. 2311.	60
	93MODB3	

Date Prepared: March 31, 1992

OBJECT CODE	EXPLANATION	AMOUNT
6630	DUES AND SUBSCRIPTIONS	
	. Organizational memberships in professional organizations - NATOA (\$425) NFLCP (\$175).	990
	. Subscriptions to Gresham Outlook (\$34) and East Metro edition of the Oregonian (\$120)	
	. Subscriptions to trade magazines - Multichannel News (6) (\$150), CableVision (\$55)	
	Anticipates slight increases in current year dues.	
7100	INDIRECT COSTS	
	Reimbursement for support services provided by Multnomah County, including audits, accounting, finance, budget, personnel management, treasury, insurance, labor relations, purchasing, records management, and administrative support.	14,024
	. Total Direct Services (\$153,867) @ 3.99%	
	. Total Pass-Through (\$1,301,916) @ .7%	
7150	TELEPHONE	
	County-supplied telephone servies and equipment (\$1,487) and long distance (\$567).	2,054
7400	BUILDING MAINTENANCE	
	Represents 144 sq. feet of office space at \$14.70 per sq. foot.	2,116
7560	MAIL AND DISTRIBUTION	
	Mail Distribution for interoffice and U.S. Mail (\$960) and postage costs (\$1,490).	2,450
93MODB3P2		

MULTNOMAH COUNTY, OREGON  
CABLE TELEVISION FUND  
SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL  
For the fiscal year ended June 30, 1991  
(amounts expressed in thousands)

	Budget	Actual	Variance favorable (unfavorable)
<b>REVENUES:</b>			
Licenses and permits	\$ 462	\$ 635	\$ 173
Interest	352	341	(11)
Total revenues	<u>814</u>	<u>976</u>	<u>162</u>
<b>BEGINNING FUND BALANCE</b>	4,614	4,628	14
Total	<u>\$ 5,428</u>	<u>5,604</u>	<u>176</u>
<b>EXPENDITURES:</b>			
General Services:			
Personal services	\$ 84	83	1
Materials and services	943	1,040	(97)
Contingency	11		11
Total expenditures	<u>\$ 1,038</u>	<u>1,123</u>	<u>(85)</u>
<b>ENDING FUND BALANCE</b>	4,390	\$ 4,481	\$ 91
	<u>\$ 5,428</u>	<u></u>	<u></u>

MULTNOMAH COUNTY, OREGON  
 CABLE TELEVISION FUND  
 SCHEDULE OF REVENUES AND EXPENDITURES - BUDGET AND ACTUAL  
 For the fiscal year ended June 30, 1990  
 (amounts expressed in thousands)

		Budget	Actual	Variance favorable (unfavorable)
<b>REVENUES:</b>				
Licenses and permits	\$	544	\$ 505	\$ (39)
Interest		376	412	36
Total revenues		<u>920</u>	<u>917</u>	<u>(3)</u>
<b>BEGINNING FUND BALANCE</b>				
Total	\$	<u>4,549</u> <u>5,469</u>	<u>4,614</u> <u>5,531</u>	<u>65</u> <u>62</u>
<b>EXPENDITURES:</b>				
General Services:				
Personal services	\$	77	78	(1)
Materials and services		982	815	167
Capital outlay		9	9	
Contingency		107		107
Total expenditures	\$	<u>1,175</u>	<u>902</u>	<u>273</u>
<b>ENDING FUND BALANCE</b>		<u>4,294</u>	\$ <u>4,629</u>	\$ <u>335</u>
	\$	<u>5,469</u>		

Appendix One  
Cable Regulatory Office  
FY 1992 - 93  
Budget

**Cable Regulatory Office  
FY 1992-93  
Budget Narrative**

The Cable Regulatory Office revenue resources are three-fold: beginning balance, franchise fees and interest on cable office funds. Overall, projected resources for FY 1992-93 have decreased slightly due to a lower carryover amount and declining interest rates.

Franchise fees attributable to regulatory services are projected to increase by 13 percent over the current fiscal year. The cable company pays a five percent franchise fee on gross revenues. Forty percent of those fees are dedicated for regulatory purposes and 60 percent for community television. The Commission has proposed that the jurisdictions receive regulatory franchise fees in excess of those needed for cable office requirements. The jurisdictional payment is reflected in the Commission's budget in "Pass Through Payments."

Cable Regulatory Office proposed expenditures have decreased by 23 percent from the current year operating budget (see expenditure detail footnote).

The following provides additional information about some MCRC budget decisions to reduce FY 1992-93 budgeted expenditures from the current year budget.

**1992-93 BUDGET REDUCTION PACKAGES**

Pass Through Payments

**Amount reduced: \$189,190**

- 1) Deletes allocation for public demonstration project grants from franchise fees (\$30,000). A Public Development Fund in the amount of \$250,000 remains available from the cable company as a requirement of the franchise agreement.
- 2) Recognizes one-time only funds to East County schools granted in FY 1991-92 (see footnote to expenditure detail).

Professional Services

**Amount reduced: \$8,500**

- 1) Reduces technical consulting contract (\$6,000). This would continue the two six-month technical performance audits conducted by the Commission's technical consultant as required by the franchise agreement. The new FCC technical standards do not affect our ability to conduct audits, only the standards by which we will judge Paragon's franchise compliance in this area. Other unanticipated or emergency technical consultant needs would be allocated from contingency.
- 2) Terminates Alliance for Communications Democracy legal information services (\$2,500). The Alliance supplies the Commission with monthly reports and legal briefs about court cases and filings from across the country and files briefs

on behalf of community interests in court cases. The Commission hopes to gain much of the same information from shared resources with other cable regulatory and access television entities.

Printing

**Amount reduced: \$9,500**

Reflects publication of a cable consumer rights guide this fiscal year with no anticipation for another printing during next fiscal year.

Repairs and Maintenance

**Amount reduced: \$1,600**

Eliminates maintenance line item for unexpected repair needs for two office computers. If necessary, the amount would be allocated from contingency.

Education/Training and Conferences/Conventions

Note: Prior to FY 1992-93, all expenditures for conferences and conventions and other staff development workshops were in line item 6310, Education/Training.

**Amount reduced: \$2,530**

Reduces number of Commission members budgeted to attend educational conferences and conventions. The Commission also adopted a policy that makes these resources available only to new Commission members in order for them to educate themselves about cable regulation.

Mail and Distribution

Note: Prior to FY 1992-93, Mail/Distribution expenditures were in line item 6200, Postage.

**Amount reduced: \$750**

Reflects more cost effective ways to distribute information regarding the Commission's monthly meetings and also internal cost savings due to County's change in mail services from City of Portland to County service.

**Cable Regulatory Office  
FY 1992 - 93 Budget  
Revenue Detail**

<b>RESOURCES</b>	<b>1989 - 90</b>	<b>1990 - 91</b>	<b>1991 - 92</b>	<b>1992 - 93</b>
	<b>ACTUALS</b>	<b>ACTUALS</b>	<b>ADOPTED</b>	<b>PROPOSED</b>
BEGINNING BALANCE	102,118	110,451	169,007	115,548
FRANCHISE FEES	173,395	231,349	202,295	231,260
TOTAL INTEREST	9,480	11,998	10,000	5,000
<b>TOTAL RESOURCES</b>	<b>284,993</b>	<b>353,798</b>	<b>381,302</b>	<b>351,808</b>

Footnote: The difference between the Regulatory Office "Total Resources" and "Total Expenditures" plus "Contingency" are reflected in the "Pass Through Payments" line item in the Regulatory Commission's budget as payments to the Jurisdictions (\$181,941).

Prepared: March 31, 1992

1894CRD

Cable Regulatory Office  
FY 1992 - 93 Budget  
Expenditure Detail

OBJECT DETAIL	1989 - 90 ACTUAL	1990 - 91 ACTUAL	1991 - 92 BUDGET	1992 - 93 REQUEST
5100 PERMANENT	56,571	60,089	61,848	63,447
5200 TEMPORARY	0	0	0	0
5300 OVERTIME	0	0	0	0
5400 PREMIUM PAY	0	206	0	0
5500 FRINGE	14,188	15,784	16,698	17,207
5550 INS BENEFITS	5,685	7,309	8,099	10,028
9999 COMPENSATED ABSENCES	1,698			
<b>TOTAL PERSONAL SERVICES</b>	<b>78,142</b>	<b>83,388</b>	<b>86,645</b>	<b>90,682</b>
6060 PASS THROUGH PAYMENTS	0	0	189,190	0
6110 PROFESSIONAL SERVICES	43,904	29,292	38,500	30,000
6120 PRINTING	2,633	3,593	13,000	3,500
6180 REPAIRS & MAINTENANCE	0	0	1,600	0
6190 MAINTENANCE CONTRACTS	606	0	0	0
6200 POSTAGE	3,181	3,624	3,200	0
6230 SUPPLIES	1,262	496	700	700
6270 FOOD	9	280	200	50
6310 EDUCATION & TRAINING	7,437	8,542	9,070	450
6320 CONFERENCES/CONVENTIONS	0	0	0	6,090
6330 TRAVEL	926	1,683	1,031	700
6610 AWARDS & PREMIUMS	0	96	0	60
6620 DUES & SUBSCRIPTIONS	631	960	990	990
<b>DIRECT MATERIALS AND SERVICES</b>	<b>60,589</b>	<b>48,566</b>	<b>257,481</b>	<b>42,540</b>
7100 INDIRECT COSTS	14,316	10,824	9,817	14,024
7150 TELEPHONE	3,373	2,513	2,537	2,054
7400 BUILDING MANAGEMENT	1,948	2,172	2,117	2,117
7560 MAIL/DISTRIBUTION	0	0	0	2,450
<b>TOTAL MATERIALS AND SERVICES</b>	<b>19,637</b>	<b>15,509</b>	<b>14,471</b>	<b>20,645</b>
8400 EQUIPMENT	8,966	0	0	0
<b>TOTAL CAPITAL OUTLAY</b>	<b>8,966</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENDITURE</b>	<b>167,334</b>	<b>147,463</b>	<b>358,597</b>	<b>153,867</b>
CONTINGENCY			20,000	16,000

Footnotes: Line item 6060 "Pass Through Payments: for FY 1991 - 92 includes a one-time grant to East County school districts. The total FY 1991-92 operating expenditures for the Cable Regulatory Office, excluding the grant, are \$199,407.

Prior to 1992 - 93, all expenditures for conferences, conventions and staff development workshops were in Line Item 6310, Education/Training.

