

**FOURTH AMENDMENT TO AGREEMENT  
LUTHERAN COMMUNITY SERVICES NORTHWEST  
Parent Hub Model Program**

THIS FOURTH AMENDMENT TO AGREEMENT (“**Amendment #4**”) is made effective July 1, 2014, between **Yamhill County**, a political subdivision of the State of Oregon acting by and through its Family & Youth Division of the Department of Health and Human Services (“**County**”) and **Lutheran Community Services Northwest (LCSNW)**, an Oregon non profit corporation, 605 SE Cesar E. Chavez Boulevard, Portland, Oregon 97214, Tax Identification Number 93-0386860 (“**Contractor**”).

**RECITALS:**

A. County and Contractor are parties to that certain agreement dated as of November 10, 2011 (the “**Underlying Agreement**”), pursuant to which Contractor provides Parent Hub programs.

B. The Underlying Agreement was first amended on September 13, 2012 (“**First Amendment**”). The Underlying Agreement was further amended on August 22, 2013 to add an additional scope of work and to extend the term of the Underlying Agreement through June 30, 2014 (“**Second Amendment**”). The Underlying Agreement was further amended on November 14, 2013 to add an additional scope of services (“**Third Amendment**”). County and Contractor now desire to amend the Underlying Agreement and extend it through June 30, 2015 upon the terms and conditions as more particularly set forth herein below.

C. Capitalized terms not defined herein shall have the meanings attributed to such terms in the Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth hereinbelow and of other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the parties hereto, County and Contractor, intending legally to be bound, hereby agree as follows:

1. Section 2.1 of the Underlying Agreement is hereby amended to include additional 2014-2015 Scope of Services, attached hereto as Exhibit A Parenting Hub services and Exhibit B Transitional Treatment and Recovery Support Parent Coaching services which are incorporated herein by this reference.

2. Section 2.2 of the Underlying Agreement is hereby amendment to include the additional 2014-2015 Budgets for the additional Scope of Services, which are attached hereto as Exhibits A and Exhibit B and which are incorporated herein by this reference.

3. Section 4 of the Underlying Agreement is hereby amended to allocate an additional not-to-exceed amount of \$145,516 for the 2014-2015 fiscal year as outlined in the attached program budget and scope of services narrative for Parenting Hub Exhibit A services. This is a maximum not-to-exceed amount regardless if Contractor over-performs the requirements of this Amendment #4. Payment will be made monthly upon execution of Amendment #4. Upon completion of the contract

Amendment #4  
Yamhill County and LCSNW  
Parent Hub Model Program  
Page 1 of 3

period, Contractor will provide County a summary of total enrollment, completion and outcome measures in order to reconcile fiscal targets. In the event that Contractor is unable to meet targeted total numbers, as outlined in the attached scope of services, Contractor will be required to pay back any funds to County within 30 days of contract termination.

As compensation for performing duties as required by Section 2.1 Exhibit B Transitional Treatment and Recovery Support Parent Coaching, contractor will receive \$39.00 per hour of service. Payment will be paid upon receipt of Contractor's invoice and review of services by County at a minimum quarterly. The maximum not to exceed amount for these services is \$28,086.

4. Ratification. Except as otherwise expressly modified by the terms of this Amendment #4, the Underlying Agreement shall remain unchanged and continue in full force and effect. All terms, covenants and conditions of the Underlying Agreement not expressly modified herein are hereby confirmed and ratified and remain in full force and effect, and, as further amended hereby, constitute valid and binding obligations of Contractor enforceable according to the terms thereof.

5. Authority. County and Contractor and each of the persons executing this Amendment #4 on behalf of County and Contractor hereby covenants and warrants that: (i) such party has full right and authority to enter into this Amendment #4 and has taken all action required to authorize such party (and each person executing this Amendment #4 on behalf of such party) to enter into this Amendment #4, and (ii) the person signing on behalf of such party is authorized to do so on behalf of such entity.

6. Binding Effect. All of the covenants contained in this Amendment #4 shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives and permitted successors and assigns.

7. Counterparts. This Amendment #4 may be executed in multiple counterparts, each of which shall be an original, but all of which shall constitute one and the same Amendment #4.

