

W. 8C-1.

AGENDA COVER MEMORANDUM

TO: Board of County Commissioners  
DEPARTMENT: Lane County Sheriff's Office  
PRESENTED BY: Judy Simpson  
SUBJECT: **IN THE MATTER OF RATIFYING EXECUTION OF  
MEMORANDUM OF UNDERSTANDING BETWEEN  
WOMENSPACE, SPONSORS AND LANE COUNTY**

I. MOTION

MOVE THAT THE BOARD OF COUNTY COMMISSIONERS RATIFY THE  
COUNTY ADMINISTRATOR'S EXECUTION OF THE MEMORANDUM OF  
UNDERSTANDING BETWEEN WOMESPACE, SPONSORS AND LANE COUNTY  
ISSUE/PROBLEM

Womenspace Substance Abuse Mental Health Services Administration (SAMHSA) Grant application will be received more favorably if a Memorandum of Understanding (MOU) is in place outlining collaborative roles should the grant funds be awarded.

II. DISCUSSION

A. Background

Womenspace applied for a 4-year SAMHSA Project Grant in the amount of \$350,000.

The SAMHSA Grant funds, if awarded, will provide trauma-informed support groups focusing on the co-occurrences of substance abuse, domestic violence victimization and criminal thinking.

Womenspace will provide the supervision and training to volunteers who will provide out-stationed services at Sponsors, the Lane County Jail and Community Corrections Center (CCC).

Lane County (Jail and CCC) will provide facilities and access to individuals in the facilities. Specialized support and education groups will be held every other week with a

curriculum including exercises on domestic violence, addiction and criminal thinking. Additionally, we will participate in the Lane County Domestic Violence Council.

The MOU is a 4-year non-financial agreement with the option to extend the MOU if the SAMHSA Grant period is extended.

Immediate execution of the MOU was required 31 March 2006 due to application deadline being 1 April 2006.

B. Analysis

Lane County desires to collaborate with Womenspace in their effort to obtain grant funds to provide safety and recovery support services.

C. Alternatives/Options

1. Adopt the order to approve ratifying the Memorandum of Understanding.
2. Do not approve the order.

D. Recommendations

Recommends Board approval of proposed Board Order.

E. Timing

As indicated above.

III. IMPLEMENTATION/FOLLOW-UP

None required.

IV. ATTACHMENTS

1. Proposed Board Order No. \_\_\_\_\_.
2. Memorandum of Understanding between Womenspace, Sponsors and Lane County.

**IN THE BOARD OF COUNTY COMMISSIONERS OF Lane County, OREGON**

**ORDER NO.   )IN THE MATTER OF RATIFYING EXECUTION**  
**)OF MEMORANDUM OF UNDERSTANDING**  
**)BETWEEN WOMENSPACE, SPONSORS AND LANE**  
**)COUNTY**

**THIS MATTER** having come before the Board of County Commissioners for ratifying the execution of the Memorandum of Understanding (MOU) between Womenspace, Sponsors and Lane County to collaborate if a Substance Abuse Mental Health Services Administration (SAMHSA) Grant is awarded to Womenspace.

**WHEREAS,** Lane Manual 21.145 requires Board of Commissioner approval for execution of agreements exceeding three (3) years in length.

**WHEREAS,** the MOU is intended to be for a duration of four (4) years with the option to extend the MOU if the SAMHSA Grant period is extended.

**IT IS HEREBY ORDERED** that the Board of County Commissioners ratify the County Administrator's execution of the Memorandum of Understanding between Womenspace, Sponsors and Lane County under Lane County Contract Number 224464.

Signed this                      day of    , 2006

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Bill Dwyer, Chair  
Board of County Commissioners

APPROVED AS TO FORM  
Date 4/7/06 lane county  
J. Haidlaw  
OFFICE OF LEGAL COUNSEL

# Purchase Order

**LANE COUNTY**  
 PURCHASING  
 3040 N DELTA HIGHWAY  
 EUGENE OR 97408

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
0000224464	03/31/2006		1
<b>Freight Terms</b>		<b>Ship Via</b>	
FOB-DEST FREIGHT PREPAY&ADD		BEST WAY	

**Ship To:** LANE COUNTY SHERIFF'S OFFICE  
 541-682-4447  
 125 EAST EIGHTH AVENUE  
 EUGENE OR 97401

**Vendor:** 26183  
**Fax:** 541-686-6664  
 WOMENSPACE  
 PO BOX 50127  
 EUGENE OR 97405

**Bill To:** LANE COUNTY SHERIFF'S OFFICE  
 541-682-4447  
 125 EAST EIGHTH AVENUE  
 EUGENE OR 97401

**Tax Exempt?** N      **Tax Exempt ID:**

Line-Sch	Item/Description	Quantity	UOM	PO Price	Extended Amt
1- 1	WOMENSPACE MOU	4.00	YR	0.0000	0.00

LCITS TRACKING NUMBER -  
 Department Contact Name/Phone # Judy Simpson 682-3744  
 Account: 512111      Fund: 124      Org: 1515360  
 Term: From: 1 April 2006      To: 30 June 2010  
 Performance Bond attached? NO IF YES \$  
 Insurance Certificate attached? NO  
 Quote/Bid/RFP/None(Q,B,R,N): None DBE or user initials?      Board Order # Will Ratify

Reason no Quotes: Non-Financial Memorandum of Understanding

Please add your signature and the date processed below.

