

AGENDA

Thursday, January 16, 2014 - 6:00 PM

BOARD OF COUNTY COMMISSIONERS

Beginning Board Order No. 2014-01

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

II. CITIZEN COMMUNICATION *(The Chair of the Board will call for statements from citizens regarding issues relating to County government. It is the intention that this portion of the agenda shall be limited to items of County business which are properly the object of Board consideration and may not be of a personal nature. Persons wishing to speak shall be allowed to do so after registering on the blue card provided on the table outside of the hearing room prior to the beginning of the meeting. Testimony is limited to three (3) minutes. Comments shall be respectful and courteous to all.)*

III. PRESENTATION *(Following are items of interest to the citizens of the County)*

1. Recognition of the Transportation System Plan Public Advisory Committee (Barbara Cartmill and Karen Buehrig, Department of Transportation & Development)

IV. HOUSING AUTHORITY CONSENT AGENDA

1. Approval of the US Department of Housing and Urban Development's Family Self Sufficiency Grant Award
2. Approval of an Amendment to the Contract with PBS Engineering and Environmental Professional Service to Provide Environmental Testing and Remediation at the Easton Ridge Renovation Project

V. DISCUSSION ITEM *(The following items will be individually presented by County staff or other appropriate individuals. Citizens who want to comment on a discussion item may do so when called on by the Chair.)*

Health, Housing & Human Services

1. Discussion and Update Regarding the Proposed Emergency Ambulance Services Contract (Cindy Becker)

VI CONSENT AGENDA *(The following items are considered to be routine, and therefore will not be allotted individual discussion time on the agenda. Many of these items have been discussed by the Board in Study Session. The items on the Consent Agenda will be approved in one motion unless a Board member requests, before the vote on the motion, to have an item considered at its regular place on the agenda.)*

A. Health, Housing & Human Services

1. Approval of Amendment No. 1 to the Intergovernmental Agreement with the Workforce Investment Council of Clackamas County for Specialized Work Force Services –
Community Solutions

B. Elected Officials

1. Approval of Previous Business Meeting Minutes – *BCC*

VII. DEVELOPMENT AGENCY

1. Approval of a Contract with Harper Houf Peterson Righellis, Inc. for Consulting Services for Engineering Design and Construction Plans for the Sunnyside Road/Stevens Road Intersection Improvement Project - *Purchasing*

VIII. COUNTY ADMINISTRATOR UPDATE

IX. COMMISSIONERS COMMUNICATION

NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.

www.clackamas.us/bcc/business.html



COPY

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

January 16, 2014

DEVELOPMENT SERVICES BUILDING

150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

Board of County Commissioners
Clackamas County

Members of the Board:

Recognition of the Transportation System Plan Public Advisory Committee

Purpose/Outcomes	Acknowledge, recognize and thank the members of the public who served for two years on the Transportation System Plan Public Advisory Committee
Dollar Amount and Fiscal Impact	N/A
Funding Source	N/A
Safety Impact	N/A
Duration	N/A
Previous Board Action	The BCC approved the Transportation System Plan on December 11, 2013.
Contact Person	Karen Buehrig, Transportation Planning Supervisor, Department of Transportation and Development, 503-742-4683

BACKGROUND:

The Clackamas County Board of Commissioners on December 11 unanimously approved a 20-year Transportation System Plan. This comprehensive TSP -- framework, goals, priorities, evaluation criteria, projects and policies -- were developed, reviewed and revised with the support, hard work and dedication of a Public Advisory Committee made up of members of the community from throughout Clackamas County.

In two years, PAC members were involved with 12, three-hour evening meetings; nine informational sessions, nine Policy Work Group meetings and 15 Geographic Area Group meetings. In addition, PAC members reviewed and responded to hundreds of pages of studies and data, and attend other TSP meetings in their local community.

RECOMMENDATION:

Staff recommends that the Board of County Commissioners express its appreciation, and the appreciation of the entire County, to these dedicated community members who volunteered their time and energy for two years to helping to make Clackamas County a better place to live, work and play.

Respectfully submitted,

M. Barbara Cartmill
Acting Director

Transportation System Plan Public Advisory Committee

Updated – Spring 2013

Name	Geographic Area	Representing
Buchholz, Kim Michael	Milwaukie	Equity/diversity
Civiletti, Tom	Oak Grove	Urban business
DeBruin, Charlene	Eagle Creek	Rural CPO (Eagle Creek)
Edgar, Paul	Oregon City	At-large; urban
Eskridge, Thomas	Molalla	At-large; rural
Foley, Mike		Equity/diversity
Gamble, Walt	West Linn	Hamlets/Village (Stafford)
Graser-Lindsey, Elizabeth	Beavercreek	Hamlets/Village (Beavercreek)
Horner-Johnson, Ben (vice-chair)	Milwaukie	At large; urban
Hull, Alan	Estacada	Public safety
Janger, Chips (chair)	Oak Grove	Environmental
Koehrsen, Glenn	Mulino	Equity/diversity
Levit, Al	Wilsonville	Active transportation
Mack, Thomas	Boring	Rural CPO (Boring)
Platt, Ernie	Damascus	Urban business
Radmer, Ralph	Clackamas	Public safety
Reeves, Bob	Welches	Rural business
Robbins, Leah	Jennings Lodge	Environmental
Summer, Rachel	Milwaukie	Equity/diversity
Swanson, Laurie Freeman	Molalla	Rural business
Swift, Richard	Clackamas	Human services
Weber, Dick	Clackamas	Active transportation
Wagner, Michael J. (ex-officio)	Mulino	Planning Commission