8. Recitals. The foregoing recitals are intended to be a material part of this Amendment #4 and are incorporated herein by this reference.

(Signature page to follow)

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed on the date indicated by their duly authorized officials, this Amendment #4 in duplicate, each of which shall be deemed an original on the date executed by all parties.

**LUTHERAN COMMUNITY SERVICES NORTHWEST**

  
\_\_\_\_\_  
(signature)  
Date: 7/24/14

David Duea  
\_\_\_\_\_  
(printed name)

Title: President + CEO

**YAMHILL COUNTY, OREGON**

  
\_\_\_\_\_  
ALLEN SPRINGER, Chair  
Date: 10-2-14

  
\_\_\_\_\_  
SILAS HALLORAN-STEINER, Director  
Dept of Health and Human Services

Fed. Tax I.D. No: 93-038-6860

APPROVED AS TO FORM

By:   
\_\_\_\_\_  
CHRISTIAN BOENISCH  
County Counsel

Accepted by Yamhill County  
Board of Commissioners on  
10-2-14 by Board Order  
# 14-594

Exhibit A

**Summary of Funding Request**

Class	Per completer/Class	Price	Number	Total
Mothers and Babies	Completer	1218	72	87696
Making Parenting a Pleasure	Class	2528	12	28200
Circle of Security	Class	2600	8	20800
Parenting Traumatized Children	Completer	310	22	6820
Parenting Teens	Class	2000	1	2000
				\$145,516

1. Project/program name:

**Mothers and Babies course (offered in English & Spanish)**

2. Short narrative description of proposed project:

LCS will offer 8 rounds of the Mothers and Babies course in 2014-15. 4 in Spanish and 4 in English. Classes will be held at First Baptist Church and will utilize community volunteers to provide childcare. If the renovations of our new space go well we hope to hold one class in Newberg.

Facilitators will provide outreach to these mothers including, but not limited to, phone calls, home visits, Case management, follow up letters and appropriate referrals to other services.

The 12-week Mothers and Babies Course will be offered to up to 72 participants. Transportation, food and childcare will be available for each 2-hour class.

1. What curriculum will be used in the project? What tool will you use to measure outcomes?

We will use the The Mothers and Babies Course Curriculum  
Latino Mental Health Research Program  
University of California, San Francisco  
San Francisco General Hospital  
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B.O. 14-594

The Center for Epidemiological Studies Depression Scale (CES-D; Radloff, 1977) will serve as the pre and posttest measure. The 20-item CES-D asks respondents to indicate how many days during the last week they felt as described. Total scores (range 0-60) reflect the level of depression experienced during the last week. The CES-D is the most widely used depression measure in community studies.

4. Will the program also serve non-YCCO members? If so identify the funding source for the services for these individuals.

We do not currently have any funding sources for non YCCO members.

5. What are your expected deliverables? (How many sequences, number and length of groups, number of YCCO members you expect to complete 70% or more of the program).

We plan on offering eight sequences of twelve, two-hour classes. We hope to have 70 mothers complete the program

6. What is the expected cost per YCCO completer?

The program will cost \$1,218.00 per completer.

1. Project/program name:

**Making Parenting a Pleasure**

2. Short narrative description of proposed project:

Lutheran Community Services Northwest, Yamhill County has a long-standing relationship with DHS Child Welfare, Community Corrections, school counselors, Head Start, Mental Health workers, Chemical Dependency, homeless shelters, The Housing Authority, The Child Abuse Assessment Center, and other social service agencies. We will continue to utilize these relationships in order to get referrals for our parenting classes targeting parents of children at-risk for developing mental health disorders.

3. What Evidence Based curriculum will be used in the project? What tool will you use to measure outcomes?

Lutheran Community Services Northwest, Yamhill County has used and will continue to use the Incredible Years and the Making Parenting a Pleasure training series. We will use the Parenting Ladder as our outcome measure.

4. Will the program also serve non YCCO members? If so identify the funding source for the services for these individuals.

Yes we receive donations (both financial and in-kind) from United Way funding for Non-YCCO clients.

5. What are your expected deliverables? (How many sequences, number and length of groups, number of BCN members you expect to complete 70% or more of the program).

We expect to provide 12 series of 8 classes.