Budget: \_\_\_\_\_ Legal Counsel: \_\_\_\_\_

Risk Management: \_\_\_\_\_ County Administrator: \_\_\_\_\_

Purchasing Manager: \_\_\_\_\_

**Total PO Amount**      0.00



# WOMENSPACE

domestic violence services

## Memorandum of Understanding

WHEREAS, Womenspace (a non-profit organization), Sponsors (a non-profit organization), and Lane County by and through the Lane County Sheriff's Office (a political subdivision in the State of Oregon), have come together to collaborate and to make submit a proposal for a SAMHSA project grant; and;

WHEREAS, the partners listed above have agreed to enter into a collaborative agreement in which Womenspace will be the lead agency and named applicant and Sponsors, and the Lane County Sheriff's Office (Jail and Community Corrections Center) will be a partner in this application; and

WHEREAS, the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS, the application prepared and approved by the collaborative through its partners is to be submitted to the Substance Abuse & Mental Health Administration on or before April 1, 2006;

NOW, THEREFORE, it is hereby agreed by and between the partners as follows:

Womenspace, Sponsors and the Lane County Corrections Facility (Jail and Community Corrections Center) will collaborate to provide appropriate, trauma-informed support groups focusing on the co-occurrence of substance abuse, domestic violence victimization and criminal thinking as follows:

1. Womenspace will:

- a) Employ domestic violence advocates with expertise in substance abuse issues and trained volunteers to provide out-stationed services at Sponsors, the Lane County Jail, and Community Corrections Center to perform the duties outlined in this grant application.

- b) Employ domestic violence advocates with expertise in substance abuse issues and trained volunteers on-site, on-call and off-site to community partners to perform the duties outlined in this grant application.
- c) Employ a domestic violence advocate with expertise in substance abuse issues to provided a community based support group and on-going services through the Womenspace Advocacy Center
- d) Participate in program development.
- e) Provide supervision and training of said advocates & volunteers
- f) Submit cost reimbursement requests for salary, services and costs within the parameters of the attached budget.
- g) Submit all agreed upon client statistics and client satisfaction surveys on a quarterly and annual basis for the duration of this grant.
- h) Participate in the Lane County Domestic Violence Council.

2. Sponsors and the Lane County Corrections Facility (Jail and Community Corrections Center) will:

- a) Provide facilities and access to individuals in their facilities.
- b) Participate in the Lane County Domestic Violence Council.

Each of the parties agrees to indemnify and save the other harmless from any claim, liability or damage resulting from any error, omission or act of negligence on the part of the indemnifying party, its officers or employees in the performance of its responsibilities under this agreement, subject to any applicable legal limitations.

To the extent applicable, the provisions of ORS 279B.220, ORS 279B.230, and ORS 279B.235 are incorporated into this agreement by this reference as though fully set forth.

Upon County's request and prior to beginning services at a Lane County Corrections Facility, Womenspace shall provide a certificate of insurance to Lane County, and agrees to maintain that coverage through the grant period.

This MOU is intended to be for a duration of four (4) years with the option to extend the MOU if the SAMHSA Grant period is extended.

Either party may terminate the MOU for no reason with 30 days notice.

Compensation for the contributions of Womenspace to this project will be provided as outlined in the attached budget detail. By signing here, each entity signifies approval of this collaboration including the proposed budget.

DATED March 31, 2006

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Jean Daugherty, MSW  
Director of Women's Services  
Sponsors Inc

*William A. Van Vactor*

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William A. Van Vactor  
County Administrator

19  
Russel E. Burger  
Sheriff

*R. Farney*  
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Cheryl O'Neill  
Executive Director  
Womenspace Inc.