January 16, 2014

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of the U.S. Department of Housing and Urban Development's
Family Self Sufficiency Grant Award (FSS)

Purpose/Outcomes	Approval to receive award and enter into contract with the U.S. Department of Housing and Urban Development for the Family Self Sufficiency grant.
Dollar Amount and Fiscal Impact	Award of \$97,615
Funding Source	U.S. Department of Housing and Urban Development (HUD)
Safety Impact	N/A
Duration	1 Year
Previous Board Action	Approval to apply for grant funds issued by County Administrator on 10/1/13
Contact Person	Chuck Robbins, Executive Director, 503-650-5666
Contract No.	6546

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Department of Health, Housing and Human Services, requests approval to receive a renewal grant award of its FSS Administrative Fee funding. The FSS renewal will provide twelve months of funding for 1.5 Coordinators' salary and benefits. The FSS renewal amount is \$97,615.

HACC has utilized this funding since 1999 to maintain its FSS Coordinator positions.

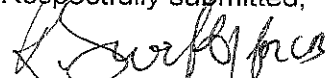
The purpose of the FSS program is to help Voucher families make progress toward self-sufficiency and establish escrow accounts for money management, homeownership, and education in the future. The FSS coordinators assure that program participants are linked to the supportive services they need to achieve self-sufficiency. Without this Grant, HACC could not offer the services of an FSS Coordinator.

The FSS Administrative Fee funding renewal grant does not affect staffing. No matching funds are required. No County General Funds are involved.

RECOMMENDATION:

Staff recommends the Board approval of this grant award and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,


Cindy Becker, Director

COPY

Cindy Becker
Director

January 16, 2014

Housing Authority Board of Commissioners
Clackamas County

Members of the Board:

Approval of an Amendment to the Contract with PBS Engineering + Environmental Professional Services to provide environmental testing and remediation at the Easton Ridge renovation project.

Purpose/Outcomes	Increase the maximum compensation amount from \$150,000 to \$210,000.
Dollar Amount and Fiscal Impact	\$60,000 No additional funds will need to be added to the project.
Funding Source	Easton Ridge Apartment Renovation Soft Cost Contingency
Safety Impact	None
Duration	The contract duration remains the same.
Previous Board Action	The Housing Authority of Clackamas County Board of Commissioners approved the original contract on July 19, 2012.
Contact Person	Chuck Robbins - Executive Director, Housing Authority 503-650-5666
Contract No.	H3SHAPBSEngineering+Environmental5886

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Department of Health, Housing and Human Services, requests approval to amend a contract with PBS Environmental + Engineering to provide environmental testing and remediation at the Easton Ridge renovation project.

This amendment will increase the contract amount by \$60,000 which will be funded out of the Easton Ridge renovation soft cost contingency. No additional funds will be added to the project.

The scope of the contract meets requirements as set forth by Oregon Housing and Community Services (OHCS) and ensures that the project will have the required testing through completion.

Remediation Services: PBS Engineering + Environmental (PBS) is providing mold and dry rot identification and testing services for the Easton Ridge Apartments renovation. The PBS services are required by Oregon Housing and Community Services (OHCS) as part of the tax credit financing. The original contract had anticipated that the need for PBS services would reduce over time once remediation protocols had been established. However, OHCS has required that PBS maintain a constant presence on site and continue that way through the completion of all of the remediation work which is scheduled to be complete by March 31, 2014. Contract Amendment 001 increases the maximum compensation amount from \$150,000 to \$210,000. The increased fee will be for four additional months of service that were not originally in the scope of work.

RECOMMENDATION:

Staff recommends the Board approval of this amendment and authorizes Cindy Becker, H3S Director to sign on behalf of Clackamas County.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "C. Becker" followed by a slash and "for CB". The signature is written in a cursive, somewhat stylized font.

Cindy Becker, Director

AMENDMENT #1

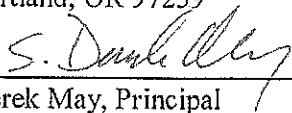
TO THE CONTRACT DOCUMENTS WITH
PBS ENGINEERING + ENVIRONMENTAL
FOR ENVIRONMENTAL ASSESSMENT SERVICES

This Amendment, when signed by the Contractor and the Chair of the Housing Authority of Clackamas County Board of Commissioners, will become part of the contract documents (D010-11B), superseding the original to the applicable extent indicated.

SECTION II. – COMPENSATION

The maximum compensation authorized under the contract will be increased by \$60,000. The new maximum contract amount is \$210,000.

