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**STATE OF OREGON  
CLIENT SERVICES CONTRACT  
Alcohol and Drug Treatment – JJIS #427067**



Contract No.13509

This Client Services Contract (Contract) is between the State of Oregon (“State”) acting by and through **OREGON YOUTH AUTHORITY** ("Agency" or “OYA”), and **Yamhill County Family & Youth Programs** ("Contractor"). Upon execution by each of the parties hereto and approval as required by applicable law, this Contract shall become effective as of **February 17, 2016**. This Contract expires on **August 31, 2016**.

Agency's **Contract Administrator** for this Contract is: Laura Ward  
Phone Number: **(503) 373-7125** Address: 530 Center St NE Suite 500, Salem, Oregon 97301

**1. Statement of Services**

**a. Required Services, Deliverables and Delivery Schedule.**

i. Contractor shall provide drug and alcohol assessment services to JJIS #427067, hereinafter referred to as the youth. These services shall include a recommendation for alcohol and drug treatment. The drug and alcohol assessment services shall include the following:

- 1) Case plan consultation-no less than 15 minutes weekly
- 2) Treatment plan meetings- no less than 45 minutes monthly
- 3) Family Therapy-no less than 1 hour monthly
- 4) Group Therapy- no less than 90 minutes weekly
- 5) Individual Therapy- no less than 45 minutes monthly
- 6) Urinalysis –no less than once a week

ii. Contractor understands and agrees that they will provide services under this Contract **ONLY** to youth for whom a service authorization voucher has been received by Contractor and **ONLY** for services as described on the service authorization voucher.

iii. Should the youth offender fail to keep a therapy appointment and does not give Contractor twenty-four (24) hour notice of the cancellation, payment will be made for that appointment. Contractor shall notify Agency’s Parole/Probation Officer or Supervisor listed on the service authorization voucher within three (3) working days of any missed appointment.

iv. Contractor shall provide services at Contractor’s office or any other location mutually agreed upon between Contractor and Agency.

v. Contractor understands that any referral of youth to Contractor under this Contract indicates that to Agency's knowledge, the youth is not eligible for services under any other funding source. Should the youth become eligible for services under any other private or public funding source the vouchers authorizing services for that specific youth shall be terminated. Should Contractor determine the youth is eligible for funding through another source such as private insurance, Contractor agrees to notify Agency and a new voucher shall be issued to cover any deductible or co-pay not covered by the new funding source.

vi. At all times during the course of this Contract, Contractor shall maintain a current professional license and certification in good standing to provide the contracted Services in the state of Oregon. Contractor shall not perform Services under this Contract if for any reason Contractor's professional license is suspended, revoked, not renewed, denied or otherwise not current or valid. Contractor shall immediately notify OYA's Contract Administrator of any current, pending, proposed or threatened action, proceeding, or investigation involving Contractor by Contractor's licensing board or issuing body of any other professional or occupational license, registration, or certification, including but not limited to any proposed or final Board action, and any placement of Contractor under supervision by the Board. Agency reserves the right to determine whether Contractor may continue to perform Services under this Contract if Contractor is the subject of or involved in any proposed or final Board action, or if Contractor is under supervision of the Board.

vii. Contractor shall not employ, house, or enter into a relationship with an OYA youth outside of providing services under this Contract, or any other contract with the OYA, while the youth is in the custody of OYA.

viii. Contractor shall submit the following reports and documentation to the youth offender's parole/probation officer. Contractor shall submit all reports in an OYA prescribed format unless Contractor makes a written request and receives written approval by OYA to use an alternate format. The forms are available at <http://cms.oregon.gov/oya/Pages/contracts.aspx>.

- a) Contractor shall provide, in an OYA prescribed format, a typewritten assessment or evaluation with a treatment/service plan after two sessions with the youth, and no later than thirty (30) days after initial contact with the referred youth offender. Contractor shall also provide a copy of the treatment plan to the youth offender. The treatment plan shall outline the specific goals identified in the youth offender's case plan, the type and frequency of treatment sessions or activities, and the anticipated length of the process to meet the goals. The treatment/service plan will be updated at least every 90 days and modifications will be developed with the assigned parole/probation officer and/or transition specialist and the youth offender.
- b) Contractor shall document each service provided, utilizing monthly activity logs in an OYA prescribed format, specifying the service each youth received for each service area. If activity logs are not received by 5:00 p.m. on the first business day after the end of the month in which services were provided, service authorization may be suspended and payment may be delayed at least one month pending receipt of the activity log from the provider.

