

March 2, 2023

Board of County Commissioners  
 Clackamas County

Members of the Board:

**Approval of Amendment #1 increasing funding of a Subrecipient Grant with Clackamas County Children’s Commission for Healthy Families home visitors. Amendment value is \$132,438.60, agreement value is increased to \$2,111,302.60 for 2 years. Funding is through the Oregon Department of Education. No County General funds are involved.**

<b>Previous Board Action/Review</b>	Original Agreement 2/24/2022 BCC issues: 2/28/23		
<b>Performance Clackamas</b>	Provide equitable prevention, early intervention, and system coordination services to children and families to ensure safe and stable home environments and academic progress.		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	No
<b>Contact Person</b>	Jessica Duke	Contact Phone	971-291-8569

**EXECUTIVE SUMMARY:** The Children, Family & Community Connections Division of the Health, Housing and Human Services Department requests approval of a Subrecipient Amendment #1 with Clackamas County Children’s Commission (CCCC) to increase compensation for Healthy Families home visitors. Healthy Families Oregon (HFO) is an evidence-based, voluntary, home visiting program nationally accredited by Healthy Families America (HFA) and the Oregon Department of Education through Clackamas County since 2013. HFO contributes to the economic prosperity of Oregon by preventing child abuse and neglect, promoting healthy child development, improving family self-sufficiency, and helping parents prepare their children for kindergarten.

Healthy Family home visitors provide face-to-face parent education and support to parents to promote positive parent-child interaction, healthy childhood growth, and development, and enhance family functioning. These visits may result in identifying and building upon existing community services that prioritize mental health, addiction, domestic violence, and early childhood intervention. Approximately 81 families receive a home visit, and 69 are referred for relevant support and services. From 10/1/2021 – 12/31/2022, we can report that per quarter, an average of 84 families received services and 88% of those families completed the appropriate number of home visits based upon the individual level of service to which they are assigned.

Grant Amendment #1 adds \$132,438.60 for a total grant award of \$2,111,302.60 for services from 10/1/2021 through 9/30/23.

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**RECOMMENDATION:**

Staff recommends Board approve this Amendment and authorizes Tootie Smith, Board Chair, to sign on behalf of Clackamas County.

Respectfully submitted,

*Rodney A. Cook*

Rodney A. Cook, Director  
Health, Housing & Human Services

Subrecipient Grant Amendment  
H3S – Children, Family & Community Connections Division

Subrecipient Agreement Number: 22-021

Board Order Number: 20220224


Department/Division: H3S/CFCC

Amendment No. 01

Subrecipient: Clackamas County Children's  
Commission

Amendment Requested By: Jessica Duke

**Approved as to form:**

  
\_\_\_\_\_  
County Counsel

01/30/2023

\_\_\_\_\_  
Date

Changes:  Scope of Service  Agreement Budget  
 Agreement Time  Other:

Clackamas County Children's Commission (CCCC) is a certified provider of Healthy Families services in Clackamas County. Through an existing subrecipient agreement with Children, Family & Community Connections, CCCC's is providing community-based services designed to increase the strength and stability of high risk families.

Amendment #1 is entered into between CCCC and Clackamas County, through its Health, Housing and Human Services Department, Children, Family and Community Connections Division ("COUNTY") and shall become part of that Subrecipient Grant Agreement (Agreement") entered into between both parties on October 1, 2021.

Amendment #1 allocates dedicated funding to increase compensation for home visitors and their direct supervisors. These funds must supplement and not supplant existing funding used for compensation and the increase must be measured against the compensation provided to the home visitor or their direct supervisor on the effective date of this Amendment #1. These pass-through funds were awarded from the Oregon Department of Education Healthy Families Oregon Grant. Amendment #1 adds \$132,438.60 for a maximum grant award of \$2,111,302.60.

Except as amended hereby, all other terms and conditions of the Agreement remain in full force and effect. Changes are identified with "***bold/italic***" font for easy reference.