PBS Engineering + Environmental
4412 SW Corbett Avenue
Portland, OR 97239



Derek May, Principal

12/18/13

Date

503-417-7602

Telephone

93-0870218

Tax ID Number

HOUSING AUTHORITY OF CLACKAMAS COUNTY

Chair John Ludlow

Commissioner Jim Bernard

Commissioner Paul Savas

Commissioner Martha Schrader

Commissioner Tootie Smith

Commissioner Paul Reynolds

Signing on behalf of the Board

Cindy Becker
Director

Director

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1. Discussion and Update Regarding the Proposed Emergency Ambulance Services Contract (Cindy Becker)

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1. Approval of Amendment No. 1 to the Intergovernmental Agreement with the Workforce Investment Council of Clackamas County for Specialized Work Force Services –
Community Solutions

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January 16, 2014

Board of County Commissioner
Clackamas County

Members of the Board:

Discussion and Update on the Proposed Emergency Ambulance Services contract
with American Medical Response Northwest, Inc. (AMR)

Purpose/Outcomes	To provide emergency ambulance services to residents of Clackamas County
Dollar Amount and Fiscal Impact	The proposed contract has an approved rate – the amount a transported patient is charged – of \$997.00 and a mileage rate of \$21.33 which includes the annual franchise fee.
Funding Source	The ambulance transport system is funded by user fees and medical insurance/Medicare payments. No county general funds are involved.
Safety Impact	Provides for safe on-site medical intervention & transportation
Duration	Effective May 1, 2014 with initial 5 year duration with renewal provision
Previous Board Action	The original contract was approved by the Board of County Commissioners in May, 2006 for a term of seven years (May, 2013) with the option for up to five additional years.
Contact Person	Rich Swift, 503-650-5694
Contract No.	

BACKGROUND:

In order to promote innovation and efficiency, and to provide clinically excellent, professional, ambulance services, Clackamas County issued a request for proposals (RFP) for an exclusive franchise for emergency ambulance services in the Clackamas Ambulance Service Area. American Medical Response Northwest, Inc. (AMR) submitted a responsive proposal, and the Selection Committee - comprised of independent industry experts - reviewed that proposal according to the process defined in the RFP. The Selection Committee found that the proposal was responsive to the County's need as stated in the RFP, and met the County's goals to improve service and lower costs. Negotiations have been conducted, public input was solicited, and the contract has been discussed with the board.

The following timelines summarizes actions over the past 23 months:

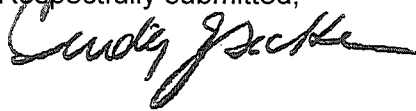
February 8, 2012 Ambulance Service Plan, which provides foundation for RFP requirements, available for public comment. EMS Council played active role.

February 29, 2012 Board approved amendment to AMR contract to extend the term of the contract to May 1, 2014.

July 12, 2012	Board adopted revised Ambulance Service Plan (County Code 10.01).
August 15, 2012	Board of County Commissioners reaffirmed their commitment to a competitive RFP process, directed staff to conduct a phased approach for RFP development, approved changes to proposed timeline moving the selection date to June 2013 and reaffirmed the proposed transition date of 05/01/2014.
October 23, 2012	Board confirmed an initial contract term of five years with (1) an "evergreen" (continual) structure based on meeting performance metrics and (2) price at 20% of the total evaluation score.
November 1, 2012	Draft RFP available for public comment until November 21, 2012.
December 4, 2012	Comments sent to Board. Board directed staff to establish points available for price at 20% of the total evaluation score and to require \$1.5 million as amount of performance security. Board directed staff to review and revise scoring for innovative proposals, protection of incumbent workforce and evergreen renewal provisions of contract.
December 6, 2012	Board directed staff to provide a strike out version of the RFP showing changes made to scoring for price, accreditation, evergreen structure of contract, treatment of incumbent workers and innovation.
December 11, 2012	Board approved evergreen contract structure and scoring for innovation and directed staff to revise scoring for protection of incumbent workers and quality standards.
December 18, 2012	Board reviewed scoring for protection of incumbent workers and quality standards. The Board also recommended waiting for the new Board before finalizing the RFP.
January 22, 2013	Board approved issuing the RFP
February 6, 2013	RFP issued.
April 30, 2013	Board accepted the proposal
May 30, 2013	Notice of Intent to Award to AMR issued.
October 8, 2013	Study Session for Board review of the proposed contract for Emergency Ambulance Services in the Clackamas Ambulance Service Area of Clackamas County

- October 22, 2013 Study Session on Continued Board review of the Proposed Contract for Emergency Ambulance Services after staff placed documents on county website for public review and comments
- November 26, 2013 Study Session for Board review of the Contract for Emergency Ambulance Services for additional public comment on the proposed contract
- December 3, 2013 Study Session to provide update on discussions between AMR and CCFD#1 regarding the status of their subcontract negotiations and CCFD comments on the AMR contract with the County
- December 10, 2013 Study Session requesting Board direction to staff on how to proceed with the proposed contract with American Medical Response Northwest, Inc. for emergency ambulance services.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Cindy Becker". The signature is written in a cursive, flowing style.

