

AGREEMENT AMENDING CONTRACT NO. 18749

This agreement is entered into between the City of Portland and Portland Action Committees Together, Inc.. The parties have previously executed a contract providing for the operation of a Youth Service Center in a specified area of the City of Portland for the period July 1, 1980 through June 30, 1983.

The parties therefore agree that Contract No. 18749 is amended as follows:

1. Total City support shall be \$153,207 for Fiscal Year 1981-82.
2. Required cash match shall be \$7,509 for Fiscal Year 1981-82.
3. The Project Application has been revised, including revised budgets, objectives, and activities, and is attached as Exhibit A-3.
4. Section VI, D. shall now read:

"The City shall monitor the project based on the provisions set forth in this contract. The City shall monitor the services provided under this contract by conducting reviews of contract compliance, including on-site monitoring of client case files, Center Facilities, and areas of Center operation that may effect contract compliance. Contract reviews will be conducted according to a schedule developed by the City. On-site monitoring will be pre-arranged with each Contractor."

5. Section VII, C. shall now read:

"The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with supporting documentation attached. All supporting documentation shall be annotated with the check number, budget line item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or termination of contract. (Please note that suspension means that any expenses incurred during this period shall be the sole responsibility of the Contractor.) Payments shall also be delayed if the required program reports are not received by the specified time."

6. The following paragraph shall be added to Section VII, E.

"Retention of advances shall be predicated upon timely submission of reimbursement requests."

7. Section VII, J. shall now read:

"All items with a purchase price in excess of two hundred dollars (\$200) per item hereunder shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's property control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination."

8. Section VII, K. shall now read:

"Contractor shall also maintain a current log (Refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item to a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination."

9. Section VIII, A. shall now read:

"Contractor shall abide by all federal, state and local regulations, policies, and procedures governing project operations, management and service delivery. The funds shall be used solely for the purpose for which they are provided."

10. Section VIII, B.5) shall be added and read:

"that the Contractor has qualified a) as a direct responsibility employer under 656.407 (Workers' Compensation), or b) as a contributing employer under ORS 656.411, or c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor."

11. Section VIII, C. and D. shall now read:

"C. If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding, and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of contract.

D. If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend, and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part out of the performance of this contract."

The last two paragraphs of Section VIII, B. are deleted.

12. In Section VIII, C. becomes E., D. becomes F., E. Becomes G., F becomes I.

13. In Section IX, B. the following shall be deleted:

"Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS."

14. Section IX, F. shall be added and read:

"Contractor shall submit copies of logs which list non-expendable (\$100 or more per item) and non-consumable (minimum value of \$25 to a maximum value of \$99.99 per item) items from previous contracts by August 31, 1981."

15. Section VII,B. shall now read:

"An advance shall be made to cover the cost of the CONTRACTOR's initial expenses for operation, not to exceed the sum of \$25,534, upon receipt of a written request from the CONTRACTOR."

These changes are incorporated in Contract No. 18749 as set forth in the attached pages.

Dated this ____ day of _____, 1981.

Approved:

PORTLAND ACTION COMMITTEES TOGETHER, INC.

Erma E. Hyndman

Executive Director
Human Resources Bureau

By _____

Title _____

CITY OF PORTLAND

Approved as to Form:

By _____
Commissioner of Public Utilities

City Attorney

By _____
Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

1. Project Title Southeast Youth Service Center

2. Type of Application (check one) New Continuing

3. Applicant Agency:

Name Portland Action Committees Together (PACT)

Address 3534 SE Main St.

Portland, Oregon 97214

Phone Number 233-8491

Project Director Dian Cooper

Official Authorized to Bind Agency Steve Citron

Financial Officer Carol Lentz

4. Contract Period: From 7-1-80 To 6-30-83

5. Budget Period: From 7-1-81 To 6-30-82

6. City Support Requested \$153,207 Match Required: \$7,509

PROJECT NARRATIVE

1. Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:

- Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)
- Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
- Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

PACT, Inc. has planned a comprehensive Youth Services Project intended to bring services directly to youth and families in Southeast Portland. The central purpose of this project is to reduce the incidence of juvenile delinquency, school expulsion, recidivous behavior, youth unemployment and families in distress.

The primary goal of PACT's SE Youth Service Center will be to assist residents in their effort to exert social control and develop solutions to problems affecting their children, family and community. Historically, SE area residents have demonstrated a willingness to address problems troubling their children, eg., child abuse, delinquency, domestic violence, etc., and have reaffirmed their commitment to do so in 1981-82.

PROBLEM STATEMENT/NEEDS ASSESSMENT

The SE Youth Service Center Citizen Advisory Board (CAB) held several problem - analysis meetings to identify, rank and prioritize the problems and needs of SE area youth. The CAB also consulted the SE Youth Council to assess service needs from the council's perspective. The first step taken by the CAB to complete the problem identification and prioritization process was to develop a Needs Assessment instrument. Data collected was used to devise strategies and make informal decisions regarding the development of program objectives. A Key Informant Survey and Youth Needs Assessment Questionnaire were employed as survey instruments. (see attachment 1)

FINDINGS:

According to 227 students who completed the questionnaire this Spring, lack of job opportunities/employment assistance; personal/family problems; and fear of attack/unsafe neighborhoods are the problems of greatest significance. Survey respondents attended St. Francis, Buckman, Mt. Tabor, Hosford, Cleveland, Franklin, Washington-Monroe and Sellwood Schools. Other problems mentioned specifically by students were lack of legal information, how to spend free time, peer pressure, financial problems, getting along with youth of other races, school closures, and knowledge of resources and places that help young people.

Summary of Project - continued

Moreover, Key Informants selected on the basis of their expertise and service provider status reported the following as problem areas for youth residing in Southeast: insufficient English language education and cultural adjustment assistance for Indochinese students; and, limited after-school, supervised recreation activities.

PACT TARGET AREA DEMOGRAPHIC DATA

Fifteen percent of PACT's target area residents are considered near-poor. High concentrations of typically at risk persons reside in this area at a significantly higher level than the City of Portland in general. The poor are attracted to the area by the availability of low cost housing. According to a recent Demographic Profile completed by the Multnomah County Mental Health Program, only 79% of the children residing in SE live with both of their parents. Less than 6% of all Mental Health Statistical Areas (MHSA) nationwide have a lower percentage of children living with both parents. The percentage of female-headed households divorced or separated females are highest in the state. Ten percent of the females are divorced or separated. This is close to being the highest in the nation. In addition, SE residents experience stress factors typically associated with the high risk probability for mental illness: low social status and underemployment (81% of all MHSA's have a lower percentage of males experiencing underemployment). Southeast has the highest volume of admissions to Damasch State Hospital and the second highest volume of discharges.

RESEARCH SUMMARY

Generally, research data revealed diverse and inter-related problems having serious consequences for SE youth and families. The typical Southeast youth is confronted with threatening emotional, social and physical environments: His/Her community is unable to provide the full range of services required by persons at risk in need of guidance and support. The SE Youth Service Center is an essential link and point of service coordination for youth and families searching for support during critical passages in their lives.

GOAL STATEMENT

The CAB determine the primary goals of the Center should be to:

- A. Improve the quality of live for residents of SE Portland by providing an array of appropriate, accessible, coordinated, effective and efficient services for youth and families.

Summary of Project - continued

- B. Increase and strengthen the SE community's confidence in it's own problem identification and problem solving abilitites.
- C. Reduce involvement with the Juvenile Justice System of youth committing or likely to commit, status and minor misdemeanor offenses in the Southeast area of the City by providing an array of community-based direct intervention and support services designed to increase opportunities for positive youth development and to reduce juvenile crime.

STRATEGY STATEMENT

The CAB reaffirmed the strategy/method section included in PACT's 1980-81 Project application with the slight modifications, (see attachment 2) for 1981-82 utilization. Essentially, the general approach of the SE Youth Service Center will be to:

- Advocate with community groups and agencies to change conditions which hinder positive youth development.
- Involve youth in projects, program planning and in strengthening natural youth networks.
- Reach out to youth in need and the community at large by providing direct services throughout the community, i.e., schools, neighborhood service centers, recreation sites, etc.. to compliment services provided at the Youth Service Center.

The Southeast Youth Service Center 1110 S.E. Alder, Portland, Oregon 97214

Attachment 1

Total Youth Enrolled in School - 6864

<u>WHITE</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>NATIVE AMERICAN</u>
5407 - 79%	484 - 7%	170 - 2%	669 - 10%	134 - 2%

Total Grade School Enrollment - 1231

<u>WHITE</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>NATIVE AMERICAN</u>
1008 - 82%	35 - 3%	28 - 2%	139 - 11%	21 - 2%

Total Middle School Enrollment - 2003

<u>WHITE</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>NATIVE AMERICAN</u>
1022 - 51%	73 - 4%	45 - 2%	112 - .06%	45 - 2%

Total High School Enrollment - 3630

<u>WHITE</u>	<u>BLACK</u>	<u>HISPANIC</u>	<u>ASIAN</u>	<u>NATIVE AMERICAN</u>
2796 - 77%	356 - 10%	76 - 2%	349 - 10%	53 - 1%

*NOTE: Recommendations are the Program Director's, based on Needs Assessment results.



Attachment 1 cont.

CSD POPULATION

Key Informant(s): Charlie Kurtz, S.E. Branch Manager

Demographics:

- SE Youth in CSD care & custody - 500-600
- SE Youth in out-of-home placements - 399 (70% in foster-care)
- Status offenders in CSD custody held for more than 24 hours in detention - 360 (Mult. County)
- Estimated SE area status offenders in CSD custody held for more than 24 hours in detention - 5/mo. (does not include youth running away from residential placements)

Identified Needs:

- 1) Shelter care for status offenders
- 2) Support services to shelter parent/parents
- 3) Weekend response capability for shelter care/shelter care support
- 4) Intensive Family counseling

Recommendation(s):

That we investigate providing shelter care and shelter care support if:

CSD reimburses shelter parents, payment to offset staff time for support can be arranged.



The Southeast Youth Service Center 1110 S.E. Alder, Portland, Oregon 97214

Attachment 1 cont.

YOUTH NEEDS ASSESSMENT

Key Informant(s): Students at St. Francis, Buckman, Mt. Tabor, Hosford, Cleveland, Franklin, Washington-Monroe and Sellwood

Demographics: 227 students living in the target area completed questionnaires

Identified Needs:

Males:

- | | |
|--|-------|
| 1) Employment assistance | (34%) |
| 2) What to do with free time | (26%) |
| 3) Lack of legal information | (22%) |
| 4) Getting along with youth of other races | (18%) |
| School Closures | (18%) |
| 5) Personal/Family problems | (16%) |

Females:

- | | |
|---|-------|
| 1) Personal/Family problems | (32%) |
| What to do with free time | (32%) |
| Fear of attack/feeling safe in neighborhood | (32%) |
| 2) Employment assistance | (23%) |
| 3) Lack of legal information | (21%) |
| 4) Peer Pressure | (19%) |
| Financial problems at home | (19%) |
| 5) Knowing of places that help young people | (18%) |

Recommendation(s):

- 1) Place program emphasis on employment assistance, job development.
- 2) Address the following as special project(s):
Lack of legal information,
Fear of attack/feeling safe in neighborhoods,
Transportation options, getting along with youth of other races.



Recommendations cont.

- 3) Address the following through expanded/existing programming: What to do with free time, Personal/Family problems.
- 4) Continue to work cooperatively with schools to address school-related problems, i.e.:

Attendance	22% male	21% female
Schoolwork completion	13% male	.07% female
Getting along w/teachers	26% male	.07% female
Interest in classes	22% male	36% female
School closures		
- 5) Plan programming to enhance the skills of the two major groups identified by youth as those they would turn to if they had a problem:

Friends	64% male	84% female
Family	63% male	67% female



Attachment 1 cont.