**AMEND:**

4. Grant Funds. COUNTY's funding for this Agreement is as follows:  
The maximum, not to exceed, grant amount that the COUNTY will pay is \$1,978,864.00.
- State of Oregon, Department of Education, Early Learning Division:
    - Oregon State General Fund: \$1,341,176
    - Federal Title IV-B2 for family Support, Assistance Listing #93.556: \$169,960
    - Medicaid funding from Oregon Health Authority: \$276,185
    - State of Oregon Student Success Act funds: \$191,543

**TO READ:**

4. Grant Funds. COUNTY's funding for this Agreement is as follows:  
The maximum, not to exceed, grant amount that the COUNTY will pay is ***\$2,111,302.60***.
- State of Oregon, Department of Education, Early Learning Division:
    - Oregon State General Fund: ***\$1,423,996.64***

- Federal Title IV-B2 for family Support, Assistance Listing #93.556: \$169,960
- Medicaid funding from Oregon Health Authority: \$276,185
- State of Oregon Student Success Act funds **\$225,888.22**
- **State of Oregon Student Success Act Expansion \$15,272.74**

**REPLACE: Exhibit B: Subrecipient Program Budget in its entirety with:**

EXHIBIT B: PROGRAM BUDGET - Amendment 1						
<b>Organization:</b>	Clackamas County Children's Commission					
<b>Funded Program Name:</b>	Healthy Families					
<b>Program Contact:</b>	Rosie Torres					
<b>Agreement Term:</b>	October 1, 2021-June 30, 2023					
Approved Award Budget Categories	Approved ODE Early Learning Division	Approved Title IV B-2	Medicaid	SSA Funds	SSA Expansion	Total Approved Budget
<b>Personnel</b> (List salary, FTE & Fringe costs for each position)						
Healthy Families GF Staff (4.43 FTE)	\$ 1,100,809.69				\$ -	\$ 1,100,809.69
Healthy Families Title VI B-2 Staff (1 FTE)		\$ 148,715.00				\$ 148,715.00
Healthy Families Medicaid Staff (.57 FTE)			\$ 141,267.91			\$ 141,267.91
Healthy Families SSA Home Visitors (1 FTE)				\$ 180,963.58	\$ 30,052.07	\$ 211,015.65
<b>Total Personnel Services</b>	<b>\$ 1,100,809.69</b>	<b>\$ 148,715.00</b>	<b>\$ 141,267.91</b>	<b>\$ 180,963.58</b>	<b>\$ 30,052.07</b>	<b>\$ 1,601,808.25</b>
<b>Administration</b>						
Administrative Overhead (ELD general fund 9.5%)	\$ 78,417.87					\$ 78,417.87
<b>Total Administration</b>	<b>\$ 78,417.87</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 78,417.87</b>
<b>Supplies</b>						
Materials and supplies, family support meetings, phone, copies, advisory, etc.	\$ 262.50		\$ 62,283.37			\$ 62,545.87
Office space, office supplies, maintenance, insurance	\$ 52,500.00					\$ 52,500.00
Translation			\$ 6,636.00			\$ 6,636.00
						\$ -
<b>Travel and Training</b>						
Mileage	\$ 14,007.00		\$ 10,962.40			\$ 24,969.40
Professional Development			\$ 14,262.50			\$ 14,262.50
Conference/Training			\$ 8,050.00			\$ 8,050.00
<b>Additional (please specify)</b>						
Welcome Baby Packets			\$ 525.00			\$ 525.00
Ancillary supplies (diapers, books, safety supplies, gas cards, bus tickets)			\$ 153.12			\$ 153.12
<b>Total Programmatic Costs</b>	<b>\$ 66,769.50</b>	<b>\$ -</b>	<b>\$ 102,872.39</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 169,641.89</b>
<b>Total Budget</b>	<b>\$ 1,245,997.06</b>	<b>\$ 148,715.00</b>	<b>\$ 244,140.30</b>	<b>\$ 180,963.58</b>	<b>\$ 30,052.07</b>	<b>\$ 1,849,868.01</b>