Prior to 1992 - 93, Mail/Distribution expenditures were in Line Item 6200, Postage.

CABLE REGULATORY OFFICE  
FY 1992 – 93 Budget  
Line Item Detail

OBJECT CODE	EXPLANATION	AMOUNT
5100	PERMANENT	
	. Two Full Time Employees	63,447
6110	PROFESSIONAL SERVICES	
	. Legal Services Contract	15,000
	. Technical Consultation Contract	4,000
	. Financial Analysis Contract	10,000
	. Facilitator for MCRC Planning Retreat	1,000
6120	PRINTING	
	All printing and copying costs, including MCRC meeting packets for 80 recipients 12 times per year.	3,500
6230	SUPPLIES	
	All office supplies and computer software.	700
6270	FOOD	
	Anticipates costs for honorary refreshments for a volunteer Cable Regulatory Commission member allowed under Administrative Procedure No. 2311.	50
6310	EDUCATION AND TRAINING	
	Computer software training and skills upgrade seminars (3 @ \$150).	450
6320	CONFERENCES AND CONVENTIONS	
	. National Federation of Local Cable Programmers (NFLCP) National Convention: (Minneapolis) (1 staff member, 1 commissioner)	1,750
	. National Association of Telecommunication Officers and Advisors (NATOA) National Conference: (San Antonio) (1 staff member, 1 commissioner)	2,100
	. Three National Board of Directors meetings of the NFLCP: (Washington, D.C., Sacramento, Atlanta) (1 staff member)	2,000
	. Regional NATOA/NFLCP Conferences: (3 per year) 3 people total	240
6330	LOCAL TRAVEL/MILEAGE	
	Local mileage reimbursement for MCRC business conducted in Oregon by staff and Commissioners.	700
6610	AWARDS AND PREMIUMS	
	Anticipates honorary plaque for volunteer Cable Regulatory Commission member allowed under Administrative Procedure No. 2311.	60
6630	DUES AND SUBSCRIPTIONS	
	. Organizational memberships in professional organizations – NATOA (\$425) NFLCP (\$175).	990
	. Subscriptions to Gresham Outlook (\$34) and East Metro edition of the Oregonian (\$120)	
	. Subscriptions to trade magazines – Multichannel News (6) (\$150), CableVision (\$55)	
	Anticipates slight increases in current years dues.	

Date Prepared: March 31, 1992

OBJECT CODE	EXPLANATION	AMOUNT
7100	INDIRECT COSTS	
	Reimbursement for support services provided by Multnomah County, including audits, accounting, finance, budget, personnel management, treasury, insurance, labor relations, purchasing, records management, and administrative support.	14,024
	. Total Direct Services (\$153,867) @ 3.99%	
	. Total Pass-Through (\$1,301,916) @ .7%	
7150	TELEPHONE	
	County-supplied telephone servies and equipment (\$1,487) and long distance (\$567).	2,054
7400	BUILDING MAINTENANCE	
	Represents 144 sq. feet of office space at \$14.70 per sq. foot.	2,116
7560	MAIL AND DISTRIBUTION	
	Mail Distribution for interoffice and U.S. Mail (\$960) and postage costs (\$1,490).	2,450
	93MODB3P2	

Appendix Two

Multnomah Community Television

FY 1992 - 93

Access and LO Budgets

# **Multnomah Community Television**

## **Mission Statement**

Multnomah Community Television is a non-profit Oregon corporation formed as a Public, Education, and Government access facility, pursuant to the "Cable Communications Service Agreement Between the Jurisdictions of Multnomah County, Gresham, Fairview, Troutdale, and Wood Village and Paragon Cable" to fulfill their mutual commitment to provide community access to cable television.

The mission of Multnomah Community Television is to provide for public access and produce community programming. To carry out this mission, Multnomah Community Television will:

- 1) Produce community programming.
- 2) Keep the community access channels open to all potential users and available for all forms of public expression, community information, and debate on public issues.
- 3) Keep the access channels free of censorship, subject to FCC regulations and other relevant laws.

Multnomah Community Television produces community programming with the assistance of volunteers that links local government and educational institutions with the community, and produces community programming that informs, entertains, and responds to the public interest in the cable service area.

Multnomah Community Television administers local public access to cable television by providing outreach and advocacy for the use of public access by the community, training in television production, television production equipment, and time on the access channels. Resources allocated within Multnomah Community Television for public access are available to the public on a first-come, first-served basis, with priority given to those communities that are within the cable service area.

**MULTNOMAH COMMUNITY TELEVISION Budget, FY 1992-93**

		FY 1989-90	FY 1990-91	FY 1991-92	FY 1992-93	APPROVED
		Actual	Actual	Budgeted	Proposed	BUDGET
						1992-93
	<b>INCOME:</b>					
	Carry-Over			\$63,838		
4152	Access Support	\$323,940	\$359,500	370,000	407,000	
4130	Franchise Fees, Multnomah	260,117	317,846	357,952	346,891	
4140	Franchise Fees, Portland	65,007	62,618	39,050	58,000	
4090	Interest	17,506	22,724	16,200	16,200	
4200	Other	12,841	10,994	3,565	17,250	
4120	Administration-LO		23,400	24,600	25,000	
	<b>TOTAL OPERATING INCOME</b>	<b>\$679,411</b>	<b>\$797,082</b>	<b>\$875,205</b>	<b>\$870,341</b>	
	<b>Funds:</b>					
	Equipment Replacement Fund			\$205,000	\$130,000	
	Building Fund			\$151,355	\$151,355	
	<b>TOTAL INCOME</b>			<b>\$1,231,560</b>	<b>\$1,151,696</b>	

MULTNOMAH COMMUNITY TELEVISION Budget, FY 1992-93

		FY 1989-90	FY 1990-91	FY 1991-92	FY 1992-93	APPROVED
		Actual	Actual	Budgeted	Proposed	BUDGET
						1992-93
	EXPENSES:					
7020	Full-Time Salaries	\$219,565	\$231,766	\$323,455	\$315,923	
7030	Part-Time Salaries	111,294	121,249	97,924	108,582	
7050	Taxes & Fringe Benefits	79,537	82,616	105,345	106,126	
	Total Personal Services	\$410,396	\$435,631	\$526,724	\$530,631	
6020	Accounting	\$2,620	\$2,438	\$4,000	\$2,180	
6030	Books	577	481	1,080	800	
6040	Cable Installations				0	
6041	Consulting	11,080	6,526	14,374	21,880	
6051	Dues & Subscriptions	2,649	2,882	3,945	3,780	
6060	Educational Program Acquisition	630	275	600	2,825	
6061	Education & Travel	10,644	13,679		0	
6061	Education & Training			16,225	17,050	
6063	Ed. Tuition Reimbursement				1,000	
6062	Business Meals/Related	1,599	882	1,450	1,460	
6070	Food	6,127	6,916	5,100	5,000	
6080	Graphics	508	329	1,400	5,945	
6100	Insurance	23,341	24,542	26,000	27,820	
6110	Janitorial		2,157	11,270	8,030	
6130	Legal	1,036	4,430	8,000	7,941	
6131	Local Travel & Mileage	2,953	3,051	3,965	5,405	
6140	Maintenance Supplies	5,754	7,417	7,500	7,500	
	Transfer to LO				0	
6160	Office Supplies	5,898	6,447	8,030	8,750	
6161	Operation Supplies	9,177	4,409	7,600	4,100	
6170	Personnel Recruitment	444	1,779	17,000	2,140	
6171	Phones	3,823	5,291	7,000	7,500	
6172	Postage	5,277	6,249	7,800	8,790	
6173	Printing	12,894	16,145	17,500	20,500	
6174	Marketing/Promotion	6,935	3,352	11,420	11,150	
6190	Repairs & Maintenance	3,611	4,414	5,900	5,500	
6200	Rent, Utilities, Maintenance	19,007	19,959	16,692	19,250	

**MULTNOMAH COMMUNITY TELEVISION Budget, FY 1992-93**

		FY 1989-90	FY 1990-91	FY 1991-92	FY 1992-93	APPROVED
		Actual	Actual	Budgeted	Proposed	BUDGET
						1992-93
6211	Travel			6,600	6,325	
6230	Vehicle Maintenance	807	1,951	1,500	1,500	
6231	Videotape	11,420	4,883	8,800	8,650	
	<b>Total Materials &amp; Services</b>	<b>\$148,811</b>	<b>\$150,884</b>	<b>\$220,751</b>	<b>\$222,771</b>	
8030	Leasehold Improvements	\$3,925	\$4,843	\$32,000	\$2,300	
8040	Office Equipment	5,216	8,794	6,600	30,821	
8050	Office Furnishings	190	6,106	1,000	300	
8060	Production & Maintenance Equip.	82,967	31,984	88,130	83,518	
	<b>Total Capital</b>	<b>\$92,298</b>	<b>\$51,727</b>	<b>\$127,730</b>	<b>\$116,939</b>	
	<b>TOTAL OPERATING EXPENSES</b>	<b>\$651,505</b>	<b>\$638,242</b>	<b>\$875,205</b>	<b>\$870,341</b>	
	Unexpended Balance:					
	Equipment Replacement Fund			\$205,000	\$130,000	
	Building Fund			\$151,355	\$151,355	
	<b>TOTAL EXPENSES</b>			<b>\$1,231,560</b>	<b>\$1,151,696</b>	

# MULTNOMAH COMMUNITY TELEVISION

## 1992 - 1993 BUDGET

### LINE ITEM EXPLANATION

#### Income:

#### **4152      Access Support**

A portion of settlement funds from the sale of Rogers Cable TV to Paragon Cable, invested by Multnomah County and received from the Multnomah Cable Regulatory Commission (MCRC).

#### **4130      Franchise Fees, Multnomah**

5% of total gross revenue of Paragon Cable for the East Multnomah County system, of which MCTV receives 60%. The MCRC receives the funds and passes through payments to MCTV. Income projections provided by Paragon Cable and the MCRC.

#### **4140      Franchise Fees, Portland**

MCTV serves a portion of the east Portland Paragon Cable system regulated by the Portland Cable Regulatory Commission. MCTV receives a 40% split of franchise fees in this area, with income projections provided by Paragon Cable and the Portland Cable Regulatory Commission.

#### **4090      Interest**

Income projected based on current interest rates.

#### **4200      Other**

Tape duplication, refunds, tape sales.

#### **4120      Administration-LO**

Pass-through payment made from the Locally Oriented Programming budget to MCTV for administrative, engineering, and coordination of marketing and promotional activities.