Cindy Becker, Director

January 16, 2014

Board of County Commissioners
Clackamas County

Members of the Board:

**Approval of Amendment No. 1 of an Intergovernmental Agreement with the
Workforce Investment Council of Clackamas County
for Specialized Work Force Services**

Purpose/Outcomes	Provides job preparation, case management and job placement for Clackamas County adults with challenges to employment.
Dollar Amount and Fiscal Impact	The new agreement total is \$1,663,934 which includes an amendment of \$1,403,434.
Funding Source	Workforce Investment Council of Clackamas County; no County General Funds are involved.
Safety Impact	None
Duration	Effective July 1, 2013 and terminates on October 31, 2015
Previous Board Action	The original contract was approved by the Board of County Commissioners on May 27, 2010 agenda item #062713
Contact Person	Lori Mack 503-655-8843
Contract No.	CSCC 6528

Community Solutions for Clackamas County (CSCC) a division of the Health, Housing & Human Services (H3S) Department, requests approval of amendment No. 1 of an Intergovernmental Agreement (IGA) between the Workforce Investment Council of Clackamas County and CSCC for specialized work force services designed for Public Housing residents, individuals leaving the correctional system, individuals managing a mental illness, and the long term unemployed.

The agreement provides for an additional full time Job Development Specialist, a part time program aide, additional support services and training funds for participants; and additional wage subsidies for employers to train our participants on the job.

This agreement provides funding for four separate workforce programs:

- Employment Solutions prepares Clackamas County residents for employment who are experiencing mental health challenges and/ or are long term unemployed.
- Participant testing for the National Career Readiness Certificate. This is an employer recognized certificate that certifies a job applicant has mastered basic workplace behaviors and skills.

This agreement also provides second year funding for the following three year grant funded programs:

- Solutions to Work provides short term training, case management and job placement for recently incarcerated women.
- Housing Works provides career coaching, classroom training, job placement assistance and case management to 50 residents of Clackamas County Housing Authority with the goal of participants moving up and out of public housing.

Recommendation:

We recommend approval of this amendment and further recommend that Cindy Becker be authorized to sign on behalf of the Board of Commissioners.

Respectfully submitted,



Cindy Becker
Director

0528

WORKFORCE INVESTMENT COUNCIL OF CLACKAMAS COUNTY

AGREEMENT TO MODIFY

This Amendment, when signed by the Contractor and the Workforce Investment Council of Clackamas County (WICCO), will become part of the contract documents, superseding the original to the applicable extent indicated.

CONTRACT NUMBER: 13-14-3

MODIFICATION: # 1

CONTRACTOR NAME: Community Solutions for Clackamas County

CONTRACT TYPE: Services for the Board of Directors of the Workforce Investment Council of Clackamas County.

The Workforce Investment Council of Clackamas County (WICCO) and Community Solutions for Clackamas County have agreed it is in the mutual interest of both parties to amend and modify the contract to include the **\$1,403,434 Carry Forward Budget Line Item Balance from Contract 12-13-3**. These funds are effective July 1, 2013. Included are Reintegration of Ex-Offender funds for Solutions to Work which expire December 31, 2014, and Housing Innovation funds which expire October 31, 2015.

This amendment increases WIA National Career Readiness (NCRC) funds by \$2,000. These funds are effective July 1, 2013 and expire June 30, 2014.

State general funds for Certified Work Ready Communities (CWRC) are added in the amount of \$7,000. These funds are effective July 1, 2013 and expire June 30, 2015.

Use of these funds shall be tracked separately for the purpose outlined in the Project Description/Scope of Work.

The new total amount of this contract is \$1,663,934.

ADD: Attachment 2 NCRC Success Story Guide and Template

CHANGE: SECTION C - FISCAL PROVISIONS & COST REIMBURSEMENT BUDGET

1. The budget for this contract will be divided into three separate budgets:

- (A) Adult WIA Services.
- (B) Dislocated Worker WIA Services
- (C) National Career Readiness Certificate

10. Project Budget (see Attachment 1 for details)
PY13-14

WIA Adult Funding Stream

Budget Line Item	Begin Bal	Change	Total
General Costs	24,480		24,480

Direct Participant Costs	93,120	0	93,120
Adult Total	117,600	0	117,600

WIA Dislocated Worker Funding Stream

Budget Line Item	Begin Bal	Change	Total
General Costs	26,520		26,520
Direct Participant Costs	100,880		100,880
Dislocated Worker Total	127,400	0	127,400

WIA NCRC Funding Stream

Budget Line Item	Begin Bal	Change	Total
General Costs			0
Direct Participant Costs	6,500		6,500
NCRC Total	6,500	0	6,500

TO READ: SECTION C - FISCAL PROVISIONS & COST REIMBURSEMENT BUDGET

1. The budget for this contract will be divided into six separate budgets:

- (A) Adult WIA Services.
- (B) Dislocated Worker WIA Services
- (C) National Career Readiness Certificate
- (D) Certified Work Ready Communities**
- (E) Solutions to Work**
- (F) Housing Works**

10. Project Budget (see Attachment 1 for details)
PY13-14

WIA Adult Funding Stream

Budget Line Item	Begin Bal	Change	Total
General Costs	24,480		24,480
Direct Participant Costs	93,120	2,246	95,366
Adult Total	117,600	2,246	119,846

WIA Dislocated Worker Funding Stream

Budget Line Item	Begin Bal	Change	Total
General Costs	26,520		26,520
Direct Participant Costs	100,880	164	101,044
Dislocated Worker Total	127,400	164	127,564