SOUTHEAST ASIAN POPULATION

Key Informant(s): Scott Richardson, Indochinese Cultural Center,
37 Cleveland Southeast Asian Students

Demographics: Total Portland Population - 1300
SE area School Population - 699 (10%)

Identified Needs:

- 1) English language education
- 2) Cultural Adjustment Assistance

Males:

- | | |
|---|-------|
| 1) Lack of legal information | (61%) |
| School Closures | (61%) |
| 2) Transportation | (57%) |
| 3) Employment | (48%) |
| 4) Knowing of places that help young people | (43%) |
| 5) What to do with free time | (30%) |
| Financial problems at home | (30%) |

Females:

- | | |
|---|-------|
| 1) Transportation | (57%) |
| 2) Personal/Family problems | (43%) |
| Employment assistance | (43%) |
| Lack of legal information | (43%) |
| 3) Knowing of places that help young people | (36%) |
| Fear of attack/feeling safe in neighborhood | (36%) |
| 4) Getting along with youth of other races | (29%) |
| 5) Lack of friends: | (21%) |

Recommendations:

- 1) Develop special project(s) that addresses: transportation options, lack of legal information, knowing of places that help young people, fear of attack/feeling safe in neighborhoods, getting along with youth of other races, lack of friends.
- 2) Address the following through expanded/existing programming: personal/family problems, what to do with free time,

A-9.

233-1113



Attachment 1 cont.

Recommendations cont.

- 3) Place program emphasis on employment assistance.
- 4) Continue working cooperatively with schools to address school-related problems, i.e.:

Attendance	22% male	21% female
Schoolwork completion	13% male	.07% female
Getting along w/ teachers	26% male	.07% female
Interest in classes	22% male	36% female
School closures	61% male	36% female

- 5) Plan programming to enhance the skills of two of the major groups identified by youth as those they would turn to if they had a problem:

Friends	61% male	79% female
Family	35% male	36% female



The Southeast Youth Service Center 1110 S.E. Alder, Portland, Oregon 97214

Attachment 1 cont.

LATCH KEY POPULATION

Key Informant(s): Sharon Brenhauser

Demographics: Youth/Families eligible -
Youth/Families participating - 20

Identified Needs:

- 1) Financial costs of program to parents, particularly low income
- 2) Supervised after-school daycare for youth, particularly of single-parent, low income families.

Recommendation(s):

- 1) That we focus our recreational advocacy/programming on after school supervised options for youth



The Southeast Youth Service Center 1110 S.E. Alder, Portland, Oregon 97214

Attachment 1 cont.

NEEDS EXPRESSED BY EAST PRECINCT

Evening Shift Officers would like more information at more frequent intervals on Center services.

Night Shift Officers would like Center hours extended until
1 - 2 AM

Recommendations:

Make informational presentations to evening shift role calls quarterly.

Not extend hours. Previous experiments with extending hours haven't shown an increase in referrals.

A- 12.

233-1113



Attachment 2

5. Stragedy/Method: (Briefly describe the general approach to meeting the stated goals and objectives. Discuss the rationale of this approach and how it relates to the overall stratedy of the responsible HRB Divisional Unit.) (Modified version)

PACT will maintain a Youth Service Center which will be open for referrals, from the Police, Juvenile Court, self & others six days per week in a highly visible, easily accessible location within the target area.

In order to achieve the goals & objectives, qualified and trained staff will:

1. Provide direct service to assist youth & families in resolving conflict or changing behaviors which may be causing personal stress in the home or community. This will include accepting youth who are referred to the YSC for status or minor misdemeanor offenses and unmanageable problems in the home. Services will include counseling recreation, education and employment assistance; case sharing and coordination with other agencies; restitution placement; and advocacy. A needs assessment and goal-oriented service plan, will be developed with all clients. During development of the service plan, the client and YSC staff will decide whether further service is best provided by the Southeast Youth Service Center or by another community agency via referral by center staff. In either case. follow-up is provided to insure client needs are being met.
2. Advocate with community groups and agencies to change conditions which hinder positive youth development. Conditions or issues will be identified by staff, clients, community members, or other professionals. YSC staff will take leadership in resolving identified issues by providing technical assistance and consultation to agencies, schools, and community groups in planning new youth programs or in changing existing programs. Examples of issues addressed and programs implemented in the past are: The Contact Person Project, the Urban Survival Skills Development project and the promotion of safe neighborhood recreation sites.
3. Involve youth in projects, program planning and in strengthening natural youth networks. Examples of youth involvement solicited by the SEYSC include an active Youth Council which assists in program planning and needs assessment; youth participatuon in activity group planning; and peer groups which train youth in communication skills and how to support their friends positively. Included as a focus of the 81-82 program is a peer networking project (see attachment 5a) that will involve VISTA Volunteers, center staff, area schools, and middle and high school aged youth in strengthening and supporting natural youth networks (peer referrals, peer-tutoring, etc.)

Attachment 2 continued.

We have found this three-pronged approach to be the most effective in dealing with the needs of youth and their families in Southeast Portland. Direct services address the short-range needs of clients and their families. Community advocacy encourages a climate of positive youth development and an awareness on the part played by agencies dealing with youth and their families in youth development.

Involving youth in program planning and strengthening natural networks enables young people to realize that they are their own best resource and that they have responsibility for and power over their own lives. It also helps young people to help one another in their positive development. These approaches relate directly to HRB's Youth Service Center's philosophy as outlined in the Standards and Guidelines.

These approaches have been proven successful in helping youth and their families during PACT's six-year administration of the Southeast Youth Service Center.

Service Area, Target Population and Eligibility Criteria for Services:
(Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.)

Service Area

The service area for the Southeast Youth Service Center encompasses the following census tracts which are within the boundaries of the City of Portland and Multnomah County: 1, 2, 3.01, 3.02, 4.01, 9.01, 9.02, 10, 11.01, 11.02, 12.01, 12.02, 13.01, 14, 19, 20, 21, and portions of 8.01 and 8.02, encompassing the area west of 52nd Avenue to the Willamette River and south of 84 to the City limits.

Target Population

The population to be served during FY1980-81 is youth between the ages of 10 to 18 with emphasis on youth referred from the Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of identification for Youth Service Center clients are referrals from judicial and non-judicial sources. Schools, families, agencies, and self are sources of non-judicial referrals.

Eligibility Criteria

There are no fee requirements or income guidelines for clients of the Southeast Youth Service Center. Services are available to youth between the ages of 10 to 18 and their families, living within the designated service area. Priority for services is to be given youth aged 10 to 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

OBJECTIVE: I

700 individuals will receive one or more of the following services by June 30, 1982.

PERFORMANCE INDICATOR:

Every referral is counted; there are no duplications due to reopened cases.

Up to 100 of the individuals referred will not have case numbers assigned in compliance with current MIS procedures.

PROGRAM ELEMENTS AND STAFFING PATTERN:

The following program objectives outline services delivered.

OBJECTIVE: IA

Provide crisis intervention services to 90% of all inner Southeast youth diverted from the juvenile justice system.

PERFORMANCE INDICATOR:

Number of diverts.
Number of youth served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Complete a comprehensive needs assessment and case plan on each youth diverted.
- Provide to youth and parents diversion services including, but not limited to: information on legal status, rights and responsibilities; assistance in problem-solving; and coordination with other community or Center services as appropriate.
- Provide ongoing follow-up as needed to complement the case plan.
- Develop and supervise community service/restitution opportunities for 50% of all youth diverted for minor misdemeanors.
- Advocate for and assist clients in making monetary restitution.
- Assist clients in writing letters to victims outlining the client's community service/restitution performance.
- Write a letter of information to the arresting officer and Juvenile Court, describing services received by clients.
- Follow up on all clients three months after their cases are closed.
- Maintain client records appropriately.
- Attend East Precinct roll calls quarterly to acquaint officers with Center services and personnel.
- Volunteer at Juvenile Court Admissions to acquaint intake workers with Center services.

OBJECTIVE: I A continued

PERFORMANCE INDICATOR:

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Meet with the East Precinct Captain as needed to assure continuing open communications.
- On an experimental basis, maintain limited on-call capability to East Precinct.
- Negotiate with NEYSC to provide joint restitution/community service activities.
- Follow up on all clients three months after their cases are closed.

STAFFING PATTERN

Director	5%
Counselor II	5%
Counselor I	5%
Advocate II	90%
Advocate I	5%
Office Manager	5%

OBJECTIVE: I B

To provide 2000 counseling hours focused on personal and family growth.

PERFORMANCE INDICATOR:

Number of counseling hours.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Complete comprehensive needs assessment and case plan on each counseling client at the first meeting.
- Provide individual, family, or group counseling in accordance with the case plan.
- Provide four, 12-week Intensive Family Intervention counseling cycles in coordination with the Morrison Center (contingent on continued JSC funding).
- Provide ongoing follow-up and interagency coordination as needed to complement the case plan.
- Follow up on each client three months after case closure.
- Maintain client records appropriately.

STAFFING PATTERN:

Director	5%
Counselor II	55%
Counselor I	55%
Advocate II	10%
Advocate I	5%
Office Manager	4%
IFI Coordinator	
Volunteer assistance when possible.	

OBJECTIVE: 1 C

To train 150 youth to act as peer resources in their schools and neighborhoods.

PERFORMANCE INDICATOR:

Number of youth trained.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit area students at the end of the first quarter of the fiscal year to participate in the Youth Council.
- Recruit area students at the end of each nine week grading period for the Contact Person Project.
- Hold weekly classes for one hour in area schools to provide Contact Person training.
- Hold Youth Council meetings twice per month during the second, third, and fourth quarters of the fiscal year.
- Provide training to include but not be limited to: communication skills, available resources, legal rights and responsibilities, transportation options, getting along with youth of other races, neighborhood safety, and youth related issues.
- Develop and conduct one weekly class for area Southeast Asian students.
- Provide ongoing follow-up to students as appropriate.
- Follow up on each student three months after discontinuance of training.
- Maintain students records appropriately.

OBJECTIVE:

I C continued

PERFORMANCE INDICATOR:

PROGRAM ELEMENTS AND STAFFING PATTERN:

STAFFING PATTERN:

Director	9%
VISTA Volunteers	first & second quarters
Counselor II	25%
Counselor I	30%
Office Manager	2%
Volunteer Assistance when possible.	

OBJECTIVE: C D

To provide after school and summertime recreation activities to 500 youth by referral or direct activities.

PERFORMANCE INDICATOR:

Number of youth served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Provide after-school neighborhood-based recreational activities.
- Provide summertime neighborhood-based recreation activities.
- Maintain an updated recreational resource file.
- Provide to clients information and referral on available recreational resources.
- Provide special field trips no less than quarterly.
- Advocate with existing recreational resources for increased access to recreational facilities immediately after school and in the summertime.
- Negotiate and coordinate with neighborhood facilities for their use.
- Provide ongoing follow-up and interagency coordination to recreation clients as necessary.
- Follow up on all ongoing clients three months after their case is closed.
- Maintain client records appropriately.

STAFFING PATTERN

Director	5%	Office Manager	2%
Advocate I	40%	Volunteers when possible.	

OBJECTIVE: I E

Assist 250 youth in acquiring the basic skills necessary to obtain employment; develop jobs available to youth; provide 500 hours of employment-related counseling; develop 150 jobs available to youth.

PERFORMANCE INDICATOR:

Number of employment-related counseling hours.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Maintain a job referral bank.
- Complete a comprehensive employment needs assessment and case plan on each youth receiving employment assistance.
- Provide individual and group counseling and training in pre-employment and employment maintaining skills.
- Provide job development with area businesses, groups, and schools.
- Maintain a resource file of available employment resources.
- Place youth in jobs providing lawn service for low income seniors in coordination with the PACT Senior Center during the first and fourth quarters.
- Place youth in jobs made available through development activities.
- Provide ongoing follow-up and interagency coordination as needed to complement the case plan.
- Negotiate with NEYSC to develop joint programming in the area of pre-employment training.
- Follow-up on all clients three months after their cases are closed.
- Maintain client records appropriately.