#### **Funds:**

#### **Equipment Replacement Fund**

MCTV funds set aside to replace television equipment as it wears out.

#### **Building Fund**

MCTV funds set aside to remodel/add-on to the MCTV facility.

**7020 Full-time**

Salaries for full-time employees. Includes the following staff by department:

**Administration:**

Executive Director  
Assistant Director  
Comptroller  
Administrative Assistant

**Playback:**

Program Coordinator/Data Manager  
Playback Operator

**Government Programming:**

Municipal Programming Coordinator  
Municipal Producer

**Educational Programming:**

Educational Programming Coordinator  
Educational Producer

**Public Access:**

Public Access Department Manager  
Volunteer/Outreach Coordinator  
Training Coordinator  
Equipment Specialist/Facilities Coordinator

**7030 Part-time**

Salaries are for part-time employees. Includes the following staff by department:

**Engineering:**

Chief Engineer .8 FTE  
Assistant Engineer .8 FTE

**Playback:**

Playback Operator .8 FTE

Playback Operator .3 FTE

**Government Programming:**

Production Specialist .6 FTE

Intern .4 FTE

Intern .4 FTE

**Educational Programming:**

Production Specialist .4 FTE

Intern .5 FTE

**Public Access:**

Production Specialist .5 FTE

Production Specialist .5 FTE

**7050 Taxes and Fringe Benefits**

Figured as 25% of full and part-time salaries. (Includes pension plan contribution, medical and dental insurance, employer-contributed FICA, Tri-Met tax, and state unemployment tax).

**6020 Accounting**

Outside accounting services. Includes annual audit, on-going accounting support, and bank charges for Corporate Sweep Account.

**6030 Books**

Training books, videos, and other books.

**6041 Consulting**

Outside professional services except for accounting, legal, graphics, janitorial, and equipment repair. Projected expenses include planning facilitator for Board retreat; assistance with meeting marketing and promotional objectives; assistance with upgrading computer software applications for client data base and accounting program; assistance with pension plan administration; assistance with personnel issues; assistance from outside experts on outreach strategies and time and equipment management for the public access department; advertising agency consultation for public access educational program, development of ad campaign for government and education program departments, and channel identity for education channel 31.

**6051 Dues and Subscriptions**

Magazine and newspaper subscriptions, memberships in professional organizations.

**6060 Educational Program Acquisition**

Purchase, rental, or licensing fee for any acquired programming.

**6061 Education and Training**

Training and education for nine Board members and twenty-seven employees. Includes costs for conferences, workshops, seminars.

**6063 Ed. Tuition Reimbursement**

Includes employer costs for MCTV tuition reimbursement policy.

**6062 Business Meals/Related**

Meals purchased for business-related purposes.

**6070 Food**

Food for volunteer crew members working on MCTV productions; for for special volunteer recognition events.

**6080 Graphics**

Outside contract work for graphic services for print, video and promotional items.

**6100 Insurance**

Organization insurance including Workers Compensation, Volunteer, Liability, (also includes property and automobile), Excess Liability, Media Special Perils, Officers & Directors, Pension Bond.

**6110 Janitorial**

Janitorial services (excluding those services provided by Mt. Hood Community College).

**6130 Legal**

Attorney's fees, costs for legal filings.

**6131 Local Travel and Mileage**

Gas and parking for vehicles, employee mileage reimbursement.

**6140        Maintenance Supplies**

Materials used to maintain and install production, engineering and office equipment ; parts used to construct items for production, playback, and engineering.

**6160        Office Supplies**

Items less than \$100 that are not production-related and are primarily used in an office setting (i.e. pencils, paper, clipboards, bulletin boards).

**6161        Operating Supplies**

Items less than \$100 that are production-related (i.e. adapters, duct tape, lamps).

**6170        Personnel Recruitment**

Advertising for job openings and volunteer positions.

**6171        Phones**

Local and long distance phone charges, fax and phone line charges.

**6172        Postage**

Postage for all outgoing mail through Mt. Hood Community College, stamps, bulk mail postage (for newsletters and invitations to volunteer recognition events), federal express, UPS and other shipping, Ad-Mail for bulk mail preparation.

**6173        Printing**

Printing done outside including newsletter, invitations, handbook, forms, stationary, business cards.

**6174        Marketing and Promotion**

Includes advertising (except for job openings), promotional items such as T-Shirts, and pins, decorations and entertainment for special events, marketing surveys and services.

**6190        Repairs and Maintenance**

Repair work done outside for production and office equipment; maintenance contract for office equipment.

**6200        Rent, Utilities and Maintenance**

Payments made to Mt. Hood Community College for building (includes utilities and College services).

**6211      *Travel***

Transportation costs for travel to regional and national conferences and seminars.

**6230      *Vehicle Maintenance***

On-going maintenance and repairs for two vehicles.

**6231      *Videotape***

Blank videotape (VHS, SVHS, 3/4", 3/4" SP).

**8030      *Leasehold Improvements***

Improvements to MCTV building such as mini-blinds and carpeting.

**8040      *Office Equipment***

Office equipment items in excess of \$100 such as computers, copiers, fax machines, phones, printers, etc. Includes software upgrades, RAM Upgrades, new software, tape backup, scanner.

**8050      *Office Furnishings***

Items in excess of \$100 such as chairs, desks, cabinets, bookcases, file cabinets, etc.

**8060      *Production and Maintenance Equipment***

Items in excess of \$100 used in production, playback and engineering. Includes approximately \$64,500 for equipment replacement.

# Multnomah Community Television

## Plan of Work Locally Oriented Programming "East Metro Edition"

FY 1992 - 1993

### *Community Needs Assessment Results:*

The most recent Community Needs Assessment performed in November, 1991, identified the following issues and concerns of cable subscribers within the service area:

- High Property Tax
- Sewers
- Excessive Growth
- Crime/Fear of Crime
- School Financing
- Mount Hood Parkway
- School Quality
- Jobs/Unemployment
- Drugs/Gangs
- Traffic Problems
- Social Issues
- Inflation

Subscribers identified that they would be interested in learning more about the following topics:

- Crime Prevention
- Property Taxes
- Schools/Public Education
- Emergency Services
- Environmental Issues
- Health Care
- Drug/Alcohol Abuse
- Land Use Planning

Secondary topics of interest were as follows:

- Streets/Highways
- Issues of Elderly
- Economic Development
- Homeless
- Community Events
- Local History
- Music and Arts

*Meeting the Community's Needs:*

The L.O. Department will continue to produce "East Metro Edition." The program will provide at least twenty minutes of information based on the perceived community needs each week. At least two repeats of every show will be available to viewers during each week.

A total of 40 original episodes of "East Metro Edition" will be produced.

In addition, four documentaries focusing in-depth on issues pertaining to East County will replace four regular "East Metro Edition" shows. The remaining eight weeks will be used to produce the documentaries, but a repeat show will air in the "East Metro Edition" time slots. This makes for a total of 52 weeks of programming.

Information on how "East Metro Edition" is meeting the perceived needs and interests of East County viewers is available in all quarterly reports, and will continue to be available in the reports.

The L.O. Department will continue to contract Market Decisions Corporation to conduct one Community Needs Assessments in FY 92-93.

*Staff Roster and Job Description:*

**Executive Producer/ Department Manager (FT)**

Lisa Morrison

**L.O. News Producer (FT)**

Mike Heinrich

**L.O. News Producer (FT)**

Dave Wilson

**L.O. News Producer (proposed FT, formerly PT)**

Bill Rice

**Intern (through Mt. Hood Community College)**

\*Changes quarterly\*

An increase in hours for the part-time producer position has been requested from 20 hours to full-time. This increase in hours should assist the producers in expanding the show to 30 minutes of quality programming for East Multnomah County cable viewers--without commercials or other announcements--on a weekly basis.

*Promotions and Outreach:*

The staff will continue to make contact with the public on a weekly basis through the process of interviewing subjects for the program.

In addition, the executive producer plans to perform outreach by way of meetings, public speeches, and other functions with public organizations or representatives, at least once each quarter. A promotion plan will be developed and completed. It will include print advertisements in TV Host Magazine; donated billboard space from Ackerly Communications; several promotional videos to be played on channel 21; and other items to be determined.

*Revenue Enhancement:*

The staff will work with the Executive Director and the MCTV Board's Marketing Committee to create and implement an underwriting campaign. The fundraising goal for this year is budgeted at \$11,500. Local businesses will be targeted for this fundraising opportunity, and an underwriting rate is being established for this purpose. It is estimated at \$200 for partial underwriting and \$600 for exclusive underwriting per program. Underwriting credit will follow along the lines of PBS underwriting guidelines.

*L.O. Channel:*

MCTV will continue to provide a video signal from its Mt. Hood Community College facility for carriage on the designated L.O. channel.

MCTV Locally Oriented Budget, FY 1992-93

		FY 90-91	FY 91-92	FY 92-93
		Actual	Budgeted	Proposed
	INCOME:			
	LO Capital Carry-Over		\$ 70,992	10,000
	Operating Carry-Over		24,595	8,500
4153	Special Access Funding	\$ 117,000	\$ 123,000	129,000
4087	Interest Income	5,039		4,500
4200	Other/Fund Raising			11,500
4155	Outside Contract Services		1,500	0
4156	Capital (Equipment)	232,143		0
	TOTAL OPERATING INCOME	\$ 354,182	\$ 220,087	163,500
	Funds:			
	Equipment Replacement Fund		\$ 49,566	10,585
	TOTAL INCOME		\$269,653	\$174,085

MCTV Locally Oriented Budget, FY 1992-93

		FY 90-91	FY 91-92	FY 92-93
		Actual	Budgeted	Proposed
	EXPENSES:			
7021	Full-Time Salaries	\$ 27,452	\$ 55,081	\$ 72,933
7031	Part-Time Salaries	692	8,033	0
7051	Taxes & Fringe Benefits	7,181	15,778	18,233
	Total Personal Services	\$ 35,325	\$ 78,892	\$ 91,166
6020	Accounting		1,800	\$ 1,300
6022	Administrative-MCTV	23,400	24,600	25,000
6030	Books			0
6041	Consulting	8,900	8,000	3,100
6051	Dues & Subscriptions	239	400	481
6061	Education & Travel	2,025	3,500	1,575
6063	Ed/Tuition Reimbursement			400
6062	Business Meals/Related	19	100	300
6070	Food	42	100	0
6080	Graphics	1,672	1,000	200
6100	Insurance	3,654	4,100	4,387
6110	Janitorial	455	1,600	1,600
6130	Legal	46	1,500	800
6131	Local Travel & Mileage	407	900	700
6140	Maintenance Supplies	1,318	750	400
6160	Office Supplies	1,446	1,000	500
6161	Operation Supplies	1,799	950	500
6170	Personnel Recruitment	598	100	600
6171	Phones	1,647	2,040	2,800
6172	Postage	32	396	168
6173	Printing	1,195	200	575
6174	Marketing/Promotion	82	4,295	3,658