APPROVED AS TO FORM

Date 3/31/06 lane county

*J. Aidlaw*

OFFICE OF LEGAL COUNSEL

## OBJECT CLASS CATEGORIES

### Personnel

Job Title	Name	Annual Salary	Level of Effort	Salary Being Requested	
				SAMHSA	Other Sources Non-Federal
Project Director	Cheryl O'Neill	\$43,660	0.25	\$10,915	
Community Education Advocacy Center	Margo Schaefer	\$32,240	0.10	none	In-kind contribution
Director	Paloma Kogan	30,160	0.10	none	In-kind contribution
Project Coordinator	Patti Worthen	\$33,000	1.0	\$33,000	
Addiction Specialist	Brenda Kozicky	\$25,000	1.0	\$25,000	
Addiction Specialist	Unnamed	\$25,000	1.0	\$25,000	
Chief Financial Officer	Unnamed	\$40,000	0.5	\$20,000	
Admin Coordinator	Sara Nelson	\$24,960	0.5	\$12,480	
<b>Subtotal – Personnel</b>					<b>\$126,395</b>

### Fringe Benefits (31%)

**\$41,710**

### Travel

2 trips for SAMHSA Meetings

1<sup>st</sup> Trip for 6 Attendees

(Airfare @ \$700 x 6 = \$4,200) + (per diem

@ \$140 x 6 x 3 days = \$2,520)

\$6,720

2<sup>nd</sup> Trip for 3 Attendees

(Airfare @ 700 x 3 = \$2,100) + (per diem

@ \$140 x 3 x 3 days = \$1260)

\$3,360

Local Travel (150 miles/month x .40 x 12 mths.)

\$720

**Subtotal – Travel**

**\$10,800**

### Training



Conferences & workshops		
7 staff & volunteers (\$1,500 per person)	\$10,500	
Training Materials	\$1,500	
CADC for 2 staff (\$1,000 each)	\$2,000	
<b>Subtotal – Training</b>		<b>\$14,000</b>

**Equipment**

Computers (8) @ \$1,400 per computer system	\$11,200	
Database & 2 sets of servers with firewall	\$15,000	
Cell phones (3) @ \$50/mo, 12 mos.	\$1,800	
<b>Subtotal – Equipment</b>		<b>\$28,000</b>

**Supplies**

Office Supplies (\$300 x 12 mths.)	\$3,600	
Computer Software packages (8 packages @\$200)	\$1,600	
Oregon Career Information Systems (CIS) (Waiver of license fees for one year)	\$750	In-kind contribution
<b>Subtotal – Supplies</b>		<b>\$ 5,200</b>

**Contractual Costs**

**Evaluation Contracts:**

Job Title	Name	Annual Salary	Level of Effort	Salary Being Requested	
				SAMHSA	Other Sources Non-Federal
Evaluator	J. Wilson	\$60,000	0.2	\$12,000	
Eval Assistant	To Be Named	\$18,000	0.2	\$3,600	
				<b>\$15,600</b>	
Group facilitator & research assistant for 50 weeks (10-15 hours/week @ \$20/hr)	To be Named		0.36	\$10,000-\$15,000	
Evaluation Supplies (General Office)				\$500	

Computer Support (2 hrs. mo. x \$60 per hr. x 12 mo.)	\$5760	
<b>Subtotal – Contracts</b>		<b>\$26,100</b>
<b>Other</b>		
Childcare at support groups (\$8 per hr x 10 hrs per wk x 52 wks per yr)	\$4,160	
Telephone (\$200 x 12)	\$2,400	
Postage (\$584 x 12 months)	\$7,000	
Recovery Materials	\$6,000	
Peer Drug-Free Socialization Activities (\$250 x 12 activities)	\$3,000	
Instrumental Supports (\$140 participants x \$64)	\$9,000	
Groups Participation incentives	\$1,200	
GPRA Incentives (137 individuals x 3 surveys x 20)	\$8,220	
Lane County Domestic Violence Council	\$10,500	
Liability Insurance	\$2,500	
Printing	\$6,500	
<b>Subtotal – Other</b>		<b>\$57,260</b>
		<b>\$304,520</b>
<b>Total Direct Charges</b>		<b>\$316,865</b>
<b><u>TOTAL</u></b>		<b>\$350,000</b>

	320,020
Aud/Krist	24,500
	<b>344,520</b>
Computer	\$5760
	<b>350,280</b>
Career Dev??	

**Section H: Biographical Sketches and Job Descriptions**

Dr. Krista Chronister:  
Dr. Krista Chronister has both clinical and research expertise in the area of domestic violence; more specifically the economic and career development of women DV survivors from diverse cultural backgrounds and immigrant mental health. Dr. Chronister has extensive clinical training working with children, adults, and families experiencing DV and she has conducted and published numerous studies and writings related to community DV intervention, culture and DV, assessment of DV survivors' career development, and counseling for the empowerment of DV survivors (with Dr. Ellen McWhirter). Dr. Chronister has worked collaboratively with Womenspace for seven years providing DV services and community-based career counseling services to women in Lane County. Her clinical and research knowledge and experiences with

women DV survivors from diverse cultural backgrounds is a strong match for the objectives of this ACCESS community project.

**Section I: Confidentiality and Participant Protection:**