STAFFING PATTERN

Director	5%	
Employment Coordinator		100%
Office Manager	2%	

OBJECTIVE: I F

To provide parent training and support groups to 60 individuals.

PERFORMANCE INDICATOR:

Number of individuals trained.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit individuals second, third, and fourth quarters of the fiscal year.*
- Provide Systematic Training for Effective Parenting classes/support groups one evening per week for nine weeks the second, third, and fourth quarters of the fiscal year.
- Facilitate Systematic Training for Effective Parenting classes/support groups.
- Provide ongoing follow-up to class/support group participants as needed.
- Follow-up on all participants three months after completion of class/support groups.
- Maintain client records appropriately.

STAFFING PATTERN

Director 5%
Counselor II 5%
Office Manager 2%
Volunteer assistance when possible.

*Previous experience has shown low demand during summer months.

OBJECTIVE: I G

Educate 150 youth and parents of youth regarding the rights and responsibilities of students and school officials in matters concerning discontinuation, suspension, and expulsion.

PERFORMANCE INDICATOR:

Number of youth served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Negotiate agreements with area high schools for referrals of all youth discontinuing school at the end of the first quarter of the fiscal year.
- Complete comprehensive needs assessment and case plan on each client at the first meeting.
- Provide information on employment and alternative education options to students who have discontinued school.
- Assist youth discontinuing school to utilize available options.
- Advocate to support youth/parents in suspension and expulsion proceedings.
- Provide ongoing follow up and interagency coordination as needed to complement the case plan.
- Follow-up with each client three months after termination of services.
- Maintain all client records appropriately.

STAFFING PATTERN

Director	5%
Counselor II	10%
Counselor I	10%
Office Manager	2%

Volunteer assistance when possible.

OBJECTIVE: II

To create one or more neighborhood recreation sites.

PERFORMANCE INDICATOR:

Number of sites created.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Meet with S.E. Neighborhood Associations, during the first quarter of the fiscal year to identify current neighborhood recreational resources and needs.
- Target three neighborhoods for further project development during the first quarter of the fiscal year.
- Meet with a working committee of neighborhood residents to develop a plan the second quarter of the fiscal year.
- Present the plan to Neighborhood Associations, make necessary modifications, and seek City, Neighborhood Association, and area resident approval during the third quarter of the fiscal year.
- Implement the plan and provide technical assistance for the initial phase of the project during the fourth quarter of the fiscal year.

STAFFING PATTERN

Director	25%
Volunteer Coordinator	5%
Advocate I	30%
Office Manager	2%
Volunteer assistance when possible.	

OBJECTIVE: III

To recruit and train 30 youth in Urban Survival Skills.

PERFORMANCE INDICATOR:

Number of youth trained.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Meet with Neighborhood Associations, Schools, and Community Juvenile Officers to plan recruitment of volunteers to be trained at the end of the first and second quarters.
- Train volunteers in communication skills, resource availability, neighborhood safety, and other urban survival skills during the second and third quarters of the fiscal year.
- Publicize the availability of the volunteers as resource people in their neighborhoods through Neighborhood Association Newsletters.
- Provide ongoing follow-up as needed with the volunteers.
- Keep records appropriately.

STAFFING PATTERN

Director	20%
Advocate I	20%
Volunteer Coordinator	15%
Office Manager	2%

OBJECTIVE: IV

To provide 9000 hours of volunteer service to youth.

PERFORMANCE INDICATOR:

Number of hours provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Recruit volunteers.
- Publicize the need for volunteers in the inner southeast area through Neighborhood Associations, flyers, church bulletins, etc...
- Inform area special interest groups and schools about volunteer availability, services, and our need for more volunteers.
- Provide training, support, and supervision for volunteers.
- Insure provision of volunteer services to include, but not be limited to: Big Brothers/Sisters, CAB members, aides to program staff, tutors, practicum students, office aides, and recreation aides.
- Coordinate needs for volunteers with staff.
- Maintain all records appropriately.

STAFFING PATTERN

Director	2%
Volunteer Coordinator	70%
Office Manager	2%

OBJECTIVE: v

Respond to 2000 telephone requests for information and referral.

PERFORMANCE INDICATOR:

Number of requests received.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Maintain an updated resource file.
- Provide information and referral services by telephone contacts.
- Maintain records appropriately.

STAFFING PATTERN

Director 3%
Office Manager 50%

OBJECTIVE: VI

To maintain effective leadership and administrative management of SEYSC by subcontracting agency

PERFORMANCE INDICATOR:

by complying with contract guidelines.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Provide staff direction/supervision through staff meetings and evaluate staff performance at least on an annual basis.
- Provide staff assistance to Advisory Council and Board of Directors at monthly meetings or as required.
- Provide program review for quality control, adherence to policy and contractual compliance.
- Continue to identify program needs and mobilize resources.
- Provide planning, coordination and program consultation through management team meetings or as required.
- Assist Citizen Advisory Board and PACT Board with budget planning.
- Assist SE Youth Service Center staff with program management and citizen involvement.
- Maintain property control records on city inventory.
- Maintain all personnel records and provide consultation and technical assistance on personnel matters as required.
- Maintain records & supervise use of all accumulated leave.

OBJECTIVE: VI continued.

To maintain effective leadership and administrative management of SEYSC by subcontracting agency

PERFORMANCE INDICATOR:

by complying with contract guidelines.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Process and provide technical assistance on all employee and center insurance matters.
- Process all center accounts payable and accounts receivable and maintain records of all budget matters.
- Submit required reports and invoices in the proper form and manner.
- Provide legal and other technical assistance as required on all pertinent matters.

STAFFING PATTERN

Executive Director	15%
Accountant	16%
Program Director	11%
Office Manager	25%

4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Describe safety and accountability procedures regarding center coverage and emergencies.)

YSC Staff

Center Director - responsible for internal administrative procedures, community relations, personnel selection and management, agreement negotiation, YSS planning and coordination.

Counselors - responsible for supervision and training of paraprofessional counselors, client counseling, record keeping supervision, identifies unmet needs & develops a plan to address them.

Office Manager - responsible for office management, purchasing vehicle coordination, secretarial duties, Monthly Characteristics Report.

Youth Advocates I & II - responsible for supervision of neighborhood problems; three month follow-up assignment, supervision, and training; provides assistance with education & recreation needs of clients as identified; all diversion referrals and restitution/community service.

Volunteer Coordinator - responsible for recruitment, training, and supervision of volunteers to address needs as identified by counselors and advocates; Center publicity.

Employment Coordinator - responsible for pre-employment training and assessment, job development and placement, special employment projects, and employment related publicity.

PACT Administration

Executive Director	Provide supervision, Administration Support (thru Program & Administration meetings), Technical Assistance and Program Planning/Grant Development
Deputy Director	to address unmet needs or support services.
Accountant	
Program Planner	

Hours of Project

Normal operating hours of the Center will be 9:00 AM to 9:00 PM, Monday through Thursday; 9:00 AM to 8:00 PM Friday; and 10:00 AM to 6:00 PM Saturday. In addition Center will be closed on the following holidays.

1. New Year's Day (January 1)
2. Memorial Day
3. Independence Day (July 4)
4. Labor Day
5. Thanksgiving Day
6. Christmas Eve (December 24)
7. Christmas Day (December 25)
8. All YSC employees also earn one personal holiday during the first, third, and fourth quarters.

A staff member will be available, on an experimental basis to East Precinct from the Center's closing time until midnight Monday thru Saturday to respond to diverts on an on-call basis.

Safety and Accountability Procedures

Normal coverage requirements are: 1 core staff from 9 AM - 3 PM and 2 core staff from 3 PM - closing. In case of out-of-center programming in the evening, 1 core staff and 1 student receptionist are considered coverage. In case of illness or emergency, 1 core staff is considered coverage from 3PM - closing. Emergency Procedures are being developed by PACT and will be forwarded on completion.

5. Contracting Agency Involvement. (Describe support services to be provided for this project. Discuss the role of the contracting agency in the areas of fund-raising, advocacy, and provision of support services to the Center program.)

Portland Action Committees Together, Inc. (PACT) is a private non-profit corporation created in 1967 by residents of SE Portland to address the needs of the SE community. PACT is governed by a 21 member, volunteer citizen Board of Directors. Eleven low income representatives are elected annually in a community election. Ten at large members (local business persons) are appointed by the Board. Members of the Citizen Advisory Board and other community groups take the opportunity to become Board members and establish linkages with their own programs. The PACT Board and the YSC Citizen Advisory Board have established a written agreement defining their respective roles and responsibilities. (Attachment 3.)

SUPPORT SERVICES

A. Administrative Support Services:

1. Responsible policy decision-making and fiscal controls.
2. Comprehensive management and sound administrative practices to include - staff support of Citizen Advisory Boards, committees and program management activities.
3. Fiscal accountability for all programs through a sound accounting system and continuous auditing by a private firm.
4. Regular program monitoring, evaluation and contract compliance reports as required by funding source.
5. Coordinated system of program planning and development for all PACT programs.
6. Standard, fair and equitable personnel system. This system includes maintenance and updating of PACT's Affirmative Action Plan and related hiring procedures.
7. Provision of staff training and technical assistance as needed.

B. Advocacy Support Services:

1. The PACT Board of Directors, in conjunction with the Citizen Advisory Board, is prepared to advocate on

Contracting Agency Involvement - Continued.

behalf of SE residents to make social service systems and governmental structures responsive to the needs of their constituency.

- a. PACT will engage in advocacy activities to help persons at risk by modifying structural barriers to self-sufficiency in SE Portland.
- b. PACT will engage in advocacy activities which support the creation and implementation of innovative strategies to remove barriers, involve community residents in new ways and those which mobilize public/private resources to that end.

C. Fundraising Support Services:

1. The Youth Service Center Citizen Advisory Board will engage in an aggressive fund raising campaign at the request of the PACT Board of Directors during 1981-82.
2. The grant coordination component of PACT's Administrative unit is responsible for locating and securing new private and public funding sources to support existing PACT programs such as the SE Youth Service Center. PACT's ability to raise funds successfully from a variety of sources is discussed in the 1980 PACT Annual Report. Available example of PACT's fundraising capability is demonstrated by the corporation's selection as the grantee for Federal and County Community Mental Health monies allocated for the Southeast Mental Health Statistical Area for 1981-82.

D. Other Support Services:

1. In addition to the SE Youth Service Center PACT administers the SE Senior Service Center, a Community Food & Nutrition Program, an Energy & Weatherization Program, a Community Action Program and the Neighborhood Service Center. Through these programs we provide various support services ranging from emergency services to escort services. All of PACT's service components serve to strengthen the activities of each program.

NOTE - For a more detailed explanation of each program, budget and resource allocation information please consult the 1980 PACT Annual Report included as part of our application.

6. Community Participation (Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.)

The CAB initiated the planning process by agreeing to conduct several project proposal development sessions beginning in March, 1981. A project proposal timeline was completed and approved by the Board to structure planning activities (see attachment 4).

The planning process utilized by the Citizen Advisory Board consisted of seven basic elements: 1) Assess community needs 2) Rank Problems 3) Analyze resources 4) Establish priorities 5) Establish goals 6) Develop objectives 7) Devise strategies (see attachment 5 and consult Project summary, problem statement). The planning process was organized to obtain citizen input from a broad range of professional service providers, clients, youth, school officials, etc... The composition of persons providing input into the CAB planning effort is reflected in the range of persons who participated in the survey effort. The CAB conducted the final session of the planning process April 23, 1981, and approved PACT's SE Youth Service Center project application for 1981-82.