MCTV Locally Oriented Budget, FY 1992-93

		FY 90-91	FY 91-92	FY 92-93
		Actual	Budgeted	Proposed
6190	Repairs & Maintenance	674	872	400
6200	Rent, Utilities, Maintenance	7,115	9,000	9,770
6230	Vehicle Maintenance	56	1,800	1,000
6231	Videotape	1,225	1,200	2,120
	Total Material & Services	\$ 58,046	\$ 70,203	\$ 62,334
8130	Leasehold Improvements	915	1,316	\$ 0
8140	Office Equipment	10,009	771	1,000
8150	Office Furnishings	4,298	1,804	1,000
8160	Production & Maintenance Equipment	100,436	67,101	8,000
	Total Capital	115,658	\$ 70,992	\$ 10,000
	TOTAL OPERATING EXPENSES	\$ 209,029	\$ 220,087	\$ 163,500
	Unexpended Balance:			
	Equipment Replacement Fund		\$ 49,566	\$ 10,585
	TOTAL EXPENSES		\$269,653	\$174,085

# Multnomah Community Television

## L.O. Budget Explanations, 1992-93

### EXPLANATION OF INCOME:

- 4153**      ***Special Access Funding:***  
A portion of settlement funds from the sale of Rogers Cable TV to Paragon Cable received from Multnomah Cable Regulatory Commission.
- 4087**      ***Interest Income:***  
To be earned by DCIA account and checking account.
- 4155**      ***Other/Fundraising***  
Funding raised through underwriting efforts.

### EXPLANATION OF EXPENSES:

- 7021**      ***Full-Time Salaries:***  
Represents an increase in one part-time position to full-time status.  
**Executive Producer/ Department Manager (FT)**  
**L.O. News Producer (FT)**  
**L.O. News Producer (FT)**  
**L.O. News Producer (FT, formerly PT)**
- 7031**      ***Part-Time Salaries:***  
Part-time position moved to full-time.
- 7051**      ***Taxes & Fringe Benefits:***  
25% of full-time salaries.
- 6020**      ***Accounting:***  
Annual audit.
- 6022**      ***Administrative:***  
Pass-through payment to MCTV for administrative and engineering services.
- 6041**      ***Consulting:***  
One community needs assessment survey.
- 6051**      ***Dues and Subscriptions:***  
Magazine and newspaper subscriptions, memberships in professional organizations.
- 6061**      ***Education and Travel:***

For travel and training at industry conferences, seminars and workshops.

**6063      *Education/Tuition Reimbursement :***  
For staff tuition reimbursement

**6062      *Business Meals/Related:***  
Meals and related expenses for company-related purposes.

**6080      *Graphics:***  
Video and print graphic services used in connection with promotional items.

**6100      *Insurance:***  
Includes automobile and equipment insurance, and any additional insurance requirements in the Locally Oriented Programming Agreement.

**6110      *Janitorial:***  
One-year contract for janitorial services.

**6130      *Legal:***  
Attorney's fees for consultation and advise.

**6131      *Local Travel and Mileage:***  
Employee reimbursement for business-related mileage and parking .

**6140      *Maintenance Supplies:***  
Supplies need to repair and maintain television equipment.

**6160      *Office Supplies:***  
Items that are less than \$100 that are not production-related and are primarily used in an office setting (i.e., pencils, paper, clipboards, bulletin boards).

**6161      *Operating Supplies:***  
Items less than \$100 that are production-related (i.e., adapters, duct tape, lamps).

**6170      *Personnel Recruitment:***  
Newspaper advertisement for position openings.

**6171      *Phones:***  
Includes regular phone service and cellular phone.

**6172      *Postage:***  
For all outgoing mail, stamps, federal express, UPS and other shipping.

- 6173      *Printing:***  
Business cards and print promotional material.
- 6174      *Promotion:***  
For printing of ads and billboards.
- 6190      *Repairs and Maintenance:***  
Includes Fax maintenance agreement for two years.
- 6200      *Rent, Utilities, Maintenance:***  
Rent  
PGE  
Garbage collection  
Alarm
- 6230      *Vehicle Maintenance:***  
Includes monthly cleanup, lube and maintenance
- 6231      *Videotape:***  
60 30 MINUTE SP  
100 30 MINUTE SVHS  
20 60 MINUTE SP
- 8140      *Office Equipment:***  
Includes cost of two cellular phones at estimated total cost of \$500, plus \$500 for unexpected equipment needs.
- 8150      *Office Furnishings:***  
Computer stand, credenza, additional chairs.
- 8160      *Production and Maintenance Equipment:***  
Camera filters, computer cards and software.

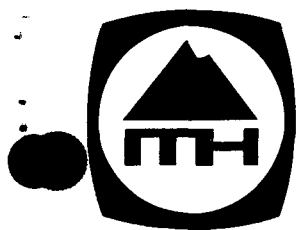
Appendix Three

Mt. Hood Community College

Program in Community Television

FY 1992 - 93

Budget



**MT.  
HOOD  
COMMUNITY  
COLLEGE**

26000 S.E. STARK ST., GRESHAM, OREGON 97030 • (503) 667-6422 • FAX (503) 667-7389

Dr. Paul E. Kreider, *President*

**MEMO**

3/31/92

TO: Multnomah CRC  
& Julie Omelchuck, Director  
FR: Jack Schommer  
Instructor/Director PCTV  
RE: PCTV FY 92/93 Budget Proposal

cc Eric Sankey  
Pat Parmenter

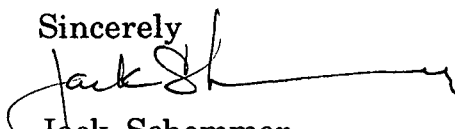
The Program in Community Television's (PCTV) approved FY 92-93 Budget is attached for review by jurisdictions of the East Multnomah Franchise.

Jack Schommer developed the budget initially and submitted it to the CRC and his Associate Dean. Eric Sankey, Associate Dean of the Communication, Performing and Visual Arts Division, supervises PCTV and guides the budget through the College process. Pat Parmenter, MHCC Business Office, oversees PCTV expenditures along with all college grant funds. The budget, as presented, has been reviewed by all these people and is part of the Communication Arts Division budget. It now proceeds though the college budget approval process.

Included with the budget history is a narrative explaining line item expenses. A representative will be present at jurisdictional hearings to answer questions or you could call Jack Schommer at 667-7109 or Eric Sankey at 667-7140.

Thank you for your thoughtful consideration in this mater.

Sincerely

  
Jack Schommer  
Instructor/Director PCTV

# PCTV BUDGET REVIEW DETAIL

		FY 89-90	FY 90-91	FY 91-92	FY 92-93
		Actual	Actual	Budgeted	Proposed
	<b>Revenue [MCRC]</b>	<b>\$86,178.00</b>	<b>\$95,500.00</b>	<b>\$100,000.00</b>	<b>\$108,000.00</b>
	<b>Carryover</b>	<b>\$35,730.87</b>	<b>\$33,063.11</b>	<b>\$27,103.28</b>	<b>\$0.00</b>
2105	Sal. Instructor F/T	\$29,511.35	\$35,335.68	\$32,835.00	\$34,311.00
2106	Extra Teach	n/a	n/a	\$2,462.63	\$2,573.33
2111	Sal. Instructors P/T	\$903.45	\$936.87	\$1,000.00	\$1,000.00
2120	Sal. Instructor Summer	\$866.95	\$934.49	\$1,000.00	\$1,500.00
2325	Sal. Clerks P/T	n/a	\$257.92	n/a	n/a
2409	Sal. Maint. Tech.	n/a	n/a	\$5,000.00	\$5,000.00
2900	Sal. Students	\$12,474.11	\$4,381.27	\$13,000.00	\$15,000.00
3000	Fringe-General	\$11,944.57	\$6,232.05	\$16,355.00	\$17,291.42
	<b>PERSONAL &amp; FRINGE</b>	<b>\$55,700.43</b>	<b>\$48,078.28</b>	<b>\$71,652.63</b>	<b>\$76,675.74</b>
4000	Supplies-Office	\$1,500.88	\$1,183.54	\$600.00	\$600.00
4005	Supplies-Graphic Serv.	\$456.44	\$364.50	\$800.00	\$800.00
4010	Supplies-Instuction	\$3,497.49	\$1,157.88	\$5,000.00	\$5,000.00
4400	Education/Travel	\$7,564.81	\$4,693.25	\$4,000.00	\$4,000.00
4605	Cont. Serv. -Personnel	n/a	\$0.00	\$500.00	\$500.00
4645	Cont. Serv. - Phone	n/a	n/a	\$400.00	\$500.00
4699	Cont. Serv. - Other	\$654.78	n/a	n/a	n/a
4849	Cont. Serv. - Misc.	\$199.93	\$191.32	n/a	n/a
7000	Repair & Replacement	\$1,122.88	\$1,677.50	\$6,150.65	\$13,924.26
	<b>SUPPLIES &amp; SERVICES</b>	<b>\$14,997.21</b>	<b>\$9,267.99</b>	<b>\$17,450.65</b>	<b>\$25,324.26</b>
8030	Capital Outlay	\$18,142.12	\$44,113.56	\$38,000.00	\$6,000.00
	<b>CAPITAL OUTLAY</b>	<b>\$18,142.12</b>	<b>\$44,113.56</b>	<b>\$38,000.00</b>	<b>\$6,000.00</b>
	<b>TOTAL</b>	<b>\$88,839.76</b>	<b>\$101,459.83</b>	<b>\$127,103.28</b>	<b>\$108,000.00</b>
		<b>\$33,069.11</b>	<b>\$27,103.28</b>	<b>\$0.00</b>	<b>\$0.00</b>

