

February 18, 2016

Board of County Commissioners  
Clackamas County

Members of the Board:

Approval of Amendment 1 to the  
Agency Services Contract with Northwest Family Services  
for Children of Incarcerated Parents (CIP) Parenting Inside Out and Youth Mentoring

<b>Purpose/Outcomes</b>	Expands youth mentoring services, child care, and adds staffing support to the Children of Incarcerated Parents Committee.
<b>Dollar Amount and Fiscal Impact</b>	Amendment adds \$42,154 for a maximum contract value of \$156,934
<b>Funding Source</b>	Amended amount consists of CYF funds and Early Learning Hub funds
<b>Duration</b>	Effective upon signature and terminates on June 30, 2016
<b>Previous Board Action</b>	N/A
<b>Strategic Plan Alignment</b>	1. Individuals and families in need are healthy and safe 2. Ensure safe, healthy and secure communities
<b>Contact Person</b>	Rodney A. Cook 503-650-5677
<b>Contract No.</b>	CYF - 7235

**BACKGROUND:**

The Children, Youth & Families Division of the Health, Housing and Human Services Department requests the approval of an Amendment to the Agency Service Contract with Northwest Family Services for Children of Incarcerated Parents CIP services. The amendment expands services to include child care, youth mentoring, and staffing support to the CIP committee. A total of 80 families/75 children will be served in Parenting Inside Out classes, a minimum of 28 youth will be matched with mentors, support groups, and additional activities, and child care will be provided during 27 class sessions.

No County General funds are involved in this contract. This contract is in the format approved by County Counsel as part of the H3S contract standardization project.

**RECOMMENDATION:**

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

Respectfully submitted,

Richard Swift, Director  
Health, Housing & Human Services

**Contract Amendment (FY 15-16)**  
**Health, Housing and Human Services**

<u>HHHS Contract Number: 7235</u>	<u>Board Order Number</u>
<u>Division: CYF/HHHS</u>	<u>Amendment No. 1</u>
<u>Contractor: Northwest Family Services, Inc.</u>	<u>Amendment Requested By: CYF</u>
Changes: <input checked="" type="checkbox"/> Scope of Service	<input checked="" type="checkbox"/> Contract Budget
<input type="checkbox"/> Contract Time	<input type="checkbox"/> Other:

**Justification for Amendment: This contract is being increased by \$42,154 to a new total of \$156,934 to cover increased cost for new services.**

**Amend: Contract Amount:** \$114,780  
\$65,000 - Parenting Inside Out Classes  
\$ 2,780 - PIO food  
\$47,000 - Youth Mentoring

**To Read: Contract Amount:** \$156,934  
\$65,000 - Parenting Inside Out (County GF)  
\$ 2,780 - Parenting Inside Out (Pass-through Benevolent Foundation)  
\$47,000 - Youth Mentoring (\$47,000 Pass-through Benevolent Foundation)  
\$30,000 - Youth Mentoring (CYF Fund Balance one-time funding)  
\$ 2,904 - Child Care Services (CYF Early Learning Hub)  
\$ 9,250 - CIP Staff Support Services (County GF)

**Amend: Work Plan Exhibit**

Parenting Inside Out

By June 30, 2016 conduct a minimum of 6-8 series of 24 classes at accessible times and locations with up to 80 parents and 75 children;

By June 30, 2016 participating families will be linked to community services;

By June 30, 2016 provide family and/or group support to a minimum of 60 parents to enhance parenting skills.

Youth Mentoring

By June 30, 2016 a minimum of 28 youth are referred by school, PreventNet, Homeless Liaisons and other community partners will be met with weekly (minimum 10 times per quarter);

By June 30, 2016 a minimum of 4 weekly support groups with a minimum of 20 youth (minimum 8 times per quarter).

By June 30, 2016 a minimum of 28 youth will be matched with a mentor to provide individual support services

By June 30, 2016 a minimum of 28 youth will participate in at least 3 field trips over the contract period

**To Read: Work Plan Exhibit #1 –**

By June 30, 2016, provide child care services during a minimum of 23 parenting classes.

Parenting Inside Out

By June 30, 2016 conduct a minimum of 6-8 series of 24 classes at accessible times and locations with up to 80 parents and 75 children;

By June 30, 2016 participating families will be linked to community services;

By June 30, 2016 provide family and/or group support to a minimum of 60 parents to enhance parenting skills.

Youth Mentoring

By June 30, 2016 a minimum of 28 youth are referred by school, PreventNet, Homeless Liaisons and other community partners will be met with weekly (minimum 10 times per quarter);

By June 30, 2016 a minimum of 4 weekly support groups with a minimum of 20 youth (minimum 8 times per quarter).

By June 30, 2016 a minimum of 28 youth will be matched with a mentor to provide individual support services.

By June 30, 2016 a minimum of 28 youth will participate in at least 3 field trips over the contract period.

**Childcare Services**

By June 30, 2016 provide child care services (27 classes, 3 hours per class, with 3 staff persons) during OPEC sponsored parenting sessions.

**Children of Incarcerated Parent Committee – Staff Support**

By June 30, 2016, as per CIP staff support job description, provide a minimum of 2 hours per week staff support to CIP committee.

**In Witness Hereof**, the parties hereto have caused this Amendment to be executed by their duly authorized officers.

**Agency/Contractor**

Northwest Family Services, Inc.  
Organization Name

6200 SE King Road  
Address

Portland, OR 97222  
City, State, Postal Code

**CLACKAMAS COUNTY**

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

Signing on Behalf of the Board:

\_\_\_\_\_  
Signature

Executive Director  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Richard Swift, Director  
Health, Housing and Human Services Dept.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rodney A. Cook, Director  
Children, Youth & Families Division

\_\_\_\_\_  
Date