

# Contract Review Sheet

InterDepartmental Agreement

**HE-5948-24 - Am1**

Title: Community Restoration Monitor

Contractor's Name: Sheriff's Office

Department: Health and Human Services

Contact: Diana Lee Adams Hill

Analyst: Chalyce MacDonald

Phone #: (503) 576-4652

Term - Date From: July 1, 2024

Expires: June 30, 2027

Original Contract Amount: \$ 341,124.00

Previous Amendments Amount: \$ -

Current Amendment: \$ 200,000.00

New Contract Total: \$ 541,124.00

Amd% 59%

Outgoing Funds  Federal Funds  Reinstatement  Retroactive  Amendment greater than 25%

Source Selection Method: 50-0010 General Exemptions (IGAs Grants QRFs)

Description of Services or Grant Award

Collaboration between MCHHS and MC Sheriff's Office (Parole and Probation Deputy) oversee the community restoration monitoring of individuals who are unable to Aid & Assist in their own defense.

Amendment 1 - Extend for one year and add \$200,000.

Desired BOC Session Date: 5/6/2026

Contract should be in DocuSign by: 4/15/2026

Agenda Planning Date: 4/23/2026

Printed packets due in Finance: 4/21/2026

Management Update: 4/21/2026

BOC upload / Board Session email: 4/22/2026

BOC Session Presenter(s) Commander Mike Hartford & Debbie Wells

Code: Y

## REQUIRED APPROVALS

Chalyce MacDonald 03/18/2026

Finance - Contracts

Date

Diana Lee Adams Hill 03/27/2026

Diana Lee Adams Hill (Mar 27, 2026 07:21:42 PDT)

Contract Specialist

Date

Scott Norris 03/24/2026

Legal Counsel

Date

Jan Fritz 03/26/2026

Jan Fritz (Mar 26, 2026 17:29:31 PDT)

Chief Administrative Officer

Date



MARION COUNTY BOARD OF COMMISSIONERS

Board Session Agenda Review Form

Meeting date: May 6, 2026

Department: Health & Human Services

Title: Amendment to InterDepartmental Agreement for Community Restoration Services

Management Update/Work Session Date: April 21, 2026 Audio/Visual aids [ ]

Time Required: 10 Minutes Contact: Diana Lee Adams Hill Phone: 503-576-4652

Requested Action: Please approve Amendment 1 to InterDepartmental Agreement between MCHHS and MCSO for Community Restoration Services.

Issue, Description & Background: Collaboration between MCHHS and MC Sheriff's Office (Parole and Probation Deputy) oversee the community restoration monitoring of individuals who are unable to Aid & Assist in their own defense. Amendment 1 - Extend for one year and add \$200,000.

Financial Impacts: Up to \$200,000 from HHS to Sheriff's Office.

Impacts to Department & External Agencies: None other than HHS and Sheriff's Office.

List of attachments: Amendment 1 and original IDA

Presenter: Debbie Wells & Commander Mike Hartford

Department Head Signature: Ryan Matthews (Mar 23, 2026 11:45:30 PDT)



**AMENDMENT 1 to HE-5948-24 the  
INTERDEPARTMENTAL AGREEMENT**

**between  
Health and Human Services and Sheriff's Office**

The InterDepartmental Agreement, as may be amended from time to time, the "Agreement," between Health and Human Services, hereafter referred to as MCHHS, and Sheriff's Office, hereafter referred to as MCSO, both departments of Marion County, a political subdivision of the State of Oregon, dated July 01, 2024.

The Agreement is hereby amended as follows (new language is indicated by underlining and deleted language is indicated by ~~striketrough~~):

**3. TERM AND TERMINATION**

3.1 This Agreement shall be effective for the period of 7/1/2024 through 6/30/2027 ~~6/30/26~~ unless sooner terminated or extended as provided herein.