**EXHIBIT B: PROGRAM BUDGET - Amend 1**

<b>Organization:</b>	Clackamas County Children's Commission					
<b>Funded Program Name:</b>	Healthy Families					
<b>Program Contact:</b>	Rosie Torres					
<b>Agreement Term:</b>	July 1, 2023-Sept 30, 2023					
<b>Approved Award Budget Categories</b>	<b>Approved ODE Early Learning Division</b>	<b>Approved Title IV B-2</b>	<b>Medicaid</b>	<b>SSA Funds</b>	<b>SSA Expansion</b>	<b>Total Approved Budget</b>
<b>Personnel</b> (List salary, FTE & Fringe costs for each position)						
Healthy Families GF Staff (4.43 FTE)	\$ 157,258.53					\$ 157,258.53
Healthy Families Title VI B-2 Staff (1 FTE)		\$ 21,245.00				\$ 21,245.00
Healthy Families Medicaid Staff (.57 FTE)			\$ 17,348.69			\$ 17,348.69
Healthy Families SSA Home Visitors (1 FTE)				\$ 25,851.94	\$ 4,293.15	\$ 30,145.09
<b>Total Personnel Services</b>	<b>\$ 157,258.53</b>	<b>\$ 21,245.00</b>	<b>\$ 17,348.69</b>	<b>\$ 25,851.94</b>	<b>\$ 4,293.15</b>	<b>\$ 225,997.31</b>
<b>Administration</b>						
Administrative Overhead (ELD general fund 9.5%)	\$ 11,202.55					\$ 11,202.55
						\$ -
<b>Total Administration</b>	<b>\$ 11,202.55</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 11,202.55</b>
<b>Supplies</b>						
Materials and supplies, family support meetings, phone, copies, advisory, etc.	\$ 37.50		\$ 8,897.85			\$ 8,935.35
Office space, office supplies, maintenance, insurance	\$ 7,500.00					\$ 7,500.00
Translation			\$ 948.00			\$ 948.00
						\$ -
<b>Travel and Training</b>						\$ -
Mileage	\$ 2,001.00		\$ 1,566.00			\$ 3,567.00
Professional Development			\$ 2,037.50			\$ 2,037.50
Conference/Training			\$ 1,150.00			\$ 1,150.00
<b>Additional (please specify)</b>						\$ -
Welcome Baby Packets			\$ 75.00			\$ 75.00
Ancillary supplies (diapers, books, safety supplies, gas cards, bus tickets)			\$ 21.88			\$ 21.88
<b>Total Programmatic Costs</b>	<b>\$ 9,538.50</b>	<b>\$ -</b>	<b>\$ 14,696.23</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 24,234.73</b>
<b>Total Budget</b>	<b>\$ 177,999.58</b>	<b>\$ 21,245.00</b>	<b>\$ 32,044.92</b>	<b>\$ 25,851.94</b>	<b>\$ 4,293.15</b>	<b>\$ 261,434.59</b>

IN WITNESS WHEREOF, the parties hereto have caused this Amendment #1 to be executed by their duly authorized officers.

**SUBRECIPIENT**

Clackamas County Children's Commission  
16518 SE River Road  
Milwaukie, OR 97267

**CLACKAMAS COUNTY**

Commissioner Tootie Smith, Chair  
Commissioner Paul Savas  
Commissioner Martha Schrader  
Commissioner Mark Shull  
Commissioner Ben West

By: *Darcee Kilsdonk*  
Darcee Kilsdonk, Executive Director

**Signing on behalf of Clackamas County:**

By: \_\_\_\_\_  
Tootie Smith, Board Chair  
Clackamas County

Dated: 1.30/2023

Dated: \_\_\_\_\_