Moreover, the PACT Board of Directors completed an agency-wide planning process which is described fully in Attachment . Needs and problems of youth and families were ranked as critical problem areas to be addressed by PACT during the program cycle beginning in 1980 and ending in 1982-83.

Citizen Involvement and Advisory Board Relationship: Citizen involvement in the operation of the YSC is maintained through the active participation of community members of the Citizen Advisory Board, PACT Board of Directors and other volunteer participation opportunities.

The YSC Board develops policy to the Center's operation and advises the Center regarding volunteer utilization. Furthermore, the CAB:

- Assist in program development to meet identified community needs.
- Advises Center regarding program development.
- Performs liaison and advocacy functions in it's relationship with the greater community and PACT Board of Directors.
- Assists in screening and hiring the YSC Director.

Community Participation continued

- Assists in fundraising and developing alternative funding.

The YSC Citizen Advisory Board will advise and recommend to the YSC Director and PACT Board of Directors their concerns regarding issues, program planning and direction, Center policies and budget developments/adjustments. The YSC Director will act as an ex-official member. A PACT Board member will be assigned to the YSC-CAB as the liaison between the two Boards.

Efforts aimed at involving all segments of the community in the planning and implementation of the YSC project are enhanced by the maintenance of an active volunteer program managed by the Volunteer Coordinator on staff. Volunteers at the SE Youth Service Center are utilized to support the following program activities:

- Program monitoring, needs assessment, and program planning.
- Youth Activity Group Supervision.
- Big Brother/Big Sister Program functions
- Staff assistance in the areas of special projects, client assistance and advocacy.

7. Coordination (Describe the coordination of this project with other community organizations and statutory agencies in the service area. Briefly discuss program and service exchanges that may occur. Identify staff positions responsible for these activities.)

Intra-coordination among PACT programs is achieved through bi-weekly meetings of PACT Program Managers (including the YSC Director). Within the PACT organization are direct linkages with neighborhood associations, mental health services for adult and families, welfare and food stamps, advocacy, child care, planning and development expertise and assistance, emergency food and fuel and home repair. All Program Directors in PACT are directly supervised by the Deputy Director.

Using Youth Service System agreements with Police, Juvenile Court, Schools & Children's Service Division as a guide, local informal working agreements are developed by the Center Director and appropriate local manager. Specific program and service exchanges are then decided by YSC counselors and line workers within local guidelines.

All YSC staff will assume responsibility for coordination among agencies on the needs of individual clients. An agreement for sharing appropriate information is developed by the Center Director and the appropriate agency personnel. Ongoing linkages will be maintained (with assistance from PACT Administration, PACT Board, & Citizen Advisory Board) by the following staff at the Youth Service Center:

Director - CSD, Portland Police, Retail Merchants, Neighborhood Associations, PACT, Citizen Advisory Board & Juvenile Court.

Counselor II - MESN, Washington/Monroe, Franklin High School, Hosford School and feeder schools.

Counselor I - Cleveland High School, Mt. Tabor School, Sellwood School, Washington/Monroe High School, and feeder schools.

Youth Advocate II - East Precinct, Juvenile Court & Restitution Sites.

Youth Advocate I - All recreation & community resources.

Employment Coordinator - All employment resources, local businesses

Volunteer Coordinator - local churches, schools, service groups and media.



PORTLAND ACTION COMMITTEES TOGETHER, INC.

3534 S.E. Main Street
Portland, Oregon 97214
A/C 503 233-8491

May 27, 1981

Sarah Newhall
Youth Services Coordinator
Human Resources Bureau
City of Portland
522 S.W. Fifth Avenue
Portland, Oregon 97204

Dear Susan:

Enclosed are the proposed objective amendments and budget adjustments requested in your Memo of 5-14-81. The Youth Service Center Advisory Board will meet June 2nd to approve the amended portions of our contract. We will forward notice of final approval at that time.

Please let me know if I can be of further assistance.

Sincerely,

Steve Citron
Executive Director

SC/kj/el

encl.

The Southeast Youth Service Center 1110 S.E. Alder, Portland, Oregon 97214

May 21, 1981

To: Steve
From: Dian *DC*
Re: Adjustments to 1981-82 Project Application

Following are my suggestions for adjustments:

- Change Objective IE to read
Assist 250 youth in acquiring the basic skills necessary to obtain employment; develop 150 jobs available to youth; provide 500 hours of employment-related counseling.

- Change Objective IG to read
Educate and provide support services to 150 youth and parents of youth regarding the rights and responsibilities of students and school officials in matters concerning discontinuation, suspension, and expulsion.

- Increase the Director's time on Objective IE to 30% (presently 5%) and decrease the Director's time on Objectives II and III to 10% each (presently 25% and 20%) to respond to the comments of the Budget Advisory Committee members during the presentation.

- Increase the Volunteer Coordinator's time on Objective IV to 80% to correct my mathematical error.

- Change Objective I to read (under PERFORMANCE INDICATOR)
Up to 100 of the individuals referred will not have case numbers assigned, in compliance with current MIS procedures.

I will present these proposed changes to the CAB for approval at the June meeting.



151826

EXHIBIT B:

BUDGET AND ATTACHMENTS

1. FUNDING RECAP - Youth Service Centers

a. Budget Summary: (List all sources of funding by amount and source)

<u>City Support Requested</u>	<u>Amount</u>
City General Fund	\$153,207.
Subtotal	\$153,207.
<u>Required Cash Match</u>	7,509.
TOTAL	\$160,716.

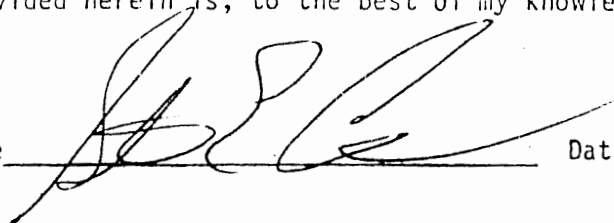
b. Funding Statement: (Briefly describe the duration of each source of match.)

CSA - Region X - 7-1-81 thru 6-30-82
PACT private resources - 7-1-81 thru 6-30-82

2. STATEMENT OF CERTIFICATION

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature



Date 5-27-81/Amended

PACT, Inc.
 S.E. Youth Service Center
 Contract # 18749

APPROPRIATION UNIT
 LINE ITEM WORKSHEET

151926

Code	Object Title	City General Fund	Cash Match	Total Contract		
110	Full-Time Employees	113,771	6,577	120,348		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	15,659	921	16,580		
190	Less-Labor Turnover					
100	Total Personal Services	129,430	7,498	136,928		
210	Professional Services	1,700		1,700		
220	Utilities					
230	Equipment Rental					
240	Repair & Maintenance	1,150		1,150		
260	Miscellaneous Services					
310	Office Supplies	1,026		1,026		
320	Operating Supplies					
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities-External					
410	Education	334	11	345		
420	Local Travel	910		910		
430	Out-of-Town Travel					
440	Space Rental	11,232		11,232		
450	Interest					
460	Refunds					
470	Retirement System Payments					
480	Miscellaneous	540		540		
510	Fleet Services					
520	Printing Services	1,385		1,385		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	1,000		1,000		
570	Telephone Services	4,500		4,500		
580	Intra-Fund Services					
590	Other Services-Internal					
200-500	Total Materials & Services	23,777	11	23,788		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment					
800	Total Capital Outlay					
	Other					
	TOTAL	153,207	7,509	160,716		

151826

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

TRACT NO. 18749

DATE May 19, 1981

PROJECT TITLE SE Youth Service Center

AGENCY PACT, Inc.

FUNDING SOURCE City General Fund

Service Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Director	1716	100	12	20,592
1	Counselor II	1454	100	12	17,448
1	Counselor I	1279	100	9.5	12,151
1	Office Manager	1034	100	12	12,408
1	Volunteer Coord.	988	100	12	11,856
2/1	Youth Advocate(s) II	1021	50/100	2/10	12,252
1	Youth Advocate I	923	100	6	5,538
1	Employment Coord.	1042	100	12	12,504
1	Executive Director	2282	15	12	4,108
1	Accountant	1778	16	12	3,414
	Merit Pool (To be awarded per PACT Personnel Policies and Procedures. Increase will not exceed 5% for any one position. PACT will notify HRB of any merit increased awarded)				1,500
SUB-TOTAL, PERSONNEL					113,771
14 * % FRINGE BENEFITS					15,659
TOTAL, PERSONNEL					129,430

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

151826

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18749

DATE May 19, 1981

PROJECT TITLE S.E. Youth Service Center

AGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE Cash Match

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Accounting Clerk	1094	28	12	3,647
1	Program Developer	1319	18.5	12	2,930
SUB-TOTAL, PERSONNEL					6,577
14 * % FRINGE BENEFITS					921
TOTAL, PERSONNEL					7,498

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

CONTRACT BUDGET JUSTIFICATION

151826

PERSONNEL

CONTRACT NO. 18749

DATE May 19, 1981

PROJECT TITLE S.E. Youth Service Center

AGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE Total Contract

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Director	1716	100	12	20,592
1	Counselor II	1454	100	12	17,448
1	Counselor I	1279	100	9.5	12,151
1	Office Manager	1034	100	12	12,408
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1	Executive Director	2282	15	12	4,108
1	Accountant	1778	16	12	3,414
1	Accounting Clerk	1094	28	12	3,647
1	Program Developer	1319	18.5	12	2,930
	Merit Pool (To be awarded per PACT Personnel Policies & Procedures. No increase to exceed 5% per position. HRB will be notified of any merit increases)				1,500
SUB-TOTAL, PERSONNEL					120,348
* % FRINGE BENEFITS					16,580
TOTAL, PERSONNEL					136,928

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

151826

CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18749DATE May 19, 1981PROJECT TITLE S.E. Youth Service CenterAGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE City General Fund

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	PROFESSIONAL SERVICES S.E. Youth Service Center portion of PACT Agency-wide Audit Contract Services - Youth Employment Projects	500 1,200	1,700
240	REPAIR & MAINTENANCE Gas, repairs and maintenance of van Repair of office equipment	1,050 100	1,150
310	OFFICE SUPPLIES \$85.50/month x 12 mos.	1,026	1,026
410	EDUCATION - Workshops & seminars	334	334
420	LOCAL TRAVEL Tri-Met Bus tickets Mileage - 600 miles for 4 staff @ .225/mi Bus passes - 2 x 5 mos x \$21	160 540 210	910
440	SPACE RENTAL - \$936/mo x 12 mos	11,232	11,232
490	MISCELLANEOUS - Postage @ \$45/mo x 12 mos.	540	540
520	PRINTING SERVICES Flyers, brochures, stationary, posters, etc. Photocopying @ 500 copies per month x 12 mos. x \$.05/copy	1,085 300	1,385
560	INSURANCE - Auto, bonding & liability	1,000	1,000
570	TELEPHONE - \$375/mo x 12 mos. (approx.)	4,500	4,500
	TOTAL		23,777

151826

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICESCONTRACT NO. 18749DATE May 19, 1981PROJECT TITLE S.E. Youth Service CenterAGENCY FACT, Inc.Service Category (if applicable)FUNDING SOURCE Cash Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
410	EDUCATION - Trainings & Conferences	11	11

CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

CONTRACT NO. 18749

DATE May 19, 1981

PROJECT TITLE S.E. Youth Service Center

AGENCY PACT, Inc.