- c) Contractor shall be available to provide verbal reports and updates to the youth's parole/probation officer as agreed to with the officer and specialist and as deemed necessary by the provider. This communication shall include verbal and/or written notification as to youth's accountability (e.g. attending to tasks, following through, etc.), and immediate notification upon awareness of any warrants, arrests, convictions or dismissal of any charge(s) made against the youth or anyone living in the youth's household or providing care or treatment for the youth.
- d) Contractor shall provide typewritten monthly reports, in an OYA prescribed format, that clearly demonstrate that OYA case plan goals have integrated into the treatment plan. Contractor shall include documented input from the youth offender, the youth offender's parole/probation officer and/or youth transition specialist, and any other persons actively participating in the treatment of the youth offender. In addition, Contractor shall include, at a minimum, (a) treatment progress toward the case plan goals, (b) attendance records of client over the reporting period, (c) recommended treatment goals for the next quarter, and (d) any treatment issues or concerns.
- e) Contractor shall provide, in an OYA prescribed format, a typewritten discharge summary within seven (7) days of the youth offender's completion of services or discharge from services. The discharge summary shall outline presenting issues, the identified goals and outcomes, services provided and recommendations for further services if necessary.

The reporting and documentation above is considered a normal part of doing business. Depending on the specific issues of the youth offender, more frequent and formal reporting may be required and may require a "special" report for which authorization must be obtained from the Contract Administrator.

**b. Special Requirements.**

**i. Confidentiality of Information.** The use or disclosure by any party of any information concerning a recipient of Services purchased under this Contract, for any purpose not directly connected with the administration of Agency's or Contractor's responsibilities with respect to such purchased Services, is prohibited, except on written consent of Agency, or if Agency is not the recipient's guardian, on written consent of the recipient's responsible parent, guardian, or attorney.

**ii. Client Records.** Contractor shall appropriately secure all records and files to prevent access by unauthorized persons. Contractor shall, and shall require its employees and subcontractors to, comply with all appropriate federal and state laws, rules and regulations regarding confidentiality of client records.

**iii. Media Disclosure.** Contractor shall not provide information to the media regarding a recipient of Services purchased under this Contract without first consulting Agency office which referred the youth. Contractor shall make immediate contact with Agency's office when media contact occurs. Agency's office will assist Contractor with an appropriate follow-up response for the media.

**iv. Conflict of Interest.** Contractor shall notify Agency in writing when a current employee or newly hired employee is also an employee of Agency. Contractor shall submit the notification to the Contract Administrator and Agency's Contracts unit and shall include the name of Contractor's employee and their job description. Agency will review the employment situation for actual and potential conflicts of interest as identified under ORS Chapter 244.

**v. Mandatory Reporting.**

Contractor acknowledges that it has reporting and training obligations as a mental health professional providing services to offenders in Agency's custody.

a. At the initiation of services with each offender, Contractor shall ensure that the offender has been notified of Contractor's reporting duties and the limitations of confidentiality for services provided to offenders in Agency's custody as described below. If the offender does not accept the limits as described, Contractor shall not continue with the provision of services to that offender, except as may be requested by Agency's staff as necessary to stabilize offender's condition. Contractor shall report the refusal in writing to the Treatment Services Director as well as the person who referred the offender for Contractor's services.

b. At a minimum, Contractor shall report as follows:

1. Contractor shall immediately inform the youth's parole/probation officer (or, if not available, an OYA employee) if Contractor has information that there is imminent danger to the offender or others.

2. Contractor must immediately inform Agency, and either the local office of the Department of Human Services (DHS) or a law enforcement agency, if Contractor has reasonable cause to believe that: i. an offender with whom Contractor comes in contact who is under the age of 18 has suffered abuse, or ii. any person with whom Contractor comes in contact in the course of providing Services under this Contract has abused a child.