**REVENUE**

Represents the CRC's budget calculation for PCTV's operating support for 92/93 \$ 108,000.00

at this time no carry over is projected. 0

**TOTAL \$108,000.00**

**EXPENSES**

2105	Reflects a step increase as per MHCC Faculty contract	34,311.00
2106	Budget for 50% of what the contract allows or 4.5 ILC in the area of extra teach	2,573.33
2111	P/T instruction costs about \$1,000 per course offering. CTV 23 Communication Personnel Management brings in a working manager to instruct CTV students.	1,000.00
2120	To cover Supervision of Summer Internships.	1,500.00
2409	The TV Production Tech. and PCTV continue to split the cost for a P/T Maintenance Technician	5,000.00
2900	The ability to compensate students during internships has allowed a broad spectrum of job opportunities.	15,000.00
3000	College Fringe is figured at 42% for F/T - 14% for P/T and 3% for Student pay rates	17,291.42
4000	With phone costs in 4645 this line covers office supplies excluding instructional materials.	600.00
4005	Covers copying, and MHCC printing costs	800.00
4010	Videos, books, software and production expendables are covered by this line.	5000.00
4400	*NFLCP National Minn. (Min of 2) \$2000.00 NAB, NCTA or ITVA 1000.00 Workshop Facilitator (air fare & hotel) 500.00 *NFLCP Regional Ashland 4/92 500.00 * includes PCTV Students	4000.00
4605	PCTV will again pursue special topic workshops geared toward involving Community members in the program. It will be helpfull to have an honorium avialble.	500.00
4645	phone cost	500.00
7000	To date repair costs are relatively low, however, the need to replace some equipment should be anticipated. Carryover money that has not been allocated is reflected in this line item, however, any capital expenditure would require a budget modification request be presented to the Commission to move money into 8030	13,924.26
8030	The only anticipated capital expense would be in the area of Hi8 camcorders.	6,000.00

BUDGET MODIFICATION NO. NOND 29

(For Clerk's Use) Meeting Date APR 23 1992  
Agenda No. R-11

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

(Date)

DEPARTMENT Non-Departmental

DIVISION Tax Supervising Commission

CONTACT Gil Gutjahr

TELEPHONE 248-3054

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

SUGGESTED

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

Budget Modification- Tax Supervising Commission

(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

Adjustments for cost of living changes authorized July 1, 1991, for the purchase of one computer, three replacement task chairs and two filing cabinets. The modifications also reflect changes in other line items to more accurately estimate expenditures based on actual needs for the year.

All changes are within budget authorization and statute limit.

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

None

1992 APR 15 PM 2:40  
CLERK OF  
COUNTY COMMISSION  
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 G. J. Gutjahr <i>GB</i>	Date 4/8/92	Department Director G. J. Gutjahr <i>GB</i>	Date 4/8/92
Plan/Budget Analyst David C. Starren	Date 4/13/92	Employee Services	Date
Board Approval Deborah C. Boquist	Date 4/23/92		

## PERSONNEL DETAIL FOR BUDGET MODIFICATION NO.

0

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	ANNUALIZED			
		BASE PAY Increase (Decrease)	Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
0.00	TOTAL CHANGE (ANNUALIZED)	0	0	0	0

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	CURRENT FY			
		BASE PAY Increase (Decrease)	Increase/(Decrease)		TOTAL Increase (Decrease)
			Fringe	Ins.	
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTAL CURRENT FISCAL YEAR CHANGES		0	0	0	0

## TRANSACTION EB GM [ ]

TRANSACTION DATE

ACCOUNTING PERIOD

BUDGET FY 1991-92

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
TOTAL REVENUE CHANGE										0	0	

**PLEASE PRINT LEGIBLY!**

**MEETING DATE** 4-23-92

**NAME** Joe DeLaemnick

**ADDRESS** 4  
**STREET**

**CITY**

**ZIP CODE**

**I WISH TO SPEAK ON AGENDA ITEM #** Budget

**SUPPORT** \_\_\_\_\_ **OPPOSE** R-12  
**SUBMIT TO BOARD CLERK**

Date Submitted **4/13/92**

Meeting Date **APR 23 1992**  
Agenda No. **R-12**

## REQUEST FOR PLACEMENT ON THE AGENDA

Subject **Approval of 1992-1993 Budget**

Informal Only

Formal Only **4/23/92**

DEPARTMENT **Nondepartmental**

DIVISION **Planning & Budget**

CONTACT **Dave Warren**

TELEPHONE **248-3822**

### Brief Summary

### SITTING AS BUDGET COMMITTEE

Approve and forward 1992-93 Budget to Tax Supervising

Action Requested:

☐ Information Only    ☐ Preliminary Approval    ☐ Policy Direction    ☒ Approval

Estimated Time Needed on Agenda **1 hour**

### IMPACT:

☐ Personnel  
☐ Fiscal/Budgetary  
☐ General Fund  
☐ Other

4/28/92 copies to  
Dave Warren

4/28/92 copies  
of local 88  
testimony to  
Delma Farrell

BOARD OF  
COUNTY COMMISSIONERS  
1992 APR 15 PM 12:40  
MULTNOMAH COUNTY  
OREGON

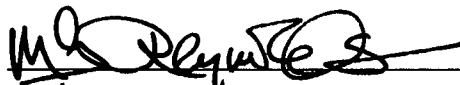
### SIGNATURES

Department Manager

Budget/Personnel

County Counsel

Other

  
David C. Warren  
Zk



# GLADYS McCOY, Multnomah County Chair

Room 134, County Courthouse  
1021 S.W. Fourth Avenue  
Portland, Oregon 97204  
(503) 248-3308

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

TO: Commissioner Pauline Anderson  
Commissioner Gary Hansen  
Commissioner Rick Bauman  
Commissioner Sharron Kelley

FROM: Gladys McCoy, County Chair *js me*

DATE: April 23, 1992

SUBJECT: Proposed Budget Package

The following is the proposed budget package discussed yesterday at the Board meeting. I believe at least three commissioners, and hopefully five, will support this package, and I would ask that the Board move approval of this proposed package.

### Proposed Program Additions

- |   |                  |
|---|------------------|
| • Juvenile Department settlement costs. (DSS 7 and HD 3)                                      | \$365,000        |
| • Youth Employment Program. (DSS 2)   | 43,000           |
| • One-half year funding of Courthouse Jail.<br>(Commissioner Hansen amendment to the package) | 171,000          |
| • Transitional Housing (Outside In).<br>(Commissioner Anderson amendment to the package)      | 50,000           |
| <b>Total Program Addition Costs</b>   | <b>\$629,000</b> |

### Proposed Reductions and Revenues

- |  |                  |
|--|------------------|
| • Reduce Education and Training.                               | \$100,000        |
| • MCRC Revenue Increase. (MSCO 3)                              | 42,000           |
| • Reduce BCC transition cost. (NOND 1)                         | 20,000           |
| • Modify legislative support. (NOND 14)                        | 14,000           |
| • Reduce new development Professional Services - ISD (NOND 20) | 60,000           |
| • Reduce strategic planning retreat funding. (NOND 16)         | 3,000            |
| • Animal Control revenues.                                     | 50,000           |
| • Reduce Library budget.                                       | 100,000          |
| • Reduce Contingency.  | 240,000          |
| <b>Total Reductions in Revenues</b>                            | <b>\$629,000</b> |

### Proposed No Budget Impact Amendments

- Use .5 OA 2 Affirmative Action position to fund .5 OA 2 in MHRC.
- Use \$100,000 from ISD contingency to fund the DA Support Enforcement Program (\$31,000) and Juvenile Project (\$69,000).
- Environmental Health: Find position in Health Department for Nuisance Control.
- Rural planning and wildlife corridor study funding from natural areas fund and parking revenue.
- Shelter care (Harry's Mother) from YPO vacancies (\$25,000).
- PRSP within DCC budget.

3270P/GM/js

4/22/92

BUDGET STATEMENT - A.F.S.C.M.E # 88

Madam Chair and members of the Multnomah County Commission,

My name is Joe Devlaeminck. I am president of A.F.S.M.E Local #88, the union which represents the bulk of Multnomah County employees. My purpose today is to raise some policy issues which the union wishes you to consider as a part of your budget deliberations. But before I proceed, I wish to thank the Budget Office for its help with our fiscal review and to compliment them on creating a document which is remarkably readable.

There were three areas of focus in our overview of the 1992-3 budget. Each has resulted in a resolution which we will read into the record and which we hope you will implement, because we believe they raise policy issues which not only reflect the interest of our members but the interests of the public as well.

Resolution #1 speaks to funds which the Board has dedicated for special purposes. We recognize the importance of goals and sticking to them, and we do not ask the the Board overturn its policy decisions out of hand. What we do ask is that you recommit to a periodic review of dedicated funds so that you, the public and your employees can be certain the goals you set continue to represent the best and highest use of tax revenues in any given period. Is it wise, for example, to have forfeiture money pooling in law enforcement budgets when a dollar spent now, on today's drug babies, may prevent the cost of catching, prosecuting and jailing tomorrow's drug criminals?

To propose that you revisit this or any other policy decision

will bring objections. Yet can there be any real harm in periodic review? Certainly, there are impediments to change. But are we sure these impediment are insurmountable? Any rules or regulations, such as those which surround the forfeiture money, for example, are rules and regulations made by people and people can be appealed to. Their minds can be changed. At least, let us try, if we think it is appropriate. To this end, A.F.S.M.E #88 offers the following as its first resolution. (Read Resolution #1)

Resolution II calls for a second review, this time to be undertaken by the Budget office. First, let me say the budget analysts are to be congratulated for documenting the amount of general fund dollars that are necessary to support federal and state grants. This information allows the Board and the public to see the actual cost of "free" money. Having such information permits the Board to weigh the value of a grant against the drain that program makes upon other county services. A three year history of such information would be useful. Has the drain become become greater of less, for example? Does the flow of tax dollars have a positive or a negative effect upon other county programs?

For the moment, this information does not exist, though it may come over time. We need it now, however, in these critical times. Therefore, we propose Resolution II. (Read resolution II)

Resolution III does not ask the Board to review the past, but asks it to look forward, to where it might be going. We remind you that we drafted this request because it is our duty, our obligation, our charge to see that the workplace is humane -- a factor which keeps

workers productive. To that end, we continually strive to see that workers receive due compensation for their labors and that they obtain the health and welfare benefits to which they are entitled. We regret to say we have a growing fear that the Multnomah Board of County Commissioners, through the absence of policy, may well be guilty of creating a class of working poor within the government.