**4. FUNDING AND BILLING**

4.1 The total amount paid under this Agreement shall not exceed \$541,124.00. ~~341,124.00~~. Payments under this Agreement shall be made on a cost reimbursement basis according to the following terms:

2024-2025 Personnel Services \$159,562.00  
GPS Electronic Monitoring Devices \$11,000.00  
Total: \$170,562.00

2025-2026 Personnel Services \$159,562.00  
GPS Electronic Monitoring Devices \$11,000.00  
Total: \$170,562.00

2026-2027 Personnel Services \$ 189,000.00  
GPS Electronic Monitoring Devices \$ 11,000.00  
Total: \$200,000.00

4.2 Requests for payment shall be submitted to the County monthly to the attention of: Health and Human Services at the following address: 3160 Center St NE Salem, OR 97301. Final invoices are due no later than twenty (20) days following Agreement termination. ~~July 20, 2026.~~

**5. STATEMENT OF WORK**

5.1 UNDER THE TERMS OF THIS AGREEMENT, MCHHS SHALL:

b. MCHHS will provide funds up to the agreed annual total in Section 4.1 ~~\$170,562.00~~ ~~per year~~ to the MCSO, based on actual invoiced expenditures, to cover the cost of the GPS Electronic Monitoring and Parole and Probation certified Deputy Sheriff.

Except as expressly amended above, all other terms and conditions of the original Agreement are still in full force and effect. The Parties certify that the representations, warranties and certifications contained in the original Agreement are true and correct as of the effective date of this Amendment and with the same effect as though made at the time of this Amendment.

**MARION COUNTY SIGNATURES  
BOARD OF COMMISSIONERS**

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Commissioner Date

\_\_\_\_\_  
Commissioner Date

Authorized Signature: *Ryan Matthews* 03/18/2026  
[Ryan Matthews \(Mar 18, 2026 16:27:56 PDT\)](#)  
 MCHHS Administrator or designee Date

Authorized Signature: *Katrina Griffith* 03/23/2026  
[Katrina Griffith \(Mar 23, 2026 12:09:09 PDT\)](#)  
 MCHHS Division Director or designee Date

Authorized Signature: *Nicholas Hunter* 03/23/2026  
[Nicholas Hunter \(Mar 23, 2026 11:48:36 PDT\)](#)  
 Sheriff's Office Director or designee Date

Authorized Signature: *Jan Fritz* 03/26/2026  
[Jan Fritz \(Mar 26, 2026 17:29:31 PDT\)](#)  
 Chief Administrative Officer Date

Reviewed by Signature: *Scott Norris* 03/24/2026  
[Scott Norris \(Mar 24, 2026 11:48:39 PDT\)](#)  
 Marion County Legal Counsel Date

Reviewed by Signature: *Chalyn McDonald* 03/18/2026  
 Marion County Contracts & Procurement Date

**MARION COUNTY  
INTERDEPARTMENTAL AGREEMENT  
Between  
Health and Human Services and Sheriff's Office**

**HE-5948-24**

**1. PARTIES TO AGREEMENT**

This Agreement between Health and Human Services, hereafter referred to as MCHHS and Sheriff's Office, hereafter referred to as MCSO, both Departments of Marion County, a political subdivision of the state of Oregon.

**2. PURPOSE**

The purpose of this Agreement is to establish the terms under which the MCHHS will provide Community Restoration Monitor services to MCSO.

**3. TERM AND TERMINATION**

- 3.1 This Agreement shall be effective for the period of 7/1/2024 through 6/30/2026 unless sooner terminated or extended as provided herein.
- 3.2 This Agreement may be extended for additional periods by agreement of the parties. Any modifications in the terms of such amendment shall be in writing.
- 3.3 This agreement may be terminated by mutual consent of both parties at any time or by either party upon 30 days' notice in writing. Any such termination of this agreement shall be without prejudice.