Service Category (if applicable)

FUNDING SOURCE Total Contract

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	PROFESSIONAL SERVICES S.E. Youth Service Center portion of the PACT Agency-wide annual audit Contract Services - Youth Employment Proj.	500 1,200	1,700
240	REPAIR & MAINTENANCE Gas, repairs & maintenance for van Repair of office equipment	1,050 100	1,150
310	OFFICE SUPPLIES - \$85.50/mo x 12 mos. (approx.)	1,026	1,026
410	EDUCATION Workshops, seminars, trainings	345	345
420	LOCAL TRAVEL Tri-Met Bus tickets Mileage - 600 miles x 4 staff @ \$.225/mi Bus Pass - 2 x 5 mos x 12 mos.	160 540 210	910
440	SPACE RENTAL - \$936/mo x 12 mos.	11,232	11,232
490	MISCELLANEOUS - Postage @ \$45/mo x 12 mos.	540	540
520	PRINTING SERVICES Flyers, brochures, stationary, posters, etc. Photocopying @ 500 copies/mo x 12 mos x \$.05/copy	1,085 300	1,385
560	INSURANCE - Auto, bonding & liability	1,000	1,000
570	TELEPHONE - \$375/mo x 12 mos (approx.)	4,500	4,500
	TOTAL		23,788

PROJECT TITLE: Southeast Youth Service Center (PACT, Inc.)List of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Don Durand - 330 SE 11th/97214	232-5880	'82
Mike Haglund - 4004 NE Royal Ct./97232	226-1191	'82
Mary Louise Volk - 1136 S.E. Oak/97214	232-2372	'82
Ethel Condit - 1425 S.E. Oak/97214	232-0349	'82
Ginny Bass - 2707 SE 35th Pl./97214	231-8744	'82
Betty Johnson - 2825 S.E. 37th/97202	234-3974	'83
Eilene O'Donnell - 1334 SE 23rd/97214	231-7241	'83
Mary Palumbo - 1942 S.E. Umatilla/97202	227-3157	'83
Jenny Harris - 3018 N.E. Couch/97232	235-4006	'83
Connie Singer - 424 SE 32nd/97214	224-4094	'83
Stan Kahn - 722 SE 18th/97214	234-4517	'83
Pete Abeyta - 3047 NE Couch/97214	231-8216	'82
David Aiken - 7430 SE 35th Ave/97202	233-6441	'82
Steve Rudman - 1723 N.E. 10th/97212	284-9461	'82
Joanne McClarty - 6605 S.E. Carlton/97206	234-7532	'82
Craig Byrd - 3834 S.E. Belmont/97214	238-4477	'82
Phil Conti - 5224 S.E. Foster Rd./97206	777-5846	'83
Alan Kirk -U.S. National Bank -PO Box 14187/97214	225-4550	'83
Shelley L. Tuhy - 421 SW Oak, Rm 229/97204	242-8758	'83
Kent Snyder - PO Box 14515/97214 *	246-0287	'83
Ed Green - 2433 N.E. Flanders/97232	249-6901	'83

PROJECT TITLE: PACT, Inc. Southeast Youth Service Center

List of Current Advisory Council Members: (Indicate the Chairperson by an asterisk (*)).

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
Linda Stoltz *	4129 SE Ellis Portland, 97202	1982	No	Member at large
Berle Linn	536 SE 17th Portland, 97214	1982	No	Parent Representative
Sharon Hendrix-Slattery	1525 SE 24th Portland, 97214	1983	No	Parent Rep.
Lexie McDonald	4830 SE Brooklyn Portland, 97202	1983	No	Youth Rep.
Stacey Wenzel	1525 SE 24th Portland, 97214	1983	No	Youth Rep.
Sgt. Pam Kauffman	4735 E Burnside St. Portland, 97215	1983	No	Agency Rep.
Michelle Roy	2341 NE Everett Portland, 97215	1983	No	Agency Rep.
Greg Berleman	2137 NE 42nd Portland, 97213	1983	No	Agency Rep.
Jodie Crouch	3219 SE 62nd Portland, 97206	1983	No	Parent Rep.
Janet Coleman	3735 NE 69th Portland, 97213	97213	No	Member at large
David Aiken	3400 SE 26th Portland, 97202	1981	No	Member at Large

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Portland Action Committees Together, Inc. (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment. The Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated May 1, 1981

By 

3534 SE Main St 97214
(Contractor's Mailing Address)

Title Executive Director

Assurance of Compliance with
"Nondiscrimination on Basis of Handicap"
Section 504 of the Rehabilitation Act of 1973

Portland Action

Committees Together, Inc. (hereinafter called the "Contractor"), HEREBY

AGREES THAT it will comply with "Nondiscrimination on Basis of Handicap" Section 504, of the Rehabilitation Act of 1973, dated June 3, 1977, (hereinafter referred to as Section 504) and procedures established by City of Portland, Human Resources Bureau, Aging Services Division (hereinafter referred to as the Area Agency on Aging - AAA). The regulation defines and forbids acts of discrimination against qualified handicapped persons in employment and in the operation of programs/activities receiving assistance from the Department of Health Education and Welfare. The Contractor hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.

As an employer, the Contractor agrees to make reasonable accommodation to the handicaps of applicants and employees unless the accommodation would cause the employer undue hardship, as defined in Section 504. This extends to all phases of employment including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment.

The Contractor shall submit to the AAA, for analysis and recommendations, copies of their affirmative action plan and personnel policies which include provisions that assure the following:

1. No qualified handicapped person shall, on the basis of handicap, be subjected to discrimination in employment by the Contractor.
2. The Contractor shall make all decisions concerning employment in a manner which ensures that discrimination on the basis of handicap does not occur and may not limit, segregate, or classify applicants or employees in any way that adversely effects their opportunities or status because of handicap.
3. The Contractor shall not participate in a contractual or other relationship that has the effect of subjecting qualified handicapped applicants or employees to discrimination.

4. The Contractor shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee.
5. The Contractor shall not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation.

As a provider of community services, the Contractor shall take appropriate steps in accordance with the established procedures, to assure that no qualified handicapped person, because of the Contractor's facilities are inaccessible to or unable by handicapped persons, be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination under any program or activity. The Contractor's programs and activities, when viewed in its entirety, will be readily accessible to handicapped persons.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with Section 504 is given in consideration of and for the purpose of obtaining any and all AAA contracts or other financial assistance extended after the date hereof to the Contractor by the AAA, including installment payments after such date on account of applications for AAA financial assistance which were approved before such date. The Contractor recognizes and agrees that such AAA financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the AAA shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated this 12 day of June, 1981

By 

Title Executive Director

3534 SE Main

Contractor's mailing address

CITIZENS ADVISORY BOARD REVIEW

The Citizens Advisory Board of the Southeast Youth Service Center has reviewed the proposal for youth services to be provided by Portland Action Committees Together Inc. in the target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

 X The Citizens Advisory Board approves the proposal. *

 The Citizens Advisory Board does not approve of the proposal for reasons listed below:

 The Citizens Advisory Board has reviewed the proposal but has taken no action at this time.

*The CAB met April 23, 1981, in an expanded Executive Committee and approved the Proposal. Final review of the Proposal will be at the regular May 5, 1981 CAB Meeting.

Linda G. Stoltz
Signature of Chairperson

April 30, 1981
Date

BOARD OF DIRECTORS REVIEW

The Board of Directors of PACT, Inc. (agency) has reviewed the proposal to be provided by PACT Youth Service Center in the Southeast target area through contract with the City of Portland, Human Resources Bureau. Comments are attached.

The Board of Directors approves the proposal.

The Board of Directors does not approve the proposal for the reasons listed below:

The Board of Directors has reviewed the proposal but has taken no action at this time.

[Handwritten Signature]
Signature of Board Chairperson

May 19, 1981
Date

151826

EXHIBIT C
REQUIRED REPORTING FORMS

151826

Contract Agency _____

Area Agency on Aging
Youth Service Centers
Accounting Unit
522 S. W. Fifth Ave., 8th Fl.
Portland, OR. 97204
Phone: (AAA) 248-4752 (YSC) 248-4356

Address _____

City _____ State _____

Contract # _____ Contract Period: From _____ To _____

Funding Source _____ Service Category _____

Reimbursement Request for _____
month & year

CODE	OBJECT TITLE	CURRENT PERIOD REQUEST	YEAR TO DATE REQUEST	CURRENT BUDGET	BALANCE
110	Full-Time Employees				
120	Part-Time Employees				
170	Benefits				
100	Total Personnel Services				
210	Professional Services				
220	Utilities				
230	Equipment Rental				
240	Repair and Maintenance				
260	Miscellaneous Services				
310	Office Supplies				
320	Operating Supplies				
330	Repair and Maint. Supplies				
340	Minor Equipment and Tools				
350	Clothing and Uniforms				
380	Other Commodities-External				
410	Education				
420	Local Travel				
430	Out-of-Town Travel				
440	Space Rental				
490	Miscellaneous				
520	Printing Services				
550	Data Processing Services				
560	Insurance				
570	Telephone Services				
200	Total Materials & Services				
500					
620	Buildings				
630	Improvements				
640	Furniture & Equipment				
500	Total Capital Outlay				
	TOTAL				

ATTACH TO THIS REIMBURSEMENT REQUEST:

1. Supporting documentation for all costs or expenditures grouped by expenditure code number. (Attach adding machine tape to each group of supporting documents.)

REIMBURSEMENT REQUEST AND SUPPORTING DOCUMENTS ARE TO BE SUBMITTED TO THE CITY NO LATER THAN THE FIFTEENTH WORKING DAY FOLLOWING MONTH END.

I certify that the information pertaining to this request is true and complete to the best of my knowledge.

Signed _____ Date Signed _____

Title _____ Phone _____

CONTRACTOR RECORD OF NON-CONSUMABLE SUPPLIES PURCHASED
 (Items with a minimum value of \$25.00 per item and a maximum value of \$200.00 per item)



DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

CONTRACTOR RECORD OF CAPITAL EQUIPMENT PURCHASED
 (Items with value in excess of \$200.00 per item)

THE CITY OF
PORTLAND



OREGON

DATE OF PURCHASE	NUMBER OF ITEMS	DESCRIPTION	VENDOR AND INVOICE NUMBER	UNIT COST	TOTAL COST

Authorized Signature _____

Date Signed _____

Title _____

Phone Number _____

151826
 Revised 6/2/81

151826

Contract Reimbursement Procedures

ON FILE AT HRB

Other required reporting forms specified in the
Youth Service Center "Management Information
System Training Manual"

ON FILE AT HRB

Other procedures specified in the Youth Service
Center Standards and Guidelines

ON FILE AT HRB

AGREEMENT AMENDING CONTRACT NO. 18747

This agreement is entered into between the City of Portland and Delauney Mental Health Center, Inc.. The parties have previously executed a contract providing for the operation of a Youth Service Center in a specified area of the City of Portland for the period July 1, 1980 through June 30, 1983.

The parties therefore agree that Contract No. 18747 is amended as follows:

1. Total City support shall be \$160,399 for Fiscal Year 1981-82.
2. Required cash match shall be \$7,466 for Fiscal Year 1981-82.
3. The Project Application has been revised, including revised budgets, objectives, and activities, and is attached as Exhibit A-4.
4. Section VI, D. shall now read:

"The City shall monitor the project based on the provisions set forth in this contract. The City shall monitor the services provided under this contract by conducting reviews of contract compliance, including on-site monitoring of client case files, Center Facilities, and areas of Center operation that may effect contract compliance. Contract reviews will be conducted according to a schedule developed by the City. On-site monitoring will be pre-arranged with each Contractor."

5. Section VII, C. shall now read:

"The additional amounts due after the initial advance shall be reimbursed upon receipt of the required ACCOUNTING REPORT FORMS (refer to Exhibit C), the original with supporting documentation attached. All supporting documentation shall be annotated with the check number, budget line item number, service category, and funding source. Reimbursement requests shall be received by the fifteenth (15th) working day of each month. Reimbursement requests not received by the specified time shall be delayed and processed for payment the following month, or may result in suspension or termination of contract. (Please note that suspension means that any expenses incurred during this period shall be the sole responsibility of the Contractor.) Payments shall also be delayed if the required program reports are not received by the specified time."