A. Under Oregon Law child abuse includes but is not limited to: physical injury; neglect or maltreatment; sexual abuse and sexual exploitation; threat of harm; mental injury; and child selling.

B. Reports must be made immediately upon awareness of the incident. Contractors are encouraged to contact the local DHS office if any questions arise as to whether an incident meets the definition of child abuse. Contractor shall also notify Agency staff of the report and assist Agency staff as they complete the forms required under Agency's then current policies.

3. OYA is committed to a zero-tolerance standard toward all forms of sexual abuse and the elimination of sexual abuse in its program. If Contractor obtains knowledge, suspicion, or information about (i) an incident of sexual abuse or sexual harassment

that occurred while a youth is placed with Contractor, or (ii) retaliation against offenders or other reporters of such incidents, or (iii) any staff neglect or violation or responsibilities that may have contributed either to the incident or the retaliation, Contractor shall immediately notify the youth's parole/probation officer and the OYA Professional Standards Office. The Professional Standards Office ("PSO") number is: 503-378-5313 and is open from Monday through Friday from 8-5. The after-hours cell number is: 503-508-4813.

**vii. Criminal History Checks.**

Contractor shall have passed a criminal history check based on Agency's criminal history records check standards as set forth in OAR 416-800-0000 to 416-800-0095 and a child abuse registry check prior to any services being provided under this Contract. Criminal records checks must be updated at least every five years.

**2. Consideration.**

Youth is covered by private health insurance, Agency shall pay Contractor for the portion of the services provided that are not covered by the youth's private insurance and listed as member's responsibility on the Explanation of Benefits "EOB", up to the approved hourly rate schedule for each service. The maximum, not-to-exceed compensation payable to Contractor under this Contract, which includes any allowable expenses, is **\$4,514.38**.

Contractor shall submit to the youth offender's JPPO the youth offender's health insurance EOB along with an itemized Contract Voucher detailing the services, service dates and rates for reimbursement.

Agency will not pay Contractor any amount in excess of the not-to-exceed compensation of this Contract for completing the Work, and will not pay for Work performed before the date this Contract becomes effective or after the expiration date of this Contract.

Contractor will impose no fees for Services paid for by this Contract other than fees set by Agency, if any. Payments will be subject to the provisions of ORS 293.462.

**3. Invoices.**

Contractor will receive on a monthly basis, Agency's Invoice Estimate, which describes Work performed during the previous month and estimates payment for that Work. The Invoice Estimates shall be verified by Contractor and submitted to Agency in accordance with the address on the invoice. If Contractor has not received an Invoice Estimate for Work provided in the previous month, Contractor shall contact the Contract Administrator for this Contract. Contractor shall work with Agency employees identified on the Invoice Estimate as primary worker for a youth to resolve any discrepancies regarding the invoice. Payment of any amount under this Contract shall not constitute approval of the Work.

**4. Subcontracts, Assignment, Successors.**

- a. **Subcontracts.** Contractor shall not enter into any subcontracts for any of Services required under this Contract without Agency's prior written consent. In addition to any other provisions Agency may require, Contractor shall include in any permitted subcontract provisions to ensure that Agency will receive the benefit of subcontractor's performance as if the subcontractor were Contractor with respect to sections 1.a, 4, 5, 8 and 11. Agency's consent to any subcontract shall not relieve Contractor of any of its duties or obligations under this Contract.
- b. **Assignments.** Contractor shall not assign, delegate or transfer any of its rights or obligations under this Contract without Agency's prior written consent. Agency's written consent does not relieve Contractor of any obligations under this Contract, and any assignee, transferee, or delegate is considered Contractor's agent.
- c. **Successors.** The provisions of this Contract are binding upon, and inure to the benefit the parties and their respective successors and permitted assigns, if any.