WIA NCRC Funding Streams

Budget Line Item	Begin Bal	Change	Total
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General Costs			0
Direct Participant Costs	6,500	2,000	8,500
NCRC Total	6,500	2,000	8,500

CWRC

Budget Line Item	Begin Bal	Change	Total
General Costs			0
Direct Participant Costs		7,000	7,000
CWRC Total	0	7,000	7,000

Solutions to Work

Budget Line Item	Begin Bal	Change	Total
Admin Personnel & Materials		86,037	86,037
Direct Personnel & Materials		474,000	474,000
Direct Participant Costs		555,743	555,743
Solutions to Work Total	0	1,115,780	1,115,780

Housing Works

Budget Line Item	Begin Bal	Change	Total
Occupational Coaching		29,016	29,016
Occupational Skills Training		30,622	30,622
Internships		54,000	54,000
On-the-Job Training		18,750	18,750
Worksource Liason		17,933	17,933
Job Developers		13,533	13,533
Support Services		15,269	15,269
Admin & Supervision Personnel		7,814	7,814
Case Management		98,307	98,307
Housing Works Total	0	285,244	285,244

CHANGE: SECTION B PROJECT DESCRIPTION

4. WIA Formula Funds Program Overview

5. Performance Outcomes for Program Year 2012

At any given time CSCC will serve 75 participants living with a mental illness, those with a criminal background, and/or are long-term unemployed in the Adult and Dislocated Worker WIA program. Individuals are also expected to have secondary barriers such as addiction histories. CSCC has agreed to reach full enrollment of 75 participants by October 31, 2013.

Performance Expectations

Performance Measure	Level
Entered Employment Rate	57%
Employment Retention Rate	70
Average Earnings	\$9,872

5. National Career Readiness Certificate

Oregon's National Career Readiness Certificate (NCRC) is nationally recognized and transferrable across the country and industries and documents an individual's skill level in three areas: Applied Mathematics, Reading for Information, and Locating Information. The NCRC Plus will add Talent, an additional skills assessment.

In an effort to meet statewide expectations, CSCC staff will promote and encourage participants to take the tests when appropriate. CSCC will proctor group internet-based and paper-pencil testing as directed by Workforce Investment Council staff. Proctors will be trained to ACT standards and follow all guidelines set by Region 15 and CCWD. NCRC testing days and times may change. CSCC staff will contact participants the day prior to remind them of the testing. Proctors will check participant's photo ID and WorkSource job seeker ID number which confirms the participant has been through the WOMIS registration system. CSCC will be required to enter testing completions into the I-Trac data management system and iMatchSkills. CSCC will assure successful completers receive their certificates and will keep a record of certificates distributed.

CSCC will also educate employers about the NCRC and the NCRC Plus, how it can be used to screen for potential employees and ask employers to prefer the NCRC in appropriate job listings.

CSCC will help the region become a Certified Work Ready Community by working towards the following goals:

- 302 signed letters of support from employers stating they will prefer the NCRC (standard letter from the State to be provided),
- 2155 NCRCs for transitioning workers, and
- 708 NCRCs for emerging workers.

Staff will forward all signed letters to the Workforce Investment Council of Clackamas County and document which employers have signed letters in the company's iMatchSkills profile.

TO READ: SECTION B PROJECT DESCRIPTION

4. WIA Formula Funds Program Overview

5. Performance Outcomes for Program Year 2013

At any given time CSCC **during a quarter** will serve 75 participants living with a mental illness, those with a criminal background, and/or are long-term unemployed in the Adult and Dislocated Worker WIA program. Individuals are also expected to have secondary barriers such as addiction histories. CSCC has agreed to reach full enrollment of 75 participants by October 31, 2013.

Performance Expectations

Performance Measure	Level
Entered Employment Rate	57%
Employment Retention Rate	70%
Average Earnings	\$9,872

5. National Career Readiness Certificate/ Certified Work Ready Communities

Oregon's National Career Readiness Certificate (NCRC) is nationally recognized and transferrable across the country and industries and documents an individual's skill level in three areas: Applied Mathematics, Reading for Information, and Locating Information. **A soft skills component will be incorporated into the product at a later date by the State.**

In an effort to meet statewide expectations, CSCC staff will promote and encourage participants to take the tests when appropriate. CSCC will proctor group internet-based and paper-pencil testing **at special requests** as directed by Workforce Investment Council staff. Proctors will be trained to ACT standards and follow all guidelines set by Region 15 and CCWD. NCRC testing days and times may change. Proctors will check participant's photo ID and WorkSource job seeker ID number which confirms the participant has been through the WOMIS registration system. CSCC will be required to enter testing completions into the I-Trac data management system and iMatchSkills. CSCC will assure successful completers receive their certificates and will keep a record of certificates distributed. **CSCC will provide technical assistance to Oregon Employment Department and other organizations proctors when needed.**

CSCC will provide total number of participants earning a National Career Readiness Certificate from the WorkSource Clackamas testing monthly. CSCC will also share strategies and activities used to reach the CWRC goals.

CSCC will also educate employers about the NCRC, how it can be used to screen for potential employees and ask employers to sign Letters of Support to prefer the NCRC in appropriate job listings.