6. The following paragraph shall be added to Section VII, E.

"Retention of advances shall be predicated upon timely submission of reimbursement requests."

7. Section VII, J. shall now read:

"All items with a purchase price in excess of two hundred dollars (\$200) per item hereunder shall be for cash and not include any credit terms, and shall be reported to the City within ten (10) days, tagged by the City, included in the City's property control, and shall be the property of the City. Contractor shall maintain a current log (refer to Exhibit C) and copies of these logs shall be submitted with the final reimbursement. All non-expendable items shall be returned to the City within ten (10) days after contract termination."

8. Section VII, K. shall now read:

"Contractor shall also maintain a current log (Refer to Exhibit C) of all non-consumable supplies purchased under this contract. Non-consumable means items with a minimum value of twenty-five dollars (\$25) per item to a maximum value of two hundred dollars (\$200) per item. Copies of these logs shall also be submitted with the final reimbursement. All such items shall be returned to the City within ten (10) days after contract termination."

9. Section VIII, A. shall now read:

"Contractor shall abide by all federal, state and local regulations, policies, and procedures governing project operations, management and service delivery. The funds shall be used solely for the purpose for which they are provided."

10. Section VIII, B.5) shall be added and read:

"that the Contractor has qualified a) as a direct responsibility employer under 656.407 (Workers' Compensation), or b) as a contributing employer under ORS 656.411, or c) if the contract is to be performed without the assistance of others, that Contractor has signed a joint declaration with the City that the services are rendered as an independent contractor."

11. Section VIII, C. and D. shall now read:

"C. If the Contractor enters into more than one (1) contract with the City, insurance and bonding shall be furnished, together with the proper endorsements for each separate contract. Failure to maintain current insurance, bonding, and proper endorsements for each separate contract shall result in the withholding of payment to the Contractor or the termination of contract.

D. If approved as self-insured by the City Attorney, the Contractor shall deliver to the City Auditor, in lieu of a Standard Liability Insurance Policy, evidence that they agree to hold harmless, defend, and indemnify the City, its agents and employees from any and all claims for damages arising in whole or in part out of the performance of this contract."

The last two paragraphs of Section VIII, B. are deleted.

12. In Section VIII, C. becomes E., D. becomes F., E. Becomes G., F becomes I.

13. In Section IX, B. the following shall be deleted:

"Adequate space in the facility shall be provided to house a Youth Career Training Services (YCTS) Area Office as mutually agreed on by the Contractor and YCTS."

14. Section IX, F. shall be added and read:

"Contractor shall submit copies of logs which list non-expendable (\$100 or more per item) and non-consumable (minimum value of \$25 to a maximum value of \$99.99 per item) items from previous contracts by August 31, 1981."

15. Section VII,B. shall now read:

"An advance shall be made to cover the cost of the CONTRACTOR's initial expenses for operation, not to exceed the sum of \$26,733, upon receipt of a written request from the CONTRACTOR.

These changes are incorporated in Contract No. 18747 as set forth in the attached pages.

Dated this ___ day of _____, 1981.

Approved:

DELAUNEY MENTAL HEALTH CENTER, INC.

Erma E. Hephburn

Executive Director
Human Resources Bureau

By _____

Title _____

CITY OF PORTLAND

Approved as to Form:

By _____
Commissioner of Public Utilities

City Attorney

By _____
Auditor

PROJECT APPLICATION
HUMAN RESOURCES BUREAU
City of Portland

1. Project Title North Portland Youth Service Center

2. Type of Application (check one) New _____ Continuing X

3. Applicant Agency:

Name Delaunay Mental Health Center

Address 5215 N. Lombard

Portland, Oregon 97203

Phone Number 285-9871

Project Director Dolores Morgan, Executive Director

Official Authorized to Bind Agency Donald J. Friedman, Chairperson, Board of Directors

Financial Officer Kathy Hames, Executive Assistant

4. Contract Period: From July 1, 1980 To June 30, 1983

5. Budget Period: From July 1, 1981 To June 30, 1982

6. City Support Requested \$160,399 Match Required: \$7,466

1. Summary of Project. Describe in 300-400 words the project plan presented in this application. The summary should be able to stand by itself as a clear and complete description of the project. Address:
- Statement of Problem (Provide a description of the conditions and problems to be addressed by the project. Use quantifiable terms.)
 - Project Goals (State the intent of the project to change, reduce, or eliminate the problem(s) identified above.)
 - Strategies for Delivering Services (Describe the general approach to meeting the goals stated above.)

Summary of Project

DeLaunay Mental Health Center will continue to maintain a youth service center in North Portland to divert youth from the juvenile justice system; and to provide access to comprehensive social services to youth, their families, and public and private agencies.

Statement of the Problem

According to the latest U.S. census data 9,085 youth, age 10-17, live in the target area of the North Portland Youth Service Center. Both the Portland Police Bureau and an HEW Regional Research Institute study indicate North Portland has the second highest juvenile crime rate in the city. A recent study by the State of Oregon Department of Education shows one-third of Oregon's students leave public schools before graduation. Portland Public Schools report a North Portland school (Roosevelt High School) has the highest drop out rate in the city.

North Portland community residents, our Citizens Advisory Board, and the Portland Police have consistently identified a need for youth services in the area, including diversion, personal and family counseling, employment services, and youth activities. Recent funding cutbacks have resulted in fewer services to youth. A local study conducted by the Regional Research Institute at Portland State University found that 67.3% of youth referred in Portland to juvenile court did not receive counseling or other support services, and 25% were later referred for more serious crime.

Project Goals

The Youth Service Center is designed to make opportunities for positive experiences available to all youth in North Portland, to assist in solving youth and family problems, to ameliorate those factors which contribute to juvenile crime, and to reduce and/or prevent juvenile crime.

Strategies for Delivering Services

Delaunay Mental Health Center believes that a community youth center is the most effective means of delivering services to youth. The Youth Service Center has developed an effective working relationship with literally all youth serving agencies in North Portland. By accepting referrals from the police, the juvenile court, and other sources, YSC is in a position to assess the variety of needs exhibited by these youth and their families. Staff attempts to meet these needs within the community by continuing its role as a central source of information about youth needs, resources, and youth serving agencies. Where appropriate, staff refer to existing resources. When resources are unavailable or inappropriate, YSC continues to maintain direct service capabilities in counseling, employment, recreation, and various volunteer activities. Through public relations, outreach, community organization, effective service delivery, and agency coordination YSC will continue to maintain a balance between law enforcement and community referrals that will project an image in the community as a resource for all youth.

In addition, the YSC and the Delaunay Mental Health Center are in a unique position to provide a wide range of social services to the North Portland community. A close working relationship between program staffs has been developed and as a result a blend of clinical and more informal services has resulted.

In the process of planning this proposal the following priorities were identified for the coming year:

- increased youth participation in program planning, implementation, and evaluation;
- continued development of in-school services. Schools that agree to provide staff to assist in service delivery and to be trained in future service delivery will be given priority.
- continued emphasis on programs to serve minorities.

2. Service Area, Target Population, and Eligibility Criteria for Service

Describe the service area to be covered by this project and the target population for each service to be provided. Explain how each target population will be identified. State the eligibility criteria to be utilized for each service provided and the method for appeal or exception.

Service Area

The service area for the North Portland Youth Service Center encompasses the following census tracts which are within the boundaries of the city of Portland and Multnomah County: 35.01*, 35.02*, 38.01*, 38.02*, 38.03*, 39.01, 39.02, 40.01, 40.02, 41.01, 41.02, 42,43*, and 44 (*portions of), encompassing that area west of I-5 to the Willamette River and the Linnton area.

Target Population

The population to be served during FY 1981-82 is youth between the ages of 10-17, with emphasis on youth referred from Police and Juvenile Court for committing status and minor misdemeanor offenses. Method of justification for Youth Service Center clients are referrals from judicial and non-judicial referrals.

Eligibility Criteria

There are no fee requirements or income guidelines for clients of the North Portland Youth Service Center. Services are available to youth between the ages of 10-17, and their families, living within the designated service area. Priority for services is to be given to youth ages 10 to 14. Exceptions to the eligibility criteria may be made if they do not detract from the quality of services delivered to the target population.

OBJECTIVE: 1

To reduce the involvement of youth with the juvenile justice system by accepting 265 referrals from the police, juvenile court, and other sources of youth under eighteen committing first and second status and misdemeanor offences by June 30, 1982.

PERFORMANCE INDICATOR:

Number of judicial referrals recorded.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue a close working relationship with judicial referral sources by attending quarterly role calls at the North Precinct.
- Continue letters of information to the arresting officers and juvenile court.
- Continue the involvement of court and police representatives on our Citizens Advisory Board.
- Continue ride-a-longs by staff, volunteers, and Citizens Advisory Board members.
- Meet with the North Precinct Captain and Sergeants as needed to continue open communications.
- Continue distribution of the NPYSC newsletter to all judicial referral sources.
- Continue regular contact with Security Departments of local merchants.
- Continue regular staff involvement on the North Portland Police Advisory Council.
- Provide diversion services to all judicial referrals in accordance with Youth Service Center Standards and Guidelines.
- Review all judicial referrals during the weekly case sharing hour.
- Maintain the Restitution Program.
- Maintain appropriate client records.
- Complete needs assessments and three month follow-ups on all clients.

Judicial Referral continued

Staffing Patterns

Diversion Counselor	45 %
Youth & Family Counselors ...	15 %
Outreach Counselor	15 %
Employment Coordinator	7 %
Activities Coordinator	7 %
Volunteer Coordinator	7 %
Administrative Assistant	10 %
Director	10 %

OBJECTIVE: 2

To increase access to services for all youth by accepting 425 referrals of youth under 18 from non judicial sources by June 30, 1981.

PERFORMANCE INDICATOR:

Number of non judicial referrals served.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Maintain close working relationship with local schools, CSP, and other referral sources.
- Continue in-school and center groups including RAP, truancy, youth groups and others.
- Continue information counseling, employment, youth activities, and volunteer programs.
- Complete needs assessment and case plan on each client when appropriate.
- Complete on going follow-up, interagency coordination, and three month follow-up on all clients.
- Maintain appropriate client records.

Staffing Patterns

Diversion Counselor	10 %
Youth & Family Counselor	20 %
Activities Coordinator	40 %
Employment Coordinator	30 %
Volunteer Coordinator	10 %
Administrative Assistant	15 %
Director	15 %

OBJECTIVE: 3

To reduce personal and family problems by providing 1800 hours of counseling to youth and their families by June 30, 1982.

PERFORMANCE INDICATOR:

Number of counseling hours recorded.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Train staff in counseling and group techniques.
- Continue with in-school and Center groups including RAP, truancy, youth groups, and others.
- Continue the Intensive Family Intervention Program in cooperation with the Morrison Center.
- Provide individual and family counseling services upon request and when appropriate.
- Maintain appropriate client records.

Staffing Patterns

Counselors	45 %
Activities Coordinator	10 %
Employment Coordinator	10 %
Volunteers	10 %

OBJECTIVE: 4

To assist North Portland schools in addressing identified needs by providing five on-going groups and eighteen one time workshops or events by June 30, 1982.

PERFORMANCE INDICATOR:

Number of on-going groups provided.

Number of one time workshops/events provided.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- To provide one on-going group that works with disruptive students at a middle school.
- To provide an on-going Peer Counseling Program at Jefferson High School.
- To provide one on-going group that works towards improving attendance at Portsmouth School.
- To develop two additional in school groups in response to identified needs.
- To develop and provide career exploration and job readiness workshops to nine middle/elementary schools.
- To provide nine full day group challenge experiences dependent on the future approval of the "Pier Park Group Challenge Course" by the Portland City Council.
- Document all services provided.