**5. Ownership of Work Product.** All work product of Contractor that results from this Contract (the "**Work Product**") is the exclusive property of Agency. Agency and Contractor agree that such Work Product be deemed "work made for hire" of which Agency be deemed the author. If for any reason the Work Product is not deemed "work made for hire," Contractor hereby irrevocably assigns to Agency all of its right, title, and interest in and to any and all of the Work Product, whether arising from copyright, patent, trademark, trade secret, or any other state or federal intellectual property law or doctrine. Contractor shall execute such further documents and instruments as Agency, or both, may reasonably request in order to fully vest such rights in Agency. Contractor forever waives any and all rights related to the Work Product, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification or authorship or rights of approval, restriction or limitation on use or subsequent modifications. Agency is a third party beneficiary under this Section 5.

## **6. Contractor's Representations and Warranties.**

Contractor represents and warrants to Agency that:

- a. Contractor has the power and authority to enter into and perform this Contract.
- b. This Contract, when executed and delivered, is a valid and binding obligation of Contractor, enforceable in accordance with its terms.
- c. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the effective date of this Contract, faithfully has complied with:
  - (1) All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
  - (2) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor;
  - (3) Any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and

- (4) Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

## 7. Termination.

- a. Agency's Right to Terminate at its Discretion.** At its sole discretion, Agency may terminate this Contract in whole or in part, by written notice by Agency to Contractor.
- b. Emergency Termination or Suspension by Agency.** The parties understand and agree that the following circumstances, without limitation, Agency may remove or suspend a youth from Services with Contractor immediately upon:
- i.** An allegation of child abuse/neglect or other conditions causing Agency to determine that the youth's health, safety or welfare may be endangered; and
  - ii.** An allegation of misconduct of Contractor, Contractor's employee or subcontractor causing Agency to determine that the youth's health, safety or welfare may be endangered.

If as a result of Contractor's alleged child abuse/neglect or misconduct, Agency suspends or terminates a youth's Services with Contractor in accordance with this Contract, Contractor shall not be entitled to any compensation under this Contract with respect to such youth from and after the date of such suspension or termination.

- c. Agency's Right to Terminate For Cause.** Agency may terminate this Contract, in whole or in part, immediately upon notice to Contractor, or at such later date as Agency may establish in such notice if: (i) Contractor no longer holds any license or certificate that is required to perform Services; or (ii) Contractor commits any material breach or default of any covenant, representation, warranty, obligation or agreement under this Contract, fails to perform the Services under this Contract within the time specified herein or any extension thereof, or so fails to pursue the Services as to endanger Contractor's performance under this Contract in accordance with its terms, and such breach, default or failure is not cured within 10 business days after delivery of Agency's notice, or such longer period as Agency may specify in such notice.
- d. Remedies.** In no event shall Agency be liable to Contractor for more than the maximum amount payable under this Contract. If termination is pursuant to subsections 7(b)(ii), Agency shall have any remedy available to it in law or equity.
- e. Contractor's Right to Terminate.** Contractor may, at its sole discretion, terminate this Contract upon 30 days written notice to Agency.
- f. Mutual Consent.** This Contract may be terminated at any time by mutual written consent of the parties.

**8. Amendments.** This Contract may be amended to the extent permitted by the solicitation document, if any, applicable statutes and administrative rules and as the amendment scope and process may be further described in section 1, Statement of Services.

**9. Access to Records.** Agency, Secretary of State, federal government, and their duly authorized representatives shall have access to Contractor's books, documents, papers and records pertinent to this Contract for the purpose of making audit, examination, excerpts and transcripts.

## 10. Compliance with Applicable Laws and Standards.

- a. Contractor shall comply with all federal, state and local laws, regulations, and ordinances applicable to this Contract or to Contractor's obligations under this Contract, as those laws, regulations and ordinances may be adopted or amended from time to time.
- b. Agency's performance under this Contract is conditioned upon Contractor's compliance with ORS 279B.220, 279B.225, 279B.230 and 279B.235. Contractor shall, to the maximum extent economically feasible in the performance of this Contract, use recycled paper (as defined in ORS 279A.010(1)(gg)), recycled PETE products (as defined in ORS 279A.010(1)(hh)), and other recycled plastic resin products and recycled products (as "recycled product" is defined in ORS 279A.010(1)(ii)).
- c. Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, "tax laws" includes all the provisions described in subsection 6.c. (i) through (iv) of this Contract.
- d. Any violation of subsection c of this section shall constitute a material breach of this Contract. Further, any violation of Contractor's warranty, in subsection 6.c. of this Contract, that Contractor has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle Agency to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:
  - i. Termination of this Contract, in whole or in part;
  - ii. Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Contractor, in an amount equal to State's setoff right, without penalty; and
  - iii. Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. Agency shall be entitled to recover any and all damages suffered as the result of Contractor's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, and costs of cure.These remedies are cumulative to the extent the remedies are not inconsistent, and Agency may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

