



**Program #10010B - OCI - Policy & Training Coordinator** FY 2024 Adopted

**Department:** Nondepartmental **Program Contact:** JR Lilly  
**Program Offer Type:** New **Program Offer Stage:** Adopted  
**Related Programs:**  
**Program Characteristics:** One-Time-Only Request

**Executive Summary**

The Office of Community Involvement was established by County Charter to develop and maintain community involvement programs and procedures for the purpose of facilitating direct communication between the people of Multnomah County and the Board of County Commissioners. As part of its mission to facilitate communication between the community and county leadership, the Office of Community Involvement supports county advisory groups through community outreach, staff support, technical assistance and policy development. This new, limited duration position will develop new training, standards and policies for use in advisory groups and volunteer programs across departments.

**Program Description**

The Office of Community Involvement coordinates programs and activities designed to engage people from Multnomah County’s diverse communities and support the County’s community involvement programs. The Policy & Training Coordinator will aim to create: countywide community engagement policy, training, and support systems; equitable representation policy for recruitment, on boarding, and selection criteria; and creating a vetting/accountability process for all volunteers.

The Policy & Training Coordinator will work to develop training classes that support community members participating on county advisory groups and in department volunteer programs. The coordinator will collaborate with stakeholders to identify additional training needs, work with experts to develop training content and determine methods for training delivery, and pilot and refine training, soliciting feedback from staff and community participants.

The position will also advance the work to establish countywide policies and/or approaches to stipends and work to identify additional opportunities for development of policies and procedures supporting consistent implementation of best practices in community involvement across the organization.

This position will also evaluate the County’s community engagement policies and programs to reduce barriers to participation, and develop tools and metrics for monitoring and evaluating countywide community engagement activities and impact.

**Performance Measures**

Measure Type	Primary Measure	FY22 Actual	FY23 Budgeted	FY23 Estimate	FY24 Offer
Output	Number of new countywide trainings for County volunteer	N/A	N/A	N/A	5
Outcome	Create framework and resource for countywide implementation of stipends	N/A	N/A	N/A	1

**Performance Measures Descriptions**

**Revenue/Expense Detail**

	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>	<b>Adopted General Fund</b>	<b>Adopted Other Funds</b>
<b>Program Expenses</b>	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>
Personnel	\$0	\$0	\$118,371	\$0
Materials & Supplies	\$0	\$0	\$2,129	\$0
Internal Services	\$0	\$0	\$1,500	\$0
<b>Total GF/non-GF</b>	<b>\$0</b>	<b>\$0</b>	<b>\$122,000</b>	<b>\$0</b>
<b>Program Total:</b>	<b>\$0</b>		<b>\$122,000</b>	
<b>Program FTE</b>	0.00	0.00	0.00	0.00

<b>Program Revenues</b>				
<b>Total Revenue</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**Explanation of Revenues**

**Significant Program Changes**

Last Year this program was: