

MEMORANDUM

To: Board of County Commissioners  
From: Rodney Cook, Director H3S  
CC: Adam Brown – Deputy Director H3S  
Denise Swanson – Deputy Director H3S  
Sarah Jacobson – Health Centers Division Director  
RE: New Behavioral Health Facility Name  
Date: February 13, 2024

REQUEST: Naming the new Health Centers Behavioral Health Facility

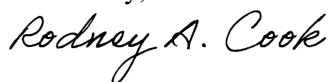
BACKGROUND: Purchase of the new Health Centers Behavioral Health Facility, located at 6605 SE Lake Rd in Milwaukie has closed, and renovations have begun. Services in this facility will be available to the community by March 1, 2024. As this date approaches, staff is requesting guidance on the naming of the new facility.

Clackamas County has a Facility Naming Policy and Process (attached). Pursuant to this policy the Board of County Commissioners may initiate a process to recommend a facility name. This process could include the creation of an ad hoc committee that shall invite name submissions from the residents of the county. The policy further describes the membership of the committee and an identified process for review and approval, should the Board desire to take this path moving forward.

Considering the significant change in location after decades of the same clinic site in Oregon City, and the desire to ensure clear communication to existing clients for a smooth transition, H3S leadership believes the name should clearly indicate where the facility is located and be program specific. Current Clackamas Health Centers' buildings are named by location; for example Sandy Health Center or Sunnyside Health Center. **To this end, staff respectfully recommend the Board forgo the formation of the aforementioned committee and name the facility: Lake Road Health Center.**

We welcome any feedback or discussion on this matter and appreciate your consideration.

Sincerely,



Rodney A. Cook  
Health, Housing & Human Services



<input checked="" type="checkbox"/> Administrative Policy
<input type="checkbox"/> Operational Policy

## Clackamas County Policy

Name of Policy	Facility Naming Policy and Procedure	Policy #	FIN-1.207
Policy Owner Name	Elizabeth Comfort	Effective Date	1/6/2007
Policy Owner Position	Finance Director	Approved Date	1/6/2007
Approved By	Board of Commissioners	Next Review Date	9/19/2025

### I. PURPOSE AND SCOPE

This policy shall apply to the naming of new facilities except as provided below:

- a) Previously named facilities transferred from another agency to Clackamas County. Such facilities will be reviewed on a case by case basis for applicability.
- b) Future facility sites where a name has been specified as a component of a purchase and sale agreement or other contractual agreement approved by the Board of County Commissioners (BCC).
- c) Facilities for which naming rights are conveyed to an individual or business in return for financial remuneration to the County as specified in a contractual agreement approved by the BCC.

### II. AUTHORITY

ORS 203.035 authorizes the Board of County Commissioners to promulgate polices for the management and operation of Clackamas County Government.

### III. GENERAL POLICY

It is the policy of Clackamas County to provide opportunities for public input related to the naming of new facilities. It shall be the responsibility of the BCC to initiate a process to name a facility and forward a decision to County staff for execution.

### IV. DEFINITIONS

Define key terms. If possible, use the same definition for a term that appears in other policies. You may reference another document in a hot link, but include important defintions in the policy.

### V. POLICY GUIDELINES

In pursuing their responsibility, the BCC shall avoid names that:

- a) Have the capacity to be construed as culturally insensitive or offensive.
- b) Duplicate existing geographic names or that may confuse the public.
- c) Create the potential for copyright infringement issues.

### VI. PROCESS AND PROCEDURES

The BCC may initiate a process to recommend a facility name by inviting the submission of nominations from residents of the County or by creating an ad hoc committee that shall invite the submission of nominations from residents of the County. Such nomination shall include the reasons for name submission and the justification for the name.

Membership of the ad hoc committee shall include at least one (1) BCC member, the County Administrator ( or designee ), one (1) member of the appropriate city council (when facility is located

within a municipality), one citizen at large and one (1) member of the appropriate community planning organization or neighborhood association.

After the invitation for nominations, the BCC (or ad hoc committee if one has been established) will provide at least one opportunity for public comment on the list of nominated facility names. Notice of this comment opportunity shall be published in the same manner as BCC meetings.

The BCC or ad hoc committee will consider public comment and all nominated names.

If an ad hoc committee has been established, the committee shall forward a list of three recommended names in order of preference to the BCC within 30 days from the date public comment was taken.

The County Commissioners may:

- a) Approve the name recommended by the ad hoc committee.
- b) Approve the alternative name recommended by the ad hoc committee.
- c) Request up to two (2) additional alternatives from the ad hoc committee.
- d) Select a different name at their sole discretion.

The BCC shall select one preferred name to forward to County staff for preparation of business meeting agenda materials for official approval.

The decision of the County Commissioners shall be final and shall not be subject to appeal.

## **VII. ACCESS TO POLICY**

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