Staffing Patterns

School Liaison Counselor	30%
Diversion Counselor	15%
1/2 time		
Youth & Family Counselor	12%
Activity Coordinator	15%
Employment Coordinator	12%
Director	5%

OBJECTIVE: 5

To reduce unmet needs of youth through interagency coordination or referral of 400 youth by June 30, 1982.

PERFORMANCE INDICATOR:

Number of youth referred or receiving interagency coordination.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Train staff regarding existing resources.
- Develop and distribute NPYSC Referral/Resource Directory.
- Make an interagency contact on all youth referred.
- Maintain appropriate client record.

Staffing Patterns

Counselors	15 %
Activity Coordinator	5 %
Employment Coordinator	5 %
Volunteers	5 %
Administrative Assistant ...	5 %

OBJECTIVE: 6

To increase youth employment by placing 150 youth in 300 jobs and providing job readiness training to 60 youth by June 30, 1982.

PERFORMANCE INDICATOR:

Number of youth employed.

Number of jobs.

Number of youth receiving training.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue the Employment Assistance Program including employment counseling and referral.
- Continue public relations program through St. Johns Review, local businesses, school presentations, posters, and other methods.
- Develop and provide Job Readiness Program.
- Participate in all employment related agency coordination meetings.
- Document services provided.

Staffing Patterns

Employment Coordinator 70 %

OBJECTIVE: 7

To provide quality recreation services to 300 youth with the emphasis on the development of self image, social skills, and youth participation by June 30, 1982.

PERFORMANCE INDICATOR:

Number of youth participating in recreation programs.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue volunteer youth activities programs, including tumbling, trampoline, clay work, poetry class, etc.
- Provide after school youth group activities such as the Model Club, the Younger Person Youth Group, etc.
- Develop a group challenge course at Pier Park.
- Provide seasonal activities such as camping, making Christmas ornaments, a Halloween party, etc.
- Participate in system-wide youth activities.
- Document all services provided.

Staffing Patterns

Activities Coordinator	70 %
Volunteer Coordinator	5 %

OBJECTIVE: R

To increase community involvement and service capability by recruiting sufficient volunteers to provide 7,500 hours of service to youth by June 30, 1982.

PERFORMANCE INDICATOR:

Number of volunteer hours recorded.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue practicum/internship placements through close coordination with local and out-of-town schools.
- Continue close coordination relationship with the University of Portland for the Big Brother/Big Sister Program.
- Continue the Big Brother/Big Sister Program.
- Continue the Volunteer Youth Activities Program.
- Continue public relations for various programs.
- Document all services provided.

Staffing Patterns

Volunteer Coordinator	60 %
Youth & Family Counselor	20 %

OBJECTIVE: 9

To provide a strong Restitution Program to serve 100 youth through June 30, 1982.

PERFORMANCE INDICATOR:

Continue to implement working agreements with present and additional restitution sites.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Continue the Group Restitution Program.
- Adopt a large North Portland social service agency to implement the Group Restitution Program.
- Supervise restitution services provided.
- Document services delivered.

Staffing Patterns

Volunteer Coordinator	15	%
Volunteers	50	%

OBJECTIVE: 10

To increase youth access to community resources by responding to at least 1000 telephone requests for information and referrals by June 30, 1982.

PERFORMANCE INDICATOR:

Number of telephone requests and referrals responded to.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Update reception staff regarding youth services and resources.
- Develop NPYSC Referral and Resource Directory.
- Respond to all requests for information.
- Document services provided.

Staffing Patterns

Administrative Assistant	10 %
All Other Staff	2 %

OBJECTIVE: 11

To initiate and/or participate in five special youth community projects by June 30, 1982.

PERFORMANCE INDICATOR:

Number of projects reported.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Complete a North Portland Referral and Resource Directory and distribute it to all youth serving agencies in North Portland.
- Develop a group challenge course and provide course services to local schools.
- Develop at least three other projects in North Portland in response to identified needs.
- Document projects participated in.

Staffing Patterns

Activity Coordinator 20 %
 Administrative Assistant 10 %

OBJECTIVE: 12

To develop a Southeast Asian Outreach Program that effectively responds to the special needs of 300 Southeast Asian youth by June 30, 1982.

PERFORMANCE INDICATOR:

Number of Southeast Asian youth receiving services.

PROGRAM ELEMENTS AND STAFFING PATTERN:

- Hire a Southeast Asian outreach worker.
- Contact all local schools to inform them about the new program and assess individual needs.
- Formulate a program based on the needs assessment.
- Provide 10 classroom presentations about the new program.
- Document services provided.

Staffing Patterns

Outreach Worker	75 %
Director	5 %

4. Center Organization (Briefly describe the staffing pattern, operating hours, and official holidays. Describe safety and accountability procedures regarding center coverage and emergencies.)

The Program Director supervises all staff and is himself supervised by the Project Director. Staff with program accountability may supervise other staff or volunteers as assigned. One person will be designated as the person-in-charge in the absence of the Program Director. Job openings are announced in the press, throughout YSS, and the Employment Division is contacted. Resumes are reviewed by the director and staff representatives and candidates are selected for interview. Hiring is done solely on the basis of qualification for the position that is vacant.

The Center will maintain on-going training procedures to assure each paid and unpaid staff is trained for his/her job function. Funds have been budgeted for staff training, and for each paid staff to attend workshops in their job area. Informal arrangements with other Centers will permit occasional sharing of staff skills and resources. A three month work plan is regularly prepared by the director and each staff person. In addition a client log is used to supervise each staff member.

The hours of operation of the Center will be 9:00 a.m. to 10:00 p.m., Monday through Friday. Counseling, recreation, employment and other services will continue to be provided during Saturdays. Due to the small amount of use of the diversion program on Saturday an "on call" system will be established. The police will be advised to call the Center before bringing a direct divert to the Center where staff will meet the youth and the officer. Official holidays observed by the Center are: New Year's Day, January 1; Memorial Day, May 30; Independence Day, July 4; Labor Day, 1st Monday in September; Thanksgiving Day, last Thursday in November; Christmas Eve, December 24, and Christmas Day, December 25th.

It is required that two people be present at the Center during all hours of operation. One of these people will be a paid professional staff member. A first aide kit is kept on the premises at all times.

5. Contracting Agency Involvement (Describe support services to be provided for this project. Discuss the role of the contracting agency in the areas of fund-raising, advocacy, and provision of support services to the Center program.)

The contractor will be responsible for maintaining payroll, fiscal records, and providing administrative support. The contractor will also provide regular supervision of the program director and assist in fund raising and advocacy issues.

In addition, the Delaunay Mental Health Center Board of Directors is composed of individuals who are willing to give generously of their time to specific functions of the Delaunay Mental Health Center. The quality of their contributions has, in the past, enhanced service and fiscal functions. This commitment to community service extends to YSC as necessary.

During their first year as contractor, the Delaunay professional staff has provided support to the YSC on a variety of levels. The Delaunay staff has provided consultation on most levels of service, in-service training, and served as consultant during case sharing sessions. Their input has resulted in a higher degree of professional services for the community.

6. Community Participation (*Describe the citizen involvement in planning this project and the ways the community will be involved in the project's operation. Describe staff, Advisory Council, and Corporate Board relationships.*)

The pivotal source of community participation is the MPYSC Citizens Advisory Board. The Board meets monthly and has had, to a large extent, a major influence in program planning. In the last year it has been active in recruitment of new members, the development of a Parents Anonymous group at the Center, as well as the development of several community forums. The Board has been a regular source of input to the staff including the development of and approval of this proposal.

The staff realizes the importance of community influence and support in the accomplishment of its objectives. Therefore, input from the Board is sought regularly on all levels of service delivery.

The responsibilities of the Citizens Advisory Board include:

1. To assist in program development
2. To advise in program implementation
3. Act as a liaison with the community and to advocate on behalf of the YSC
4. Assist in the screening and hiring of the Center Director
5. Develop Citizen Advisory Board by-laws
6. Assist in developing funding sources.

7. Coordination (Describe the coordination of this project with other community organizations and statutory agencies in the service area. Briefly discuss program and service exchanges that may occur. Identify staff positions responsible for these activities.)

Statutory Agencies: Using Youth Service System agreements with Police, juvenile court, schools, and Children's Services Division as a guide, local informal working agreements are developed by the Center Director and the appropriate local manager. Specific program and service exchanges are then decided by YSC counselors and line workers within the local guidelines.

Other Agency Coordination: All YSC staff assume responsibility for coordination among agencies on the needs of individual clients. An agreement for sharing appropriate information is developed by the Director and the appropriate agency personnel.

Specific Agreements: NPYSC and Jefferson High School have an agreement to work toward identifying and contacting youth not in school to facilitate their entry back into an educational or vocational setting. NPYSC and Roosevelt have an agreement to recruit and train students to be used as service volunteers to be given school credit for the experience. YSC and the Housing Authority of Portland (Columbia Villa) have an agreement for provision of activities.

School Coordination: One staff person (outreach counselor) is responsible for making regular contacts with each school in the service area.

Police Coordination: The Director and Diversion Coordinator are required to meet quarterly with police staff.

Advisory Board Involvement: The staff are active members of the North Portland Police, Roosevelt High School and University Park Recreation Center Advisory Boards.

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EXHIBIT B:

BUDGET AND ATTACHMENTS

1. FUNDING RECAP - Youth Service Centers

a. Budget Summary: (List all sources of funding by amount and source)

<u>City Support Requested</u>	<u>Amount</u>
City General Fund	\$ 160,399
Subtotal	\$ 160,399
<u>Required Cash Match</u>	\$ 7,466
TOTAL	\$ 167,865

b. Funding Statement: (Briefly describe the duration of each source of match.)

The Intensive Family Intervention Program is funded from July 1981 through June 1982.

The Advisory Board will be responsible for organizing a funding project to raise \$1,000.

The contractor will provide portions of the consultant and other support services for case sharing each week throughout the contract.

A proposal has been submitted to Pacific Northwest Bell Telephone Co. for \$1,000 to build a Group Challenge Obstacle Course at Pier Park.

2. STATEMENT OF CERTIFICATION

The information provided herein is, to the best of my knowledge, certifiable and correct.

Authorized Signature Donald J. Friedman Date 4/23/81

Contract #18747
 7/1/81 - 6/30/82

DeLauney Mental
 Health Center
 North Portland Youth
 Service Center

**APPROPRIATION UNIT
 LINE ITEM WORKSHEET**

Code	Object Title	City General Fund Support	Required Match	Total Budget		
110	Full-Time Employees	\$129,614	\$1,475	\$131,089		
120	Part-Time Employees					
130	Federal Program Enrollees					
140	Overtime					
150	Premium Pay					
170	Benefits	16,849	191	17,040		
180	Less-Labor Turnover					
100	Total Personal Services	146,463	1,666	148,129		
210	Professional Services	2,040	1,000	3,040		
220	Utilities	1,815		1,815		
230	Equipment Rental					
240	Repair & Maintenance		300	300		
260	Miscellaneous Services					
310	Office Supplies	996		996		
320	Operating Supplies	1,293	500	1,793		
330	Repair & Maint. Supplies					
340	Minor Equipment & Tools					
350	Clothing & Uniforms					
380	Other Commodities--External					
410	Education	690		690		
420	Local Travel	613		613		
430	Out-of-Town Travel					
440	Space Rental	1,800	3,000	4,800		
450	Interest					
460	Refunds					
470	Retirement System Payments					
490	Miscellaneous	529		529		
510	Fleet Services					
520	Printing Services	460		460		
530	Distribution Services					
540	Electronic Services					
550	Data Processing Services					
560	Insurance	1,200		1,200		
570	Telephone Services	2,500		2,500		
580	Intra-Fund Services					
590	Other Services--Internal					
200-500	Total Materials & Services	13,936	4,800	18,736		
610	Land					
620	Buildings					
630	Improvements					
640	Furniture & Equipment		1,000	1,000		
600	Total Capital Outlay		1,000	1,000		
700	Other					
	TOTAL	\$160,399	\$7,466	\$167,865		