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CSCC will submit one job seeker and one employer success story every quarter, using the Guide to Creating Certified Work Ready Community and NCRC Success Stories. At least one success story a year must be a video. The video can be done with a job seeker or employer who signed a Letter of Support to prefer the NCRC, and must follow the element requirements below:

- **Data on the percent decrease in turnover**
- **Data on the percent savings/cost reduction in the hiring process**
- **Data on the percent training costs were reduced**
- **Data on the overall contribution to bottom-line profitability**

Attachment 2

A Guide to Creating “CWRC and NCRC” Success Stories follows this page.

The remainder of this page has intentionally been left blank.

A Guide to Creating “CWRC and NCRC” Success Stories

This guide will help you prepare CWRC and NCRC employer and job seeker success stories for publication and sharing with policy makers and the general public. All success stories submitted must follow this format. We appreciate your help in this. If you have any questions, contact Evelyn Roth at Evelyn.M.Roth@state.or.us or (503) 947-2431.

Identifying success story candidates

To determine if an employer is appropriate for a success story, consider the following questions:

- Has the employer had a successful experience hiring an individual through the CWRC/NCRC program?
- Is this an employer who you feel would be a good spokesperson for the program and the services received through the workforce system?
- Is this a business you would want to showcase?

To determine whether a job seeker is appropriate for a success story, consider the following questions:

- Does the job seeker have a compelling story to tell about how the CWRC/NCRC program helped him/her succeed?
- Would the job seeker be an effective spokesperson for the program?

Gathering the story

Success stories have three sections: 1) the situation, 2) how the CWRC/NCRC program was used to address the situation and 3) the impact on the business and/or the individual. Business stories also include a data box with basic facts about the employer which you should be able to get from the employer directly, or from their website.

The Process

	Employers	Job seekers
<i>Draft</i>	<p>Employer stories typically start with why the employer needed this program – the situation. Why couldn't the employer find the workers they needed without the program? The bulk of the story should focus on the “results” section.</p> <p>Insert the story in the attached template along with a photo (if the employer has not provided a photo, a stock photo will be provided).</p> <p>Please be sure to get a signed release from the employer before submitting the story.</p>	<p>Job seeker stories typically include a quote and background and future-looking statements made by the job seeker. You should talk about the specific challenges to finding work the job seeker faced. The bulk of the story should focus on the “results” section.</p> <p>You can either capture a quote during your interview or write one based on what was shared. If you have a photo of the job seekers, feel free to forward that as well.</p> <p>Please be sure to get a signed release from the job seeker before submitting the story.</p>
<i>Submit</i>	<p>Send your completed templates with your monthly report to Evelyn.M.Roth@state.or.us She will review your success story, and work with you, if needed, to gather additional information/make edits. You may be asked to review the final version of the story.</p>	
<i>Finalize</i>	<p>After the success story is reviewed and finalized, it will be formatted and saved for distribution. It may be loaded to various websites, including your own.</p>	

Please use the templates below to collect and submit your success stories.

Employer Success Story Template

Your name: _____

Title: _____

Your organization: _____

City: _____ Phone: _____

Email Address: _____

	Questions	Answers
<i>Data Box</i>	1. Employer name?	
	2. Headquarter location (if headquarters are out of state, or company is in multiple states, note Oregon location and number of states)?	
	3. Product summary (what does the company produce/do)?	
	4. Number of employees (roughly)?	
	5. Website?	
	6. Does the company have a high-resolution photo that we can use for the success story?	
	7. Has the employer signed a release form?	
<i>Situation</i>	<ol style="list-style-type: none"> 1. What was the challenge the employer was trying to address, when s/he got involved with the program? 2. Why did the company need to use the program? 	
<i>How CWRC or NCRC Helped</i>	<p>Please provide one direct quote here or below</p> <ol style="list-style-type: none"> 1. How did the employer learn about the NCRC program? 2. What did the program do for this specific employer (identify the perfect candidate? provide three great qualified candidates? etc.) 3. What training did the company provide the employee(s)? 4. Was the information provided by the NCRC useful in the hiring and/or training process? 5. Was the program easy to use? 	
<i>Impact</i>	<ol style="list-style-type: none"> 1. What results have been achieved for the company/employee(s) by utilizing the CWRC/NCRC program? <i>Hard data is most impactful in this section, especially numbers, if you can get it.</i> 2. Would the company use the NCRC program in the future? Why? 3. Would the company recommend that other companies use the NCRC program? 	

Job Seeker Success Story Template

Your name: _____

Title: _____

Phone: _____

Email Address: _____

Questions

Answers

<i>Data Box</i>	1. Job seeker name?	
	2. Do you have a high resolution photo of the job seeker to provide for the story?	
	3. Has the job seeker signed the release form?	
<i>Situation</i>	1. What is your past work experience/career? 2. How did you become unemployed? 3. Why did you need this program?	
<i>How NCRC Helped</i>	Please provide one direct quote here or below 1. How did you learn about the program? 2. Tell us about your experience with the NCRC? 3. What did you learn being part of this program? 4. What was the best part of the NCRC program for you?	
<i>Impact</i>	1. Who are you working for now? 2. What is your job there? 3. How do you feel about the skills you possess now that you have earned an NCRC? 4. What impact has the program had on you? 5. What are your plans for the future? 6. Would you recommend this program to people who are looking for a job?	