**11. Independent Contractor; Responsibility for Taxes and Withholding.** Contractor shall perform all required Services as an independent contractor. Although Agency may (a) determine and modify the delivery schedule for Services to be performed and (b) evaluate the quality of the completed performance. Contractor is responsible for determining the appropriate means and manner of performing any Services required under this Contract. Contractor certifies, represents and warrants that Contractor is an independent contractor of Agency under all applicable State and federal law. Contractor is not an "officer," "employee," or "agent" of Agency as those terms are used in ORS 30.265.

## **12. Contribution, Dispute Resolution and Limitation of Liabilities**

- a. Contribution.

- i. If any third party makes any claim or brings any action, suit or proceeding alleging a tort as now or hereafter defined in ORS 30.260 ("Third Party Claim") against a party (the "Notified Party") with respect to which the other party ("Other Party") may have liability, the Notified Party must promptly notify the Other Party in writing of the Third Party Claim and deliver to the Other Party a copy of the claim, process, and all legal pleadings with respect to the Third Party Claim. Either party is entitled to participate in the defense of a Third Party Claim, and to defend a Third Party Claim with counsel of its own choosing. Receipt by the Other Party of the notice and copies required in this paragraph and meaningful opportunity for the Other Party to participate in the investigation, defense and settlement of the Third Party Claim with counsel of its own choosing are conditions precedent to the Other Party's liability with respect to the Third Party Claim.
- ii. With respect to a Third Party Claim for which the State is jointly liable with the County (or would be if joined in the Third Party Claim ), the State shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the County in such proportion as is appropriate to reflect the relative fault of the State on the one hand and of the County on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the State on the one hand and of the County on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The State's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if the State had sole liability in the proceeding.
- iii. With respect to a Third Party Claim for which the County is jointly liable with the State (or would be if joined in the Third Party Claim), the County shall contribute to the amount of expenses (including attorneys' fees), judgments, fines and amounts paid in settlement actually and reasonably incurred and paid or payable by the State in such proportion as is appropriate to reflect the relative fault of the County on the one hand and of the State on the other hand in connection with the events which resulted in such expenses, judgments, fines or settlement amounts, as well as any other relevant equitable considerations. The relative fault of the County on the one hand and of the State on the other hand shall be determined by reference to, among other things, the parties' relative intent, knowledge, access to information and opportunity to correct or prevent the circumstances resulting in such expenses, judgments, fines or settlement amounts. The County's contribution amount in any instance is capped to the same extent it would have been capped under Oregon law if it had sole liability in the proceeding.

**b. Alternative Dispute Resolution.**

The parties should attempt in good faith to resolve any dispute arising out of this Agreement. This may be done at any management level, including at a level higher

than persons directly responsible for administration of the Agreement. In addition, the parties may agree to utilize a jointly selected mediator or arbitrator (for non-binding arbitration) to resolve the dispute short of litigation.

- c. **Limitation of Liabilities.** EXCEPT FOR LIABILITY OF DAMAGES ARISING OUT OF OR RELATED TO SECTION 3.9.a.i, SECTION 3.9.a.ii, AND SECTION 3.9.a.iii, NEITHER PARTY SHALL BE LIABLE TO THE OTHER FOR ANY INCIDENTAL OR CONSEQUENTIAL DAMAGES ARISING OUT OF OR RELATED TO THIS AGREEMENT. NEITHER PARTY SHALL BE LIABLE FOR ANY DAMAGES OF ANY SORT ARISING SOLELY FROM THE TERMINATION OF THIS AGREEMENT OR ANY PART HEREOF IN ACCORDANCE WITH ITS TERMS.