5/20/81

CONTRACT BUDGET JUSTIFICATION

PERSONNEL

CONTRACT NO. 18747DATE May 20, 1981PROJECT TITLE North Portland Youth Service CenterAGENCY Delaunay Mental Health CenterFUNDING SOURCE City General FundService Category (if applicable)

(A) Number of Persons	(B) Position or Title	(C) Monthly Salary Rate (Full-time equivalent)	(D) % of time on Project	(E) Number of Months on Project	(F) Cost (A x C x D x E)
1	Director	\$1,547.33	100	12	\$18,568
1	Diversion Coordinator	1,183.25	100	12	14,199
1	Youth & Family Counselor	1,233.00	100	12	14,796
1	Youth & Family Counselor	1,233.00	50	12	7,398
1	Outreach Counselor	1,183.25	100	12	14,199
1	Volunteer Coordinator	1,092.25	100	12	13,107
1	Activities Coordinator	1,083.00	100	12	12,996
1	Employment Coordinator	1,031.00	100	12	12,372
1	Administrative Assistant	833.00	100	12	9,996
1	Indo-Chinese Outreach	975.00	75	12	8,775
1	Executive Director	2,800.00	5.6	12	1,881
1	Bookkeeper	1,123.00	5.6	12	755
1	Secretary	851.00	5.6	12	572
SUB-TOTAL, PERSONNEL					\$129,614
.13 * % FRINGE BENEFITS					16,849
TOTAL, PERSONNEL					\$146,463

* Indicates fringe benefits as a percent of 'Sub-total, Personnel'

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18747DATE May 20, 1981PROJECT TITLE North Portland Youth Service CenterAGENCY DeLaunay Mental Health CenterFUNDING SOURCE City General Fund

Service Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	<u>Professional Service</u> Purchase of services for youth Audit Answering Service Consultant: Clinical Psychologist	\$ 360 1,000 180 500	\$ 2,040
220	<u>Utilities</u> Oil Electricity & Water Trash Disposal	1,000 715 100	 1,815
310	<u>Office Supplies</u> (No single item to exceed \$200)	996	996
320	<u>Operating Supplies</u> Arts and Crafts supplies Group supplies Graphic supplies Gasoline Food for annual community event Coffee for clients Furniture	100 100 214 400 100 200 179	 1,293
410	<u>Education</u> Workshops and Training Seminars for 10 staff Professional journals and books	600 90	 690
420	<u>Travel</u> 3,065 miles @20¢ per mile (Based on current IRS standards as described in current personnel policies).	613	613
440	<u>Space Rental</u> 12 months at \$150 a month	1,800	1,800
490	<u>Miscellaneous</u> Postage	529	529

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CONTRACT BUDGET JUSTIFICATION

MATERIALS AND SERVICES

CONTRACT NO. 18747DATE May 20, 1981PROJECT TITLE North Portland Youth Service CenterAGENCY Delaunay Mental Health CenterFUNDING SOURCE City General FundService Category (if applicable)

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
520	<u>Printing</u> Stationary, brochures, pamphlets, fliers	\$ 460	\$ 460
560	<u>Insurance</u> Van Insurance	1,200	1,200
570	<u>Telephone</u>	2,500	2,500

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CONTRACT BUDGET JUSTIFICATION
MATERIALS AND SERVICES

CONTRACT NO. 18747

DATE May 20, 1981

PROJECT TITLE North Portland Youth Service Center

AGENCY DeLaunay Mental Health Center

Service Category (if applicable)

FUNDING SOURCE Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
210	Professional Service Clinical Psychologist Consultant 50 hours at \$20 per hour	\$ 1,000	\$ 1,000
240	Repair & Maintainance Youth Service Center van	300	300
320	Operating Supplies To build Group Challenge Course Cable	250	
	Miscellaneous building materials	250	500
440	Space Rental	3,000	3,000

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CONTRACT BUDGET JUSTIFICATION

CAPITAL OUTLAY

CONTRACT NO. 18747DATE May 20, 1981PROJECT TITLE North Portland Youth Service CenterAGENCY Delaware Mental Health CenterService Category (if applicable)FUNDING SOURCE Match

CODE	DESCRIPTION OF ITEM AND BASIS FOR EVALUATION	ITEM TOTAL	CATEGORY TOTAL
640	Furniture & Equipment Typewriter Filing Cabinet 2 Desks at \$200 each	\$400 200 400	\$1,000

PROJECT TITLE: North Portland Youth Service Center/DMHC, Inc.List of Current Board of Directors: (Indicate Chairperson by an asterisk (*).)

NAME/ADDRESS	TELEPHONE	TERM
Phyllis Berger, 2521 N.W. Westover Road, Ptld.	223-4950	1/82
James H. Briles, 511 S.W. 10th, Ptld.	223-9645	1/82
Gordon A. Caron, 8250 N. Lombard, Ptld.	286-5805	1/82
Cindy Campbell, 1 S.W. Columbia, Ptld.	243-6333	1/83
Nancy L. Cowgill, 2300 Georgia Pacific Bldg., Ptld.	224-3380	1/81
J. M. Deeney, 8200 S.W. Barnes Road, Ptld.	297-4858	1/82
Harry L. Demorest, 111 S.W. Columbia St., Ptld.	226-1331	1/81
*Donald J. Friedman, 3100 First Natl. Tower, Ptld.	221-0550	1/82
Peter Friedman, 2408 S.W. Halsey, Ptld.	665-0157	1/83
Barry Ketrenos, 7522 N. Lombard, Ptld.	286-1661	1/83
Catherine Lingas, 5260 S.W. Humphrey Blvd., Ptld.	292-0451	1/82
Garrett Long, 8132 N. Denver, Ptld.	283-3794	1/82
Darryl Love, 6414 S.W. Barnes Road, Ptld.	248-4303	1/83
Rowe Mortimer, 700 N.E. 47th, Ptld.	234-8211	1/82
Alice McCartor, 6506 S.W. Barnes Road, Ptld.	648-8775	1/82
James Michels, 1922 N. Terry, Ptld.	283-1600	1/81
Brian Murphy, 111 S.W. Columbia St., Ptld.	226-1331	1/82
Robert Norquist, 3611 S.W. Hood, Ptld.	228-9229	1/81
Nancy Rangila, 2300 S.W. 1st., Ptld.	241-1200	1/83
Alice Shannon, 2800 N. Vancouver, Ptld.	287-2681	1/82
Rochelle Silver, 4608 S.W. 29th Place, Ptld.	682-3111	1/81
Daniel Skerritt, 1331 S.W. Broadway, Ptld.	226-1191	1/81
Stephen Waldram, 3332 N. Lombard, Ptld.	283-1198	1/81
Sam Whittemore, Jr., 1800 S.W. Harrison, Ptld.	224-1800	1/81
Florence Yospe, 40 S.W. DaVinci, Lake Oswego	635-4015	1/82
William Zieverink, 700 N.E. 47th, Ptld.	234-8211	1/83

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PROJECT TITLE: North Portland Youth Service Center

List of Current Advisory Council Members: (Indicate the Chairperson by an asterisk (*)).

Name	Mailing Address	Term Expires	60+ Yes/No	Representation (Consumer, Agency Minority, etc.)
William Field	7214 N. Philadelphia Portland, Ore. 97203	6-30-82		Portland Police Bureau
Jim Rennick	6815 N. Otman Portland, Ore. 97203	6-30-82		Community
Luahna Ude	5215 N. Lombard Portland, Ore. 97203	6-30-82		DeLaunay Mental Health
Sandee Karren	9332 N. Kellogg Portland, Ore. 97203	6-30-82		Community
*Robert Conrad	6107 N. Willamette Portland, Ore. 97203	6-30-82		Community
Jill Nelson	6525 N. Campbell Portland, Ore. 97217	6-30-82		Community
Peter Gonigan	2555 NE Glisan #26 Portland, Ore. 97232	6-30-82		North Community Action Council
Scott Perkins	7214 N. Chicago Portland, Ore. 97203	6-30-82		Youth Center Training
Jim Michels	1922 N. Terry Portland, Ore. 97217	6-30-82		Community
Marlin McVay	7201 N. Interstate Portland, Ore. 97217	6-30-82		Childrens Services Div.
Richard Thompson	9011 N. Dana Portland, Ore. 97203	6-30-82		Juvenile Court
Linda Weeks	4781 N. Vanderbilt Portland, Ore. 97203	6-30-82		Community
Ann Morin	6941 N. Central Portland, Ore. 97203	6-30-82		Roosevelt High School
Lee Po c/o Ann Morin	6941 N. Central Portland, Ore. 97203	6-30-82		Youth Community
Nhan Nguyen	7666 N. Kirby Portland, Ore. 97217	6-30-82		Youth Community
Jennelle Gedney	5804 N.E. Freemont Portland, Ore. 97213	6-30-82		Penninsula School
Ed Ketzel	8717 N. Hodge Portland, Ore. 97203	6-30-82		Community
Sharon Freeman	Hereford St. Portland, Ore. 97203	6-30-82		Roosevelt High School
Dan Morris	5622 N. Burrage Portland, Ore. 97217	6-30-82		Youth Community
Toni Rose	7106 N.E. 13th Ave. Portland, Ore. 97203	6-30-82		Youth Community
Bobby Spina	5656 N. Burrager Portland, Ore. 97217	6-30-82		Youth Community
Jim Michels, Jr.	1922 N. Terry Portland, Ore. 97217	6-30-82		Youth Community

ASSURANCE OF COMPLIANCE WITH
CITY OF PORTLAND AFFIRMATIVE ACTION PLAN

Delaney Mental Health Center (hereinafter called the "Contractor")
HEREBY AGREES THAT it will comply with the City of Portland Affirmative Action Plan as stated in City Ordinance 144724, dated November 10, 1977, and the Federal Guidelines contained in Revised Code 4 of the U. S. Department of Labor, to the end that no person who applies for employment shall, on the ground of race, color, religion, age, sex, national origin, or handicap, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the Contractor receives City of Portland financial assistance; and HEREBY GIVES ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

The "equal employment opportunity doctrine" is more than a directive prohibiting discriminatory practices; rather, it is a doctrine that requires positive measures to assure an equal opportunity for meaningful employment of those persons who have been victims of discrimination. This doctrine extends to all areas of employment and to all relations with employees, including recruitment, selection and placement, compensation, promotion and transfer, disciplinary measures, demotions, layoffs and terminations, testing and training, daily working conditions, awards and benefits, and all other terms and conditions of employment. The Affirmative Action Plan calls for:

1. An improvement of employment opportunities for minority group persons and women in all employee classifications.
2. An improvement of career opportunities for minority groups and women employees.
3. An increased awareness of "institutional" biases through education and training to achieve its eradication.
4. An explanation to minority group organizations of the programs, employment and training opportunities, and the qualifications required for positions in the Contractor's organization.
5. An active education program which will keep management, supervisors and employees informed of their social and civil rights and responsibilities.

The Contractor hereby recognizes and agrees that an Assurance of Compliance with the City of Portland's Affirmative Action Plan is given in consideration of and for the purpose of obtaining any and all City contracts or other financial assistance extended after the date hereof to the Contractor by the City, including installment payments after such date on account of applications for City financial assistance which were approved before such date. The Contractor recognizes and agrees that such City financial assistance will be extended in reliance on the representations and agreements made in this Assurance, and that the City of Portland shall have the right to seek judicial enforcement of this Assurance. This Assurance is binding on the Contractor, its successors, transferees, and assignees, and the person whose signature appears below is authorized to sign this Assurance on behalf of the Contractor.

Dated June 23, 1981

By Donald J. Krumm

5215 North Lombard St., Portland, Ore. 97203
(Contractor's Mailing Address)

Title Chairman