Previously Approve Business Meeting Minutes:

December 12, 2013

(minutes attached)

BOARD OF COUNTY COMMISSIONERS BUSINESS MEETING MINUTES

A complete video copy and packet including staff reports of this meeting can be viewed at

<http://www.clackamas.us/bcc/business.html>

Thursday, December 12, 2013 - 10:00 AM

Public Services Building

2051 Kaen Rd., Oregon City, OR 97045

**PRESENT: Commissioner John Ludlow, Chair
Commissioner Jim Bernard
Commissioner Paul Savas
Commissioner Martha Schrader
Commissioner Tootie Smith**

I. CALL TO ORDER

- Roll Call
- Pledge of Allegiance

Chair Ludlow announced that Consent Agenda item A.4 will be removed from the agenda for further review.

II. PRESENTATION

1. Presentation of the 2013 Government Channel Programming Awards
Debbie McCoy, Cable Communications presented the staff report. She recognized all the staff from PGA and Cable Communications, with a special recognition to Steve Lobel, Associate Producer who will be retiring at the end of this year. She presented a 5 minute video that outlined the 2013 awards received. Geri Johnson, WES won the first place award for "Going down the Drain". She also introduced Bonnie Kaiser, Teacher at Clackamas High School and her Students for their achievement.
The Board congratulated everyone for this great work.

III. CITIZEN COMMUNICATION

www.clackamas.us/bcc/business.html

1. Cheryl Kelly, Sherwood – spoke in support of Wilsonville Community Sharing.
2. Wayne Lowrie, Wilsonville - spoke in support of Wilsonville Community Sharing.
3. Rich Truitt, Wilsonville - spoke in support of Wilsonville Community Sharing.
4. Wes Morris, Wilsonville - spoke in support of Wilsonville Community Sharing.
~Board Discussion~
5. Les Poole, Gladstone – the Government Channel does a great job – spoke about the Trolley Trail deed.
6. Steve Bates, Boring – spoke in opposition for tolling the I-205 bridge.
~Board Discussion regarding CRC.

IV. CONSENT AGENDA

Chair Ludlow asked the Clerk to read the consent agenda by title – he then asked for a motion as amended with item A.4 removed.

MOTION:

Commissioner Bernard: I move we approve the consent agenda as amended.
Commissioner Smith: Second.
Clerk to call the poll:
Commissioner Schrader: Aye.
Commissioner Smith: Aye.
Commissioner Savas: Aye.
Commissioner Bernard: Aye.
Chair Ludlow: Aye. The motion is approved 5-0.

A. Health, Housing & Human Services

1. Board Order No. **2013-95** Approval of Mental Health Director's Designee to Authorize a Custody Hold Under *ORS 426.233 – Behavioral Health*
2. Approval of Intergovernmental Agreement #142998, Amendment #1 with the State of Oregon, Department of Human Services, Aging & People with Disabilities Division for the Provision of Services to Clackamas County Residents age 60 and Over – *Social Services*
3. Approval of Construction Contract between Community Development Division and CivilWorks NW, Inc., for the Northside Sidewalk Infill Improvements – Sandy, Oregon – *Community Development*
4. **REMOVED** - Approval of a Cooperative Agreement between Clackamas County and Wilsonville Community Sharing for Food Bank Expansion Project in Wilsonville – *Community Development*

B. Department of Transportation & Development

1. Approval of Local Agency Agreement No. 29634 with Oregon Department of Transportation (ODOT) for the Sunnyside Road Adaptive Signal System Project
2. Approval of Grant Contract F14-52117-003 with the Washington Department of Commerce for Participation in the Pacific Northwest Solar Partnership Rooftop Solar Challenge II

C. Elected Officials

1. Approval of Previous Business Meeting Minutes – *BCC*

D. Administration

1. Approval of Design and Construction Services Agreement between TriMet, Clackamas County and North Clackamas Parks and Recreation District
2. Approval of Continuing Control Agreement between TriMet, Clackamas County and the North Clackamas Parks and Recreation District
3. Approval of Agreement with TriMet for County Funding of Road Improvements in the Vicinity of Park Ave., and Oatfield Road.

V. NORTH CLACKAMAS PARKS & RECREATION DISTRICT

1. Approval of Design and Construction Services Agreement between TriMet, Clackamas County and North Clackamas Parks and Recreation District
2. Approval of Continuing Control Agreement between TriMet, Clackamas County and the North Clackamas Parks and Recreation District

VI. WATER ENVIRONMENT SERVICES

1. Approval of a Partnership Agreement between Clackamas County Service District No. 1 and Clackamas River Basin Council for the Rock Creek Confluence Restoration
2. Approval of a Professional Services Agreement between Clackamas County Service District No. 1 and Brown, Caldwell, Inc., for the Kellogg Creek Water Pollution Control Plant Basin Diffuser Rebuild Project
3. Purchase of a Loader for Clackamas County Service District No. 1 Eastern Oregon Biosolids Operations
4. Purchase of a New Combination Cleaner Vacuum Truck for Clackamas County Service District No. 1 (CCSD#1)