6. What is the expected cost per class that includes a minimum of 5 YCCO ?  
\$2,528.00 Per class

1. Project/program name:

**Caring for Children who have Experienced Trauma**

2. Short narrative description of proposed project:

Lutheran Community Services Northwest will draw on both its experience serving children and families affected by family violence and its partnership with Juliette's House to launch the Caring for Children who have experienced Trauma workshop. We propose providing 2 series of classes. These classes will be offered in a seminar format over the course of 3 Fridays or Saturdays.

3. What curriculum will be used in the project? What tool will you use to measure outcomes?

We plan on offering the Parenting Traumatized Children workshop  
We will use the Parenting Ladder as our outcome measure.

4. Will the program also serve non YCCO members? If so identify the funding source for the services for these individuals.

This program would only be funded through the YCCO. It would be offered to a limited number of caseworkers and CASA free of charge.

5. What are your expected deliverables? (How many sequences, number and length of groups, number of BCN members you expect to complete 70% or more of the program).

We plan to offer 2 round of 3 seminars. We would hope to have between 5 and 10 completers in each group. We will also open these classes to professionals/individuals not covered by YCCO as space allows.

6. What is the expected cost per YCCO completer?

This year we hope to offer the class at a rate of \$310.00 per completer.

LCSNW Estimated Costs for July 1, 2013 - June 30, 2014		
Personnel	FTE	Annual Costs
Community Director	0.02	\$1,040.00
Parent educator	0.03	\$1,260.00
Shared Staff (Receptionist/office manager)	0.01	\$320.00
Child care	0.4	\$0.00
<b>Total Personnel</b>	<b>0.06</b>	<b>\$2,620</b>
<b>Fringe</b>		
Retirement		\$38.25
Social Security		\$200.43
Worker's Comp		\$16.32
Unemployment		\$35.11
Health/Dental/Life Disability	\$9,195	\$551.70
<b>Fringe Total</b>		<b>\$841.81</b>
<b>Total Personnel &amp; Benefits</b>		<b>\$3,461.81</b>
<b>Operating</b>		
Supplies-Program		100
Telephone		50
Internet Services		15

Postage and shipping		10
Occupancy-Rental and Lease		200
Occupancy-Utilities		25
Meals-Client		180
Travel		100
Conferences and Training		0
Rental Equipment-Copier		75
Computer Leasing Expense		20
<b>TOTAL OPERATING</b>		<b>\$775</b>
Sub Total		\$4,237
INDIRECT @ 16%		\$720
<b>TOTAL Expense</b>		<b>\$4,957</b>
<b>Amount requested</b>		
<b>Amount requested/2 classes=amount requested per class</b>		<b>\$2,478.54</b>
<b>Amount requested/ 16 completers= per completer</b>		<b>\$309.82</b>

1. Project/program name:

Circle of Security

2. Short narrative description of proposed project:

Lutheran Community Services Northwest will draw on both its experience serving children and families affected by family violence and its partnership with DHS to start a Circle of security class

3. What curriculum will be used in the project? What tool will you use to measure outcomes?

We plan on offering the Circle of Security Curriculum  
We will use the Parenting Ladder as our outcome measure.

4. Will the program also serve non YCCO members? If so identify the funding source for the services for these individuals.

This program would only be funded through the YCCO. It would be offered to a limited number of caseworkers and CASA free of charge.

5. What are your expected deliverables? (How many sequences, number and length of groups, number of BCN members you expect to complete 70% or more of the program).

We plan to offer 8 rounds of 10 classes. We would hope to have 8 completers in each group. We will also open these classes to professionals/individuals not covered by YCCO as space allows.