As you know, we have long been concerned about numbers of part time and temporary employees who are swelling our ranks. We understand that some positions must be of a part time or temporary nature. The Elections division, for example, needs part time staff during elections; the parks staff must be augmented during peak periods of use and with the seasons. But we fear the practice of supplementing full time employees with part time or temporary workers may be growing and for reasons that are not justified by seasonal or cyclical work demands. We fear that budgetary constraints are compelling administrators to find "creative" ways of stretching their dollars and that the temporary and part time workers are bearing the brunt of that "creativity". While this issue is important to us because the question of fair treatment for workers is our reason for being, it is equally vital to the Board of County Commissioners because the practice raises questions about the Board's fiscal control. We believe that the "creative" efforts of your administration may mean that money is being pooled in a manner which deprives you of oversight and your right, your duty, your obligation to make sound fiscal policy.

We admit the figures we used to develop the third resolution may

be crude because of time constraints, but our review suggests that the practice of under filling positions is one which is wide spread and which REQUIRES your attention.

We began our review by asking a simple question. How many FTE's are allocated per division or department and how many checks go out each month. If there are 20 FTE's in a division, for example, one would expect that, in the main, 20 checks a month would be mailed. A very simplistic beginning, we agree, but a measure, nonetheless. Naturally, we did not suppose the figures of FTEs and checks would mirror each other so neatly as this, but it gave us a means for determining the amount of deviation. What we found, in terms of deviation was stunning.

Looking at the 1991-92 budget, for example, we found that the Health Division with an FTE allocation of 660.6 had a one month check distribution of 858 and showed that the number of unfilled positions during the period of our review to be 21.6.

The division of Social Services was budgeted at 521 FTE. The number of checks sent out for one month was 596 with 15.9 unfilled positions recorded.

The Department of Environmental Services where we expected to find a concentration of seasonal workers, had an FTE of 616. The number of one month paychecks was 687 with 21 unfilled vacancies recorded.

What does this mean? It means that a substantial number of full time positions are being filled by part time and temporary employees.

Sometimes the disparity is striking. In health services for example, in the class of OA2s a 122 FTEs were budgeted. By reviewing our list of part time and temporary employees provided by the county, we calculated that 66.6 or approximately one half of those 122 were filled by part time and or temporary staff. And while this example is striking, it is by no means unique.

Again we have no doubt that there is a reason why this is happening. But do the Board members know the reason? Does it approve of actions which supplant permanent, full time employees with a work force that is to be deprived of health and welfare benefits, not to mention pension rights? We doubt that this is the intended objective of the Board. But to speak to your interests, your fiscal responsibility to the public, do you know what is happening to the fringe benefit dollars which should adhere to these FTEs?

We believe the public would agree that this information should be at your fingertips as it involves a sizeable amount of money. Possibly, the money is being spent to cover overages. If so, why have the overages occurred?

In sum, we do not believe the public would support a legislative body which, through its lack of awareness, abdicates its charge of fiscal oversight and permits this "invisible" resource to be managed by someone or someones in the bowels of the administration. To this end, A.F.S.C.M.E #88 offers our third resolution. (Read Resolution III)

**RESOLUTION # 1**

**WHEREAS, it is prudent and wise for members of the Board of County Commissioners to undertake a periodic review of long-standing policies in the light of current needs and;**

**WHEREAS, there are unexpended dollars in various budget categories for which there may be no immediate demand, ie. contingencies in various funds, forfeiture reserves and personnel line items and;**

**WHEREAS, in a time of recession, the use of some or all of these funds may best serve the public interest if used for other purposes,**

**THEREFORE BE IT RESOLVED THAT; the Multnomah County Board of Commissioners undertake an immediate review of these resources to determine their present need and efficacy before making their final budget decisions in June of 1992.**

**RESOLUTION II**

**WHEREAS**, it is critical for members of the Multnomah County Board of Commissioners to know what impact the pursuit of grants, public and private, has upon the general fund and;

**WHEREAS**, the requirement to match funds or to absorb administrative costs, which arise as a result of the acceptance of these awards -- public and private, may have a major impact on the Board's ability to create and implement policy;

**THEREFORE BE IT RESOLVED THAT;** the Multnomah County Board of Commissioners hereby requests that the Chair of the Multnomah County Board of Commissioner direct the Budget office and other departments/ division under the Chair's administrative authority to undertake an immediate review of the impact of these grants upon the general fund for the last three years.

**AND BE IT FURTHER RESOLVED;** that this information shall be made available to the Multnomah County Board of Commissioners prior to their final adoption of the 1992-3 Budget, so that these elected representatives of the people are empowered to make whatever adjustments in policy they deem necessary for the public welfare.

**RESOLUTION III**

**WHEREAS**, members of the Multnomah County Board of Commissioners are charged with the legislative and fiscal policies of the government and;

**WHEREAS**, to fulfill that obligation they must have accurate information concerning how money flows through the system and;

**WHEREAS**, neither the current system of budgeting by broad categories nor the annual budget sessions may be sufficient sources for either the Board or the Chair to fulfill their Charter obligations as policy makers and watchdogs of public funds, and;

**WHEREAS**, any gaps in the information system could lead to policies or the absence of policies which may have adverse effect upon the efficiency of the government and:

**WHEREAS**, one of the consequences of an information gap is that the Multnomah County Board of Commissioners, despite its intent, might be creating a class of working poor within its ranks;

**THEREFORE BE IT RESOLVED THAT;** the Multnomah County Board of Commissioners hereby requests the Multnomah County Auditor to undertake an intensive review of the Personal Services category in each department/division budget. Purpose of the review is to determine:

1) the extent to which part time, and temporary employees are being used to off set full time equivalencies; 2) the extent to which vacancies exist within these full time equivalencies; 3) the justification(s) for the off set or under fill in each department/division, and 4) the effect of the off set or under fill on the budget. Specifically, the Auditor is asked to determine whether or not any fringe and/or pension savings which may occur as a result of these practices are being used to satisfy other requirements.

**AND BE IT FURTHER RESOLVED THAT;** the Multnomah County Auditor be requested to attempt some preliminary review of these issues so that the Multnomah County Board of Commissioners will have insight into the extent of the problem, if it exists, prior to their final budget deliberations in June 1992.

RESOLUTION  
BEFORE THE BOARD OF COUNTY COMMISSIONERS  
FOR MULTNOMAH COUNTY, OREGON

In the matter of accepting the Executive	)	
1992-93 Budget and preparing the Approved	)	RESOLUTION
Multnomah County Budget for submittal to the	)	
Tax Supervising and Conservation Commission	)	92-61

WHEREAS, the above-entitled matter is before the Board sitting as the Budget Committee under ORS Ch. 294 to consider approval of the Multnomah County Executive Budget, as amended, for the fiscal year July 1, 1992 to June 30, 1993; and

WHEREAS, on April 7, 1992 the Board of County Commissioners, sitting as the Budget Committee under ORS Ch. 294, received the budget message from the Multnomah County Chair and the budget document in compliance with ORS Ch. 294.401; and

WHEREAS, hearings were held in Room 602 of the Multnomah County Courthouse in compliance with ORS. Ch. 294 as follows;

April 8, 1992	Sheriff
April 9, 1992	Environmental Services
April 10, 1992	Social Services and Health Department
April 13, 1992	District Attorney, Library, and Nondepartmental
April 17, 1992	Community Corrections

THEREFORE BE IT RESOLVED, that the 1992-93 Executive Budget is approved and amended in accordance with the attached amendment documents and the Division of Planning and Budget shall prepare the Approved 1992-93 Budget and forward it to the Tax Supervising and Conservation Commission.

Adopted this 23rd day of April, 1992

BOARD OF COUNTY COMMISSIONERS  
MULTNOMAH COUNTY, OREGON

By Gladys McCoy  
Gladys McCoy, Chair

REVIEWED:

Laurence Kressel  
Laurence Kressel, County Counsel  
of Multnomah County, Oregon

23-Apr-92

## AMENDMENTS APPROVED 4/23/92

Amendment	Proposed	Notes	Amendment	Increases (Decreases)
Number	By			General Fund Contingency
A D D S				
DSS 7	Anderson/ Bauman	Juvenile Services settlement costs; evening staff		(169,567)
HD 3	Anderson/ Bauman	Juvenile settlement costs; corrections health		(195,000)
DSS 4	Anderson/ Bauman	Youth Empowerment 1 FTE		(43,707)
MCSO 2	Anderson/ Kelley	Rev 4/22 Restore Funding for Courthouse Jail (through December)		(171,158)
DSS 5	Anderson/ Kelley	Outside In transitional housing		<u>(50,000)</u>
SUBTOTAL				(629,432)

*R E D U C T I O N S / R E V E N U E S*

NOND 24	Anderson/ Bauman	Cut Training \$100,000		100,000	
MCSO 3	Anderson/ Bauman	Increase Room/Board Rate @ MCRC		42,210	
NOND 1	Hansen/Anderson/ Bauman	Delete transition allotment for new commissioners		20,000	
NOND 14	Anderson/ Bauman	Rev 4/22 Chair's Office – reduce funding for legislative session to .5 FTE and M&S, record offsetting revenue from Washington County (\$7,175) for remaining budget.		14,350	
NOND 20	Anderson/ Bauman	Reduce New Development professional services, add 6 FTE (3 Prog An 2, 2 Prog An/Sr, 1 Sys Admin), and Capital, to continue A&T programming in Special Appropriations		60,000	
NOND 16	Kelley/ Bauman	Cut Facilitator contract for Strategic Planning Retreat		3,000	
DES 11	McCoy/ Bauman	Increases Animal Control fines and fees.		50,000	
DSS 9	Kelley/ Bauman	Cut Fin Spec from DSS Admin		58,770	
DLS 1	Kelley/ Bauman	Rev 4/22 Reduces General Fund support to Library.		100,000	
SUBTOTAL				448,330	

*N E T C H A N G E T O C O N T I N G E N C Y*

(181,102)

23-Apr-92

## AMENDMENTS APPROVED 4/23/92

Amendment Number	Proposed By	Notes	Amendment	Increases (Decreases) General Fund Contingency
---------------------	----------------	-------	-----------	--

*NO BUDGET IMPACT*

<u>DECISION 1</u>	Bauman			
NOND 9	Anderson	Rev 4/22 MHRC – add .5 OA2 clerical support staff for disabilities prog		(13,291)
NOND 10	Anderson	Affirmative Action – reduce OA 2 to .5 FTE		13,291

<u>DECISION 2</u>	Bauman			
NOND 17	Anderson	Transfer \$100,000 from DP Fund contingency to pay for DA Support Enforcement (\$31,850), and Juvenile project (\$68,150).		0