VII. COUNTY ADMINISTRATOR UPDATE

www.clackamas.us/bcc/business.html

VIII. COMMISSIONERS COMMUNICATION

www.clackamas.us/bcc/business.html

MEETING ADJOURNED – 11:37 AM

NOTE: Regularly scheduled Business Meetings are televised and broadcast on the Clackamas County Government Channel. These programs are also accessible through the County's Internet site. DVD copies of regularly scheduled BCC Thursday Business Meetings are available for checkout at the Clackamas County Library in Oak Grove by the following Saturday. You may also order copies from any library in Clackamas County or the Clackamas County Government Channel.

www.clackamas.us/bcc/business.html



7
DAN JOHNSON
MANAGER

DEVELOPMENT AGENCY

DEVELOPMENT SERVICES BUILDING
150 BEAVERCREEK ROAD | OREGON CITY, OR 97045

January 16, 2014

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Contract with Harper Houf Peterson Righellis, Inc. for Consulting Services for Engineering Design and Construction Plans for the Sunnyside Road-Stevens Road Intersection Improvement Project

Purpose/Outcomes	This contract will provide funding for engineering design and construction plans for improvements to the intersection at Sunnyside Road-Stevens Road.
Dollar Amount and Fiscal Impact	The maximum contract value is \$517,025.11, which includes a contingency of \$47,490.00 in the event additional traffic analysis is needed.
Funding Source	Clackamas County Development Agency: Clackamas Town Center Urban Renewal District - no County General Funds are involved.
Safety Impact	Intersection improvements will reduce congestion and help to minimize existing turning movement and lane change conflicts. Bike lanes and sidewalk extensions are also included in the project scope.
Duration	The contract will terminate on June 30, 2015. The extended timeframe is a result of permitting and right of way acquisition requirements.
Previous Board Action	The Board of County Commissioners previously approved moving forward with this project, as recommended by the Clackamas Regional Center Working Group, at a business meeting on April 11, 2013 and subsequent study session on April 16.
Contact Person	David Queener, Senior Project Planner, Clackamas County Development Agency – (503) 742-4322

BACKGROUND

The Clackamas Regional Center (CRC) Working Group evaluated many potential projects that could encourage economic growth, foster a healthier community, provide safe and efficient travel options, and improve circulation and connections for all forms of travel in the Clackamas Regional Center area. An improvement to the intersection at Sunnyside Road and Stevens Road met these criteria and was considered a high priority by the Working Group.

The Board reviewed and evaluated the CRC Working Group's recommended Work Program and directed staff to move forward with design and construction of the Sunnyside Road-Stevens Road intersection improvements.

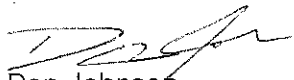
This contract will prepare roadway design plans, specifications and cost estimates for improvements that will include additional turn lanes, bike lanes, extension of turn lanes, sidewalk reconstruction, signal modifications, and Intelligent Transportation System (ITS) improvements. Specific elements of the contract include project management, public involvement, traffic engineering, permitting and right of way services.

Staff solicited qualified consultants for this project under a Request for Qualifications. Two proposals were received and evaluated. Harper Houf Peterson Righellis (HHPR) was selected as they were rated substantially higher than the other firm. Further negotiations were required with HHPR to refine the scope of work and negotiate a fee. The contract price of \$517,025.11 is approximately 16% of the total estimated cost of the project. The design for this project is more complex than others with regard to potential right-of-way and access issues, thus resulting in a slightly higher than average fee in relation to the total project cost. HHPR will bill on a time and materials basis.

RECOMMENDATION:

Staff recommends the Board approve and sign the contract with Harper Houf Peterson Righellis, Inc. for consulting services for engineering design and construction plans for Sunnyside Road-Stevens Road intersection improvement project.

Respectfully submitted,



Dan Johnson
Development Agency Manager

Placed on the January 16, 2014 Agenda by the Purchasing Division



LANE MILLER
MANAGER

PURCHASING DIVISION

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

January 16, 2014

MEMORANDUM TO THE BOARD OF COUNTY COMMISSIONERS

Please place on the Board Agenda of **January 16, 2014**, this contract with Harper Houf Peterson Righellis Inc. for **Consulting Services for Engineering Design and Construction Plans for the Sunnyside Road – Stevens Road Intersection Improvement Project**. This project was requested by David Queener, Development Agency Project Manager, and was publicly advertised in accordance with ORS 279. Thirty-six proposal packets were requested and sent out with two proposal responses received: Harper Houf Peterson Righellis and OBEC. A selection panel reviewed and evaluated the Request for Qualifications based on the selection criteria outlined in the RFP documents. Harper Houf Peterson Righellis was the highest ranking firm and was selected to enter into contract. The contract amount is not to exceed \$517,025.11. The contract term is from contract execution through June 30, 2015. This contract has been reviewed and approved by County Counsel. Funds for this project are budgeted under account line 450-6600-00-481200-30098 for fiscal years 2013/2014 and 2014/2015.

Respectfully Submitted,

Kathryn M. Holder
Purchasing Staff