7. What is the expected cost per YCCO completer?

\$2,600 per class

Exhibit B

## Lutheran Community Services NW

Personnel	FTE/ percentage	Salary Basis Amount	Calculation/Description	Cost
<b>Salaries</b>				
Parent Coach/Parent Educator *	0.40	35,000	0.40 FTE (15.00 hours per week)	14,000
Program Coordinator	0.02	46,593	1.00 FTE (0.75 hours per week)	932
<b>Total - Salaries</b>	<b>0.42</b>			<b>14,932</b>
*The Parent Coach/Parent Educator will work .13FTE (4 hours pers week) in our Parent Education Program and be on-Call for our ISRS program.				
<b>Payroll Taxes/Benefits</b>				
FICA	7.65%	14,932	7.65% of payroll cost	1,142
Worker's Compensation	0.494%	14,932	0.494% of payroll cost	74
Unemployment	1.25%	14,932	1.25% of payroll cost	187
Retirement	2.49%	14,932	2.49% of payroll cost	372
Medical	7,251.61		cost per FTE (eligible employees)	3,046
<b>Total - Payroll Taxes/Benefits</b>				<b>4,820</b>
<b>Personnel Total</b>				<b>19,752</b>
Other Direct Costs	Cost per FTE/Unit	FTE or Units	Description/Explanation	Program Cost
Office and Program Supplies	15.00	12.00	office and program supply cost of \$15 per month x 12 months	180
Occupancy	2,000.00	0.42	allocated office rent, utility, maintenance and security costs on per FTE cost basis	840
Phone	40.00	12.00	Cell Phone at \$40 per month x 12 months	480
Mileage	1,325.00	0.42	2,500 miles per annum @ \$0.53 per mile x .42 FTE	557
Computer Leased Equipment	30.00	12.00	one computer at \$30 per month x 12 months	360
Other Equipment Leases/Costs	1,320.00	0.42	allocated equipment costs (copier, phone, etc leases) and associated maintenance/ repair costs, on per FTE cost basis	554
Staff Professional Development	1,700.00	1.00	"Making Parenting a Pleasure" training, "Circle of Security" training and a Parent Education workshop.	1,700
<b>Total - Other Direct Costs</b>				<b>4,671</b>
<b>Total Direct Cost Total</b>				<b>24,423</b>
Indirect Costs	Rate		Calculation Method	Program Cost
<b>Total - Indirect Cost</b>	15.0%			<b>3,663</b>
<b>BUDGET TOTAL</b>				<b>28,086</b>
Contracted Hourly Rate			Budget Total / Hours	39.01
Unit Cost (Hour Units)			Budget Total / 516 Face to face hours	54.48

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617 NE Davis St.  
 McMinnville, OR 97128  
 Phone: 503) 472-4020  
 Fax: (503) 472-8630

Exhibit B

Outline of LCS involvement in the Transitional Treatment & Recovery Supports (TTRS)

Overview:

Lutheran Community Services will provide parent education, parent coaching and stabilization services to parents in the 3 TTRS homes. These services will be delivered in the treatment houses and in the community during hours when the families need the support including early morning and evenings. The services will be offered by bachelors level staff trained to deliver evidence based parenting curriculum and work with high risk families. Although these services will draw braided funding stream to fund the supports the services will be provided in a cohesive relationship based manner that is accessible to these high risk and traumatized children and families

Program component grid

Service Name	Description	Duration/timing	Funding
In Home Safety and Reunification Services (ISRS)	Intensive services targeted at reducing child abuse and neglect risk factors	6-weeks with opportunities for extension. DHS indicates that this will be put in place when families come into the homes and when they transition out.	DHS funded contract that is opened when DHS makes a referral and the 2 FTE of staff have room on their case loads. Additional system of care dollars can be used to contract for services beyond the scope of the 2 FTE of contracted services
Making Parenting a Pleasure	A skills based parenting class focused on self-regulation and basic parenting skills	This 8 week class will occur twice a year at the combined women's houses and twice a year at the men's houses	YCCO mental health prevention funding
Circle of Security	This Relationship based attachment focused class is designed to break the cycle of abuse/neglect in high risk families	This 10 week class will occur twice a year at the combined women's houses and twice a year at the men's houses	YCCO mental health prevention funding
Parent Coaching	These services will draw on the skills taught in parenting classes to bring structure into the 3 TTRS homes and teach life skills to the TTRS families.	This service will pick up when ISRS drops off and/or when families are living in the TTRS homes. The Parent coach will work to provide behavioral supports and structure to the parents and children living in the homes	Contracted through HHS

Even with the multiple funding streams the Parent Educator/Coaching Staff will become part of the ISRS team so that 4 services outlined above can be delivered in a cohesive manner.



Lutheran Community Services Northwest  
 partners with individuals, families and communities for health, justice and hope.

Serving Yamhill County since 1983

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