



ABBREVIATED CONSENT CALENDAR FORMAT

Memorandum Date: June 20, 2024

Order Date: July 9, 2024

TO:	Board of County Commissioners
DEPARTMENT:	Community Justice and Rehabilitation Services
PRESENTED BY:	Greg Rikhoff, Director
AGENDA ITEM TITLE:	In the Matter of Delegating Authority to the Chair of the Board of Commissioners to Sign a Renewal Application for a Residential Care Facility License to Youth Services

I. MOTION

In the Matter of Delegating Authority to the Chair of the Board of Commissioners to Sign a Renewal Application for a Residential Care Facility License to Youth Services

II. DISCUSSION

A. Background Analysis

The State of Oregon, Department of Human Services requires that the Chair of the Board sign the Application for License that permits Lane County to operate a Residential Care facility. The Phoenix Program at Youth Services requires this license in order to provide reimbursable services under Titles IV- E (foster care) and XIX (Medicaid). The License is issued for a two-year period only. The Chair of the Board last signed this license in 2022 via Board Order 22-06-07-01. That License will expire on July 31, 2024. This is a request for a delegated authority from the BCC to the Chair, to permit license application issuance.

B. Health Implications

Youth Services provides treatment and other services to juvenile offenders that strengthen their positive lifestyle choices, provide behavioral health treatment, strengthen family cohesion, job skills and education in order to reduce recidivism. Not completing high school is associated with poor employment and earning potential, higher likelihood of crime, poor health outcomes, drug use and other

unhealthy social behaviors.

III. RECOMMENDATION

Lane County Community Justice and Rehabilitation Services recommends delegating authority to the Chair of the Board of Commissioners to sign the document.

IV. ATTACHMENTS

Board Order

Application for License.

BEFORE THE BOARD OF COMMISSIONERS OF LANE COUNTY, OREGON

ORDER NO: 24-07-09-02

In the Matter of
Delegating Authority to the Chair of the
Board of Commissioners to Sign a Renewal
Application for a Residential Care Facility
License to Youth Services

WHEREAS, Lane County Youth Services is licensed by the State of Oregon, Department of Human Services (DHS) as a Child Caring Agency; and

WHEREAS, the current license issued by DHS expires on July 31, 2024; and

WHEREAS, the renewal application to be submitted to DHS requires signature by the Chair of the Board of Commissioners;

NOW, THEREFORE, the Board of County Commissioners of Lane County **ORDERS** as follows:

1. Delegate authority to the Chair of the Board of Commissioners to sign the Application for License as a Child Caring Agency to be submitted to DHS.

ADOPTED this 9th day of July, 2024.

Laurie Trieger, Chair
Lane County Board of Commissioners

Section 1: Agency Information

Licensee (<i>legal entity name registered with Secretary of State</i>): Lane County on behalf of its Youth Services Division		Application type: Renewal
Contact email: <u>angele.stupasky@lanecountyor.gov</u>		
Phone number: <u>(541) 682-2406</u> Fax number: _____		
Website address: _____		
Email address of Executive Director (<i>for signature</i>): <u>greg.rikhoff@lanecountyor.gov</u>		
Email address of Chairman of the Board (<i>for signature</i>): <u>lcbccom@lanecountyor.gov</u>		
Administrative office address		
Street address: <u>2727 Martin Luther King Jr Blvd</u>		Suite, etc. _____
City: <u>Eugene</u>	State: <u>OR</u>	ZIP: <u>97401</u>
County: <u>Lane</u>		
☐ Mailing address (<i>if different</i>):		
Mailing address: _____		Suite, etc. _____
City: _____	State: _____	ZIP: _____

Section 2: Program Information

Program for which you are requesting licensure:		
Program name: <u>Phoenix Program</u>		
Program type: <u>Residential Care</u>	Max. capacity able to serve: _____	<u>16</u>
Age range served: _____	Youngest age served: <u>12</u>	Oldest age served: <u>17</u>
Program address: <u>2675 Martin Luther King Jr Blvd</u>		Suite, etc. _____
City: <u>Eugene</u>	State: <u>OR</u>	ZIP: <u>97401</u>
County: <u>Lane</u>		

Section 3: Required forms

Certification of Occupancy
☐ Not included at this time.
Uploaded file name: <u>Phoenix Certificate of Occupancy.pdf</u>
Personnel list with job titles and hire dates
☐ Not included at this time.
Uploaded file name: <u>Personnel List.pdf</u>
CCA Contact Information Form
☐ Not included at this time.