<u>DECISION 3</u>	Bauman			
HD 2	Kelley	Rev 4/22 Environmental Health – add 1.0 Nuisance Control Specialist and M&S, offset by \$30,000 garbage franchise fees collected in unincorporated area and transferred by Portland and by other actions within Health Dept budget.		0

<u>DECISION 4</u>	Bauman			(10,000)
DES 2	Bauman	Rev 4/22 Add \$63,698 to Land Use Planning for rural planning and hearings officer, \$40,000 from Natural Areas Fund, \$14,000 additional parking revenue, \$10,000 from Contingency		

<u>DECISION 5</u>	Bauman			
DSS 6	Anderson	Rev 4/22 Harry's Mother shelter care		(24,813)
DSS 8	Anderson	Cut partial FTE vacant positions from YPO		24,813

<u>DECISION 6</u>	Bauman			
DCC 1	Anderson	Transfer 3 positions within DCC budget to PRSP		0

## AMENDMENTS APPROVED 4/23/92

Amendment	Proposed	Notes	Amendment	Increases (Decreases)
Number	By			General Fund
				Contingency
<b>"TECHNICAL" AMENDMENTS</b>				
DES 3	McCoy	Changes Tax Title budget from that prepared for State and Board approval.		0
DES 3a	McCoy	Increases anticipated sales of foreclosed property and the pass-through to other jurisdictions.		0
DES 6	McCoy	Adjusts Distribution budget to purchase a van and increase temporary personnel.		0
DES 7	McCoy	Carry over of Fleet capital.		0
DES 8	McCoy	Carry over of Parks budget.		0
DES 9	McCoy	Carry over for Public Land Corner Fund.		0
DES 10	McCoy	Carry over Expo capital improvements.		0
NOND 21	McCoy	Transfers \$5,600 from Liability claims to County Counsel to pay for outside counsel in Civil Svc matters, and for voice mail for complex messages.		0
NOND 22	McCoy	Adds Capital to Employee Services budget omitted in error from Executive Budget: \$8,836 General Fund, \$4,000 Insurance Fund		(8,836)
SUBTOTAL				(8,836)

23-Apr-92

## AMENDMENTS APPROVED 4/23/92

Amendment Number	Proposed By	Notes	Amendment	Increases (Decreases) General Fund Contingency
DEFER UNTIL JUNE				
DSS 3	Bauman	Add Sex Offender services		(150,721)
DA 2	Hansen	Expand Neighborhood Based Prosecution to St Johns MLK area. Adds Deputy DA and Senior OA.		(29,749)
DSS 10	Anderson	Increase funding for ADAPT program		(38,000)
MCSO 2	Anderson	Rev 4/22 Restore Funding for Courthouse Jail (January – June 1993)		(171,158)
DSS 1	Bauman	Add Hispanic Services		(100,000)
NOND 18	Anderson	Phase in Evaluation Unit in P&B, 2 FTE part year		(93,639)
HD 1	Bauman	Revised Open 1 new teen clinic in December		(145,000)
NOND 4	Bauman	PMCOA – bring County contribution to parity with Portland contribution		(18,323)
NOND 12	Anderson/ Bauman	Rev 4/22 MAC – add funding for youth access program (parity with Portland at current service level)		(87,000)
DES 4	McCoy	Budgets Courthouse chiller and Ford Building boiler from Certificates of Participation. Cost represents first year payment.		(70,000)
DES 5	McCoy	Cost of increased building and parking rentals within Facilities Management.		(38,440)
SUBTOTAL				(942,030)

**PLEASE PRINT LEGIBLY!**

MEETING DATE 4-23-92

NAME MICHAEL C. ROBINSON

ADDRESS 1727 N.W. HOYT

**STREET**

PORTLAND, OR 97209

**CITY**

**ZIP CODE**

(REQUEST FOR REHEARING)  
I WISH TO SPEAK ON AGENDA ITEM # NOT ON AGENDA

SUPPORT \_\_\_\_\_ OPPOSE \_\_\_\_\_

SUBMIT TO BOARD CLERK \* 222-4402

O'DONNELL, RAMIS, CREW & CORRIGAN

11/11/92

JEFF H. BACHRACH  
CHARLES E. CORRIGAN\*  
STEPHEN F. CREW  
CHARLES M. GREEFF  
WILLIAM A. MONAHAN  
NANCY B. MURRAY  
MARK P. O'DONNELL  
TIMOTHY V. RAMIS  
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TELEPHONE: (503) 222-4402  
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PLEASE REPLY TO PORTLAND OFFICE

CLACKAMAS COUNTY OFFICE  
181 N. Grant, Suite 202  
Canby, Oregon 97013  
(503) 266-1149

JAMES M. COLEMAN  
KENNETH M. ELLIOTT  
Special Counsel

April 16, 1992

\*ALSO ADMITTED TO PRACTICE IN STATE OF WASHINGTON  
\*\*ALSO ADMITTED TO PRACTICE IN WISCONSIN

Ms. Gladys McCoy, Chairman  
Board of Commissioners  
Multnomah County Courthouse  
1021 SW 4th, 6th Floor  
Portland, OR 97204

HAND DELIVERED

Re: Cellular One Application Findings and Order

Dear Commissioner McCoy:

The enclosed motion requests that an amendment be made to the Findings and Order adopted on today's consent agenda. I am making this request to cure a mistake in description of the Clackamas County Code which appears on Page 19.

This error did not appear in the draft Findings submitted by this office. The mistake is the result of edits undertaken at the County in finalizing the Findings. While the critical sentence has been streamlined, the importance of its meaning has been changed to the extent that it undermines the reasoning in the Findings.

Because Cellular One will have the responsibility of defending this decision we are asking for the change in the interest of having an accurate final order.

Very truly yours,



Timothy V. Ramis

TVR/lf  
Enclosure  
tvr\cellular\mccoy.lt1

cc: Mr. Ed Menteer  
John L. DuBay, Esq. (Hand Delivered)  
Laurence Kressell, Esq. (Hand Delivered)  
Frederic E. Cann, Esq.  
Mr. Scott Pemble, Planning Director  
Mr. Bob Hall, Planning Department (Hand Delivered)  
Mr. Spencer H. Vail

O'DONNELL, RAMIS, CREW & CORRIGAN

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KENNETH M. ELLIOTT  
Special Counsel

April 16, 1992

\*ALSO ADMITTED TO PRACTICE IN STATE OF WASHINGTON  
\*\*ALSO ADMITTED TO PRACTICE IN WISCONSIN

John L. Du Bay, Esq.  
Multnomah County Counsel's Office  
1120 SW 5th Avenue, #1530  
P. O. Box 849  
Portland, OR 97207-0849

HAND DELIVERED

Re: Cellular One Findings

Dear John:

I have enclosed a motion which I have had delivered to Chairman McCoy today.

I have filed this motion because of our lack of success in persuading you that the statement from Page 19 of the Findings that "The Clackamas County Code . . . does not specifically authorize consideration of physical improvements," is not accurate.

By this letter I am asking you to reconsider your decision in this matter.

The Clackamas County Code at the time referenced "size or shapes of buildings." The statement from the Findings that the Clackamas County Code "does not specifically authorize consideration of physical improvements" is plainly wrong. I have great difficulty in understanding what possible justification there is for including this inaccurate statement in the Findings.

I again urge you to reconsider the edits which you made to this part of our proposed Findings.

Very truly yours,



Timothy V. Ramis

TVR/lf  
Enclosure  
tvr\cellular\dubay.lt1

cc: Laurence Kressell, Esq.  
Mr. Spencer H. Vail  
Mr. Ed Menteer

irregular shape of the publicly controlled land and the resulting unusual "bite" taken out of the lot. If it were not for this unusual lot shape, there would be sufficient yard area to satisfy the setback requirements. In fact, the structure will actually be in excess of 50 feet from the street improvement. Other properties in the area are not affected by this condition.

Other conditions creating the need for the variances relate to the topography of the property and the location of physical improvements on the site. Much of the site is sloping and the main clubhouse and parking lots are located by necessity on the flat portion of the land. Because of the topography, there was no flexibility in locating the building and parking lot and its size is necessary to the operation of the club. The location and size of these existing physical improvements prevent placement of the current application at a location satisfying the setback provisions.

Either of these conditions alone, lot shape or physical improvements on the site, would satisfy the variance criteria.

Petitioner claims that the case of Moore v. Clackamas County, 350 Or App 39, 580 P2d 583 (1978) precludes approval because the case prevented location of buildings from serving as the basis for a variance. Our code is substantially different than the Clackamas County code which does not specifically authorize consideration of the location of physical improvements. See 580 P2d at 585, n.1. Our code clearly intends

to permit greater flexibility than the Clackamas County code and authorized consideration of the location of physical improvements for that reason. In addition, Moore indicated that the applicant had insufficient land. Here, the amount of land is sufficient. Finally, Moore found a self-created hardship. The Multnomah County code does not address self-created hardships.

Moreover, the shape of the lot alone establishes the basis for a variance, particularly since the public created this condition which prevents the applicant from satisfying the setback requirements.

The Board concludes that the applicant has demonstrated that a circumstance or condition applies to this property and the intended use that does not generally apply to other property in the same vicinity or district. No other property in the area has the same unusual shape problem or comparable locational issues involving physical improvements.

Moreover, the section of Highway 26 between the tunnel and Sylvan has a heavy traffic load and high accident rate. For example, in the period June, 1990 to December, 1990, 176 auto accidents occurred on this portion of the highway. Having adequate and reliable cellular telephone service assists emergency response to such accidents.

Because the search circle established that this is the most desirable site to fulfill the cellular telephone service requirements, the Board concludes that the nature of the use is a condition or circumstance not applicable to other property.



**11.15.8505 Variance Approval Criteria**

(A) The Approval Authority may permit and authorize a variance from the requirements of this Chapter only when there are cause practical difficulties in the application of the Chapter. A Major Variance shall be granted only when all of the following criteria are met. A Minor Variance shall met criteria (3) and (4).

- (1) A circumstance or condition applies to the property or to the intended use that does not apply generally to other property in the same vicinity or district. The circumstance or condition may relate to the size, shape, natural features and topography of the property or the (location) or size of physical improvements on the site or the nature of the use compared to surrounding uses.
- (2) The zoning requirement would restrict the use of the subject property to a greater degree than it restricts other properties in the vicinity or district.
- (3) The authorization of the variance will not be materially detrimental to the public welfare or injurious to property in the vicinity or district in which the property is located, or adversely affects the appropriate development of adjoining properties.
- (4) The granting of the variance will not adversely affect the realization of the Comprehensive Plan nor will it establish a use which is not listed in the underlying zone.