**4. FUNDING AND BILLING**

- 4.1 The total amount paid under this Agreement shall not exceed 341,124.00. Payments under this Agreement shall be made on a cost reimbursement basis according to the following terms:

2024-2025 Personnel Services \$159,562.00  
GPS Electronic Monitoring Devices \$11,000.00  
Total: \$170,562.00

2025-2026 Personnel Services \$159,562.00  
GPS Electronic Monitoring Devices \$11,000.00  
Total: \$170,562.00

- a. MCHHS will submit an expenditure report for the costs associated with providing payment under this agreement.
- b. MCSO will provide payment using the County's journal entry process to reimburse personnel costs upon receipt of the expenditure reports provided by MCHHS.

- 4.2 Requests for payment shall be submitted to the County monthly to the attention of: Health and Human Services at the following address: 3160 Center St NE Salem, OR 97301. Final invoices are due no later than July 20, 2026.

**5. STATEMENT OF WORK**

5.1 UNDER THE TERMS OF THIS AGREEMENT, MCHHS SHALL:

- a. MCHHS Aid and Assist Team will provide assistance to Parole and Probation Deputy Sheriff for the Community Restoration Monitoring.
- b. MCHHS will provide up to \$170,562.00 per year to the MCSO, based on actual invoiced expenditures, to cover the cost of the GPS Electronic Monitoring and Parole and Probation certified Deputy Sheriff.

5.2 UNDER THE TERMS OF THIS AGREEMENT, MCSO SHALL:

- a. Assign one Parole and Probation certified Deputy Sheriff for Community Restoration (CR) Monitoring.
- b. The Deputy Sheriff will attend court hearings (CR Status Hearings), staffing, and other meetings with the Marion County Circuit Court and our community partners in the MCHHS Aid and Assist team.
- c. The Deputy will conduct risk assessments and participate in case planning with the MCHHS Aid and Assist Team.
- d. The Deputy Sheriff will provide status reports and make recommendations to the court as appropriate.
- e. Provide a vehicle and other essential equipment associated with the assignment for the Deputy Sheriff.
- f. Maintain supervision over the Deputy Sheriff while assigned and acting as a member of the MCHHS Aid and Assist Team.
- g. Provide up to ten Global Positioning System units for community restoration electronic monitoring as ordered by the court and depending on availability.

**6. COMPLIANCE WITH APPLICABLE LAWS**

The parties agree that both shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this agreement. The parties agree that this agreement shall be administered and construed under the laws of the state of Oregon.

**7. NONDISCRIMINATION**

The parties agree to comply with all applicable requirements of Federal and State civil rights and rehabilitation statutes, rules, and regulations in the performance of this agreement.

**8. MERGER CLAUSE**

Parties concur and agree that this agreement constitutes the entire agreement between the parties. No waiver, consent, modification or change to the terms of this agreement shall bind either party unless in writing and signed by both parties. There are no understandings, agreements, or representations, oral or written, not specified herein regarding this agreement. Parties, by the signatures below of their authorized representatives, hereby agree to be bound by its terms and conditions.

**9. NOTICES**

Any notice required to be given under this Agreement shall be sufficient if given, in writing, as follows:

For MCHHS:  
Diana Lee Adams Hill  
3160 Center Street NE  
[Health\\_Contracts@co.marion.or.us](mailto:Health_Contracts@co.marion.or.us)


For MCSO:  
Kristy Witherell  
100 High St NE  
[SO-Contracts@co.marion.or.us](mailto:SO-Contracts@co.marion.or.us)

**10. SIGNATURES**

This agreement and any changes, alterations, modifications, or amendments will be effective when approved in writing by the authorized representative of the parties hereto as of the effective date set forth herein.

In witness whereof, the parties hereto have caused this agreement to be executed on the date set forth below.

**MARION COUNTY SIGNATURE:**

Authorized Signature:  6/7/2024  
7D28A787656E458...  
MCHHS Administrator or designee Date

Authorized Signature:  6/7/2024  
1149E61C7B284EF...  
MCHHS Division Director or designee Date

Authorized Signature:  6/12/2024  
574858962EE148C  
Sheriff's Office Director or designee Date

Reviewed by Signature:  6/7/2024  
E4592AF8CAA542C...  
Marion County Contracts & Procurement Date