**13. Insurance.** (RESERVED)

**14. No Third Party Beneficiaries.** Agency and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide any benefit or right, whether directly, indirectly or otherwise, to third persons unless such third persons are individually identified by name herein and expressly described as intended beneficiaries of the terms of this Contract.

**15. Merger.** This Contract constitutes the entire agreement between the parties, and there are no understandings, agreements, or representations, oral or written, not specified herein regarding this Contract.

**16. Health Insurance Portability and Accountability Act.** Contractor shall deliver Services in compliance with the Health Insurance Portability and Accountability Act, the federal regulations implementing the Act, and OAR 125-055-0100 through 125-055-0130, incorporated by reference herein (collectively, HIPAA).

**17. Certifications and Signature of Contractor's Authorized Representative.**

The undersigned certifies under penalty of perjury individually and on behalf of Contractor that:

- a. **Authorized Representative.** The undersigned is a duly authorized representative of Contractor, authorized by Contractor to: act on behalf of Contractor; make all representations, attestations, and certifications contained in this Contract ; and execute this Contract on behalf of Contractor;
- b. **Tax Laws.** Contractor is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws;
- c. **Nondiscrimination.** To the best of the undersigned's knowledge, Contractor has not discriminated against and will not discriminate against minority, women or emerging small business enterprises certified under ORS 200.055 in obtaining any required subcontracts; and
- d. **Office of Foreign Assets Control.** Contractor and Contractor's employees and agents are not included on the list titled "Specially Designated Nationals and Blocked Persons" maintained by the Office of Foreign Assets Control of the United States Department of

the Treasury and currently found at  
<http://www.treas.gov/offices/enforcement/ofac/sdn/t11sdn.pdf>.

**SIGNATURE OF CONTRACTOR.**

Contractor (print name): Yamhill County Family & Youth Programs

Authorized Signature: [Signature]

By (print name): Mary Starrett

Title: Chair Board of Commissioners Date: 3.24.16

Contact Person (Print): Silas Halloran-Steiner

Contact Telephone: (503) 434-7523 Fax: ~~503~~ 434-7335

Contact E-Mail Address: halloras@co.yamhill.or.us

**SIGNATURE OF STATE'S AUTHORIZED REPRESENTATIVE.**

State of Oregon acting by and through its Oregon Youth Authority

By: [Signature] Date: 4/1/16  
Gail Shibley, Designated Procurement Officer  
Amber Forster

ATTORNEY GENERAL: Approved for legal sufficiency. (OAR 137-045-0050(exempt))

CONTRACTS: Reviewed by Contract Specialist.

By: [Signature] Date: 3/30/16  
Name:

Approved As To Form  
[Signature]  
Christian Boenisch  
County Counsel  
Yamhill County

Accepted by Yamhill County  
Board of Commissioners on  
3.24.16 by Board Order  
# 16-108



# Oregon

Kate Brown, Governor

**Oregon Youth Authority  
Budget & Contracts Office**  
530 Center Street NE, Suite 200  
Salem, Oregon 97301  
Voice: (503) 373-7371  
Fax: (503) 373-7921  
www.oregon.gov/OYA



## Document Return Statement

March 11, 2016

Re: Document # 13509, hereafter referred to as "Contract."

Please complete the following statement and return it along with the following documents:

- Completed signature page(s)

**Important:** If you have any questions or concerns with the above referenced Contract, please contact Contract Specialist, Wendy Elstun at (503) 373-7333.

I Mary Starrett, Chair, Board of Commissioners  
(Name) (Title)

received a copy of the above referenced Contract, consisting of **11** pages between the State of Oregon, acting by and through its Oregon Youth Authority and **YAMHILL COUNTY FAMILY & YOUTH PROGRAMS** by email from Brandi Potterf on **March 11, 2016**.

On March 24, 2016, I signed the printed form of the electronically transmitted Contract without change.

[Handwritten Signature]  
(Authorizing Signature)

3-24-16  
(Date)

Accepted by Yamhill County  
Board of Commissioners on  
3-24-16 by Board Order  
# 112-108