(B) A variance shall be void if the Planning Director finds that no substantial construction or substantial expenditure of funds has occurred on the affected property within 18 months after the variance is granted. That determination shall be processed as follows:

- (1) Application shall be made on appropriate forms and filed with the Director at least 30 days prior to the expiration date.

(2) The Director shall issue a written decision on the application within 20 days of filing. That decision shall be based on findings that:

- (a) Final Design Review approval has been granted under MCC .7845 on the total project, if appropriate; and
  - (b) At least ten percent of the dollar cost of the total project value has been expended for construction or development authorized under a sanitation, building or other development permit. Project value shall be as determined by MCC .9025(A) or .9027(A).
- (3) Notice of the Planning Director decision shall be mailed to all parties as defined in MCC .8225.
- (4) The decision of the Planning Director shall become final at the close of business on the tenth day following mailed notice unless a party files a written notice of appeal. Such notice of appeal and the decision shall be subject to the provisions of MCC .8290 and .8295.

*[Amended 1990, Ord. 643 § 2]*

*[Amended 1985, Ord. 462 § 2]*

**11.15.8510 Landing Field Height Limitation**

(A) In acting on an application for a variance from the height limitations of the Airport Landing Field District, under MCC .6080(A), the approval authority shall consider statements from the Federal Aviation Administration and the Port of Portland as to the effect of the variance on the operation of air navigation facilities or the safe and efficient use of navigable air space.

(B) In the event a variance is granted from the height limitation of MCC .6080(A), a condition of such action shall be that such mark-

ings or lights shall be installed and maintained at the owner's expense, as are necessary to indicate to aircraft operators the presence of such structure or natural growth.

#### 11.15.8515 Variance Classification

(A) A Major Variance is one that is in excess of 25 percent of an applicable dimensional requirement. A Major Variance must be found to comply with MCC .8505(A).

(1) A Major Variance must be approved by the Hearing Authority at a public hearing except when:

(a) All owners of record of property within 100 feet of the subject property grant their consent to the variance according to the procedures of MCC .8515(B)(1) and (2).

(b) The Planning Director shall make findings and a tentative decision within ten business days of the application filing. Notice of the findings and decision, and information describing the appeals process shall be mailed by First Class mail to the applicant and to the record owners of all property within 100 feet of the property under application.

(c) The tentative decision shall be final at the close of business on the tenth day after notice is mailed, unless the applicant or a person entitled to mailed notice or a person substantially affected by the application files a written notice of appeal. Such notice of appeal and the decision shall be subject to the applicable provisions of MCC .8290 and .8295, except that subsection MCC .8290(C) shall apply only to a notice of appeal filed by the applicant. The persons entitled to notice under subsection (b) of this section shall be given the same notice of appeal hearing as is given the applicant.

(B) A Minor Variance is one that is within 25 percent of an applicable dimensional requirement. The Planning Director is authorized to

grant a Minor Variance in accordance with the following procedures and conditions:

(1) Application shall be made on forms provided by the Planning Director and shall be accompanied by the written consent of the owner or owners of each lot adjoining and across any street from the subject property;

(2) The form to be presented to each owner must include the zoning requirement, the amount of relief requested by the applicant and a declaration by the owner that the granting of the variance shall not harm the value and livability of his property.

(3) The filing fee for the variance shall be as required by this Ordinance;

(4) The Planning Director may, without notice or hearing, grant the variance for which the application is made and may attach reasonable conditions thereto.

(5) Written findings that MCC .8505(A)(3) and (4) are satisfied.

*[Amended 1985, Ord. 462 § 2]*

#### 11.15.8520 Notice of Denial

In the event the Planning Director declines to grant a variance requested under MCC .8515(B), the Director shall notify the applicant, stating the reasons for denial. The applicant may, within 20 days after receipt of such notice, file a variance application under MCC .8505(A) and be considered by the Hearing Authority at a public hearing.

*[Amended 1985, Ord. 462 § 2]*

#### 11.15.8525 Hillside Residential Variances by Administrative Action

(A) Notwithstanding the limitation of MCC .8515(B), the Planning Director may approve reductions in the required front setback for hillside residential properties when the following conditions exist:

(1) Application of the required setback will necessitate extraordinary cutting or filling of the land, resulting in potentially unsafe banks; and

(2) The reduction of the required setback

Michael S. Sommers, Portland, argued the cause for appellants. With him on the briefs was Day & Prohaska, P. C., Portland.

Keith Kinsman, Asst. County Counsel, Oregon City, argued the cause for respondent Bd. of Com'rs. With him on the brief was Clackamas County Counsel, Oregon City.

Paul D. Schultz, Oregon City, argued the cause for respondent Western Evangelical Seminary. With him on the brief was Hibbard, Caldwell, Canning, Bowerman & Schultz, Oregon City.

Before SCHWAB, C. J., and THORNTON, TANZER and BUTTLER, JJ.

THORNTON, Judge.

This is a zoning appeal challenging the validity of a variance granted by defendant Board of Commissioners of Clackamas County (Board) in connection with the proposed construction of a gymnasium on the campus of defendant Western Evangelical Seminary (WES). Plaintiffs, who are adjacent property owners, appeal from the judgment of the circuit court affirming the decision of the Board. The variance would permit WES to construct the gymnasium with less than the number of off-street parking spaces required under the county zoning ordinance.

Plaintiffs assert the following errors:

- (1) There was "no reliable, probative or substantial evidence" to support the variance under the zoning ordinance;
- (2) The Board misconstrued its own ordinance; and
- (3) WES failed to sustain its burden of proof under the ordinance.

The events which led up to the present case may be summarized as follows:

WES is an accredited graduate school of theology. Its campus, which is located in the Jennings Lodge area, is zoned R-10, single family residential. The campus is contained on a parcel of land approximately 3.75 acres consisting of a chapel building, a small classroom, an administrative building, a bookstore and counseling office. The

present enrollment is 151 students. Its maximum projected enrollment is approximately 200 students.

Prior to the adoption of the present Clackamas County Zoning Ordinance in 1960, the only buildings on the WES property were a library, an administration building and a small residence.

The present Clackamas County Zoning Ordinance was adopted May 17, 1960. It contained the requirements for maintenance of off-street parking. In January 1961, WES applied for a conditional use permit to expand the number of buildings on campus. This conditional use permit for expansion included an addition to the existing library and for the future construction of a chapel and a combination auditorium-gymnasium. The conditional use was granted in February 1961.

In 1966 WES applied for and received permission to build an administration building. The request was approved under the previous conditional use granted in 1961.

On August 12, 1974, WES applied for a building permit to construct a bookstore and counseling office. The bookstore and counseling office was to be called the Bauman Center.

The administration building and Bauman Center were built where the gymnasium was proposed in 1961.

On November 8, 1974, WES made application for a variance which would reduce the number of parking spaces in order to construct the proposed chapel. At that time the number of parking spaces required was 157. The Clackamas County Board of Adjustment allowed the variance and decreased the number of required spaces to 139.

The 1974 site plan by WES's architect made no reference to the combination auditorium-gymnasium. Where in 1961 the original site plan had a combination auditorium-gymnasium proposed, there now stands an administration building and Bauman Center.

In 1975 WES purchased tax lots 3300 and 3600, which were adjacent to the campus. In that same year WES applied for a conditional use permit to use those lots for parking facilities. A conditional use was subsequently denied.

WES sought the conditional use on these two tax lots, due to the fact that a proposed gymnasium would have eliminated the parking area.

After denial of the conditional use, WES applied for a variance in the parking requirements. WES asked to reduce from 139 to 93 the number of parking spaces required in order to build the gymnasium. The planning staff recommended a denial; on January 5, 1976, the Clackamas County Board of Adjustment also denied the variance.

WES appealed the denial. A hearing was held before the Board on February 23, 1976. On May 17, 1976, the Board granted WES its variance, but allowed a reduction of the number of parking spaces only to 113 instead of 93, as requested by WES.

Testimony for WES at the February 23, 1976, hearing was given by its architect and its attorney, respectively.

WES's attorney testified that WES is a graduate institution where many students

are not enrolled full-time and many live in nearby housing; that due to this fact the gymnasium is not going to increase the need for more parking; that therefore the request for 93 parking spaces is equitable. The architect gave similar testimony.

All of plaintiffs' assignments relate to § 11.51 of the county zoning ordinance, which is set forth below.<sup>1</sup>

Plaintiffs argue as follows: that the granting or refusal of a variance is a quasi-judicial action and that WES must come within the terms of the ordinance; that mere conclusions written into findings are insufficient; that the "hardship" asserted by WES was self-created.

Defendants argue that the Board's findings and conclusions were supported by substantial evidence; that the Board correctly construed the ordinance; that WES satisfied each of the requirements of § 11.51 of the ordinance; and that plaintiffs' argument of self-created "hardship" was not raised in plaintiffs' petition for writ of review.

[1] We conclude that the Board's order granting the challenged variance must be set aside because, contrary to decision of the circuit court, the findings and conclusions of the Board<sup>2</sup> were not supported by

1. Section 11.51 of the Clackamas County Zoning Ordinance reads as follows:

"Where difficulties exist rendering compliance with the Zoning Ordinance impractical and such compliance would create unnecessary hardship to the owner or user of land or buildings, the Board may grant a variance from the provisions of this ordinance after the prescribed hearing and after an investigation: provided all of the following conditions exist:

"A . . . The difficulty would apply to the particular land or building regardless of the owner.

"B . . . The request for a variance is not the result of an illegal act on the part of the applicant.

"C . . . The plight of the owner is due to unique circumstances, such as lot size or shape, topography, and size or shapes of building, which are not typical of the general condition of the surrounding area.

"D . . . The hardship asserted as a ground for a variance must arise out of the Zoning Ordinance.

"E . . . The practical difficulty or unnecessary hardship asserted as a ground for a variance must relate to the premises for the benefit for which the variance is sought and not to other premises or personal conditions of the applicant.

"F . . . The variance does not allow the property to be used for purposes not authorized within the district involved."

2. The questioned findings are as follows:

"4. Strict compliance with the provisions of the Zoning Ordinance would create unnecessary hardship to the owner or user due to the unique circumstances. The gymnasium contemplated is not expected to result in a greatly increased need for parking. During hours of operation the seminary will continue to be used primarily by those already on the grounds so that little or no additional parking spaces are needed because of construction of the gymnasium. Because of the size and shape of the improvements and lot size and shape, the difficulties for which the variance is sought would arise regardless of the owner.