Uploaded file name:
CCA Contact Information Form.pdf

Program description

☐ Not included at this time.

Uploaded file name:
Phoenix Program Description.pdf

Proof of adequate fire, auto and liability insurance

☐ Not included at this time.

Uploaded file name:
COI - excess 2023_08_08 (1).pdf
Self Insurance Certificate 2023 2023_05_30 with Maximum amount-01.pdf
Self-Insurance Certificate AUTO 2012_09_12.pdf

Completed Fire Marshal Inspection

☐ Not included at this time.

Uploaded file name:
2675 MLK - Fire Life-safety Inspection -complete 05-16-24.pdf
DHS Form - 5-16-24.pdf

Completed Environmental Health Inspection

☐ Not included at this time.

Uploaded file name:
LC Phoenix Program Environmental Health Inspection 2024.pdf

Resume, reflecting qualifications of Executive or Program Director

☐ Not included at this time.

Uploaded file name:
GREGORY SCOTT RIKHOFF Resume.pdf

Emergency Procedures

☐ Not included at this time.

Uploaded file name:
Emergency Services.pdf

Preparation For License Renewals

☐ Not included at this time.

Uploaded file name:
Preparation for License Renewal.pdf

Section 4: Additional required forms

Clearance Letter(s) for Executive and Program Manager Background Checks

☒ Not included at this time.

Reason not included:
In progress. This item was not in the application I looked at in April. Looks like the application was updated 4/30/24 and includes more items.

Organizational Chart

☐ Not included at this time.

Uploaded file name:
CJRS Org Chart.pdf
Financial Documents and Information
☐ Not included at this time.
Uploaded file name:
Required Financial Docs.pdf Copy of 1019066 BY ACCOUNT 2023-06-30.pdf Copy of 1019066 BY ACCOUNT 2024-05-15.pdf
Required Policies Form(s)
☐ Not included at this time.
Uploaded file name:
After-Hours Calls.pdf Behavior Management.pdf Blood-Borne Pathogen Exposure Control.pdf Cash Management.pdf CJIS User Responsibilities.pdf Club & Program Level System.pdf Code of Conduct.pdf Compliance and Ethics Program (20).pdf Consents, Disclosures, and Authorizations.pdf Criminal History Checks.pdf Critical Incident Review.pdf Discipline of Youth - Prohibited Practices.pdf Emergency Services.pdf Formal Grievance Procedures.pdf Health Services - Non-Emergent Medical Transports.pdf Health Services. Medication Disposal.pdf Health Services.Administration of Medications.pdf Health Services.Admission.pdf Health Services.Care and Staffing.pdf Health Services.Communicable Diseases & Infection Control.pdf Health Services.Medical and Dental Requests.pdf Health Services.Medical Bedrest.pdf Health Services.Medical Emergency.pdf Indian Child Welfare Act.pdf Interstate Compact.Sending.pdf Privacy Rights of Youth & Families.pdf Quality Improvement.pdf Records Retention.pdf Referral and Admission Criteria.pdf Reporting Abuse and Neglect.pdf Rights for Youth and Parents.pdf Staff Training.pdf Staffing Ratios.pdf Suicide Prevention.Intervention .pdf Supervision of Youth.pdf Timeouts.pdf Unauthorized Departure from a Court Placement.pdf

Use of Safety Interventions and Involuntary Seclusion.pdf
Volunteers.pdf
Youth Incident Report.pdf

Suitability Questionnaire

☐ Not included at this time.

Uploaded file name:

Verification of Suitability.pdf

Board Meeting Minutes for last 24 months

☒ Not included at this time.

Reason not included:

The county wide agenda/minutes is very extensive and too large for this upload. All agenda, orders and minutes are available on the Lane County website: <https://www.lanecounty.org/cms/One.aspx?portalId=3585881&pageId=4116891>

Miscellaneous Documents

Section 5: Signatures

Executive director's signature and date:

Chairman of the board's signature and date:

Kelly Barlow obo Greg Rikhoff

Kelly Barlow obo Greg Rikhoff (May 21, 2024 09:58 PDT)

For Office Use Only

CCLP document received signature and date: