July 2016

### Hot Topics this Month

- **MacLaren groundbreaking**
  - Ceremonial celebration of construction projects
  - Page 1
- **Staffing**
  - Date for posting admin structure with names
  - Page 2
- **Campus Event Planning**
  - New event scheduling process starts in August
  - Page 3
- **Tentative Unit Move Dates**
  - Updated calendar for unit moves
  - Pages 4-5

### General News

- **The MacLaren Medical Clinic** relocated to the high school and is operational.
- **Hillcrest and MacLaren team event:** Save the date for Aug. 31 for a fun event for staff and their families from both facilities to meet and get to know each other. Do you have ideas for activities? Contact Nichole Kisor or Recreation Coordinator Rod Martin.

### Groundbreaking at MacLaren

About 40 guests, including legislators, government officials, business leaders, contractors, and other public supporters, joined about 60 staff and youth for a groundbreaking ceremony on June 30 at MacLaren.

The event formally acknowledged the construction of six new living units and the renovation of Grover Cottage. Guests viewed displays and talked to youth involved in MacLaren’s vocational programs, saw images and a video of the new units, and took a walk-through of Grover, which currently is under construction.

We plan to host several open houses next spring for all staff to have the chance to view the new housing units.

- **Event photo gallery:** [https://flic.kr/s/aHskzcsp6L](https://flic.kr/s/aHskzcsp6L)
- **Video of new living units:** [www.youtube.com/watch?v=GoZUowNA2IM](http://www.youtube.com/watch?v=GoZUowNA2IM)
- **Design manual for new units:** [http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/10YearPlan/MacLarenEastCampusDesignManual-11316Webview.pdf](http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/10YearPlan/MacLarenEastCampusDesignManual-11316Webview.pdf)

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**Consolidation Project Planning Info**
Nichole Kisor, Project Manager, 971-283-6665
OYANet site: [http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/Pages/default.aspx](http://oyanet.oya.state.or.us/DirectorsOffice/10YearPlan/Pages/default.aspx)
Public site: [www.oregon.gov/oya/pages/10YearPlan.aspx](http://www.oregon.gov/oya/pages/10YearPlan.aspx)
**Staffing**

**Key Developments**

- The Consolidation Oversight Committee approved in June the staffing plans for the Medical Clinic, Physical Plant Operations, Office Specialist Support/Records, and Office Coordinators. The plans are scheduled for Cabinet review in mid-July. We expect to finalize these areas by the end of the month.
- Additional staffing discussions are still underway. The following areas will be reviewed after we determine what the programs will look like once we are consolidated: QMHPs, YCUCs, SDCs, Work/Vocational positions, and education positions.
- We are continuing to meet with the affected service areas to share more specific info about the schedules and timelines as information becomes available.

**Staffing Milestones**

<table>
<thead>
<tr>
<th>Date</th>
<th>Milestone Description</th>
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<tr>
<td>Mid-July</td>
<td>Finalize staffing for the Medical Clinic, Physical Plant Operations, Office Specialist Support/Records, and Office Coordinators.</td>
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<td>Aug. 1</td>
<td>Post finalized administrative structure with names on OYA Net.</td>
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<td>Summer 2016</td>
<td>Continue to seek input from staff and develop a plan for the best way to move from the current to the future state.</td>
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<td>September 2016</td>
<td>Work unit re-bids occur as needed.</td>
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<td>Oct. 1, 2016</td>
<td>Both facilities become one for bidding purposes.</td>
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<td>Fall 2016</td>
<td>Begin close monitoring of staffing levels.</td>
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<td>Begin moving to new structure wherever possible.</td>
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<td>Begin one-on-one discussions with Hillcrest staff about moving.</td>
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<td>Develop contingency plans to backfill staff who indicate they are not making the move.</td>
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**Building Naming**

- We have revised the timeline to include additional time for seeking out names and reviewing potential options. The group expects to have this work completed by the end of August as opposed to June, as originally planned.
- After the group has selected final names for the buildings, we will work on a plan to honor the history of existing building names.
Campus Event Planning

This group has met several times and is making great progress toward creating an event planning process that will be easier for all. They are creating:

- A process map for event planning on the consolidated campus, from event initiation to post-event review;
- An event scheduling form;
- Event planning protocols, including a timeline and conflict resolution expectations; and
- A central list of storage locations for all event-related equipment on campus.

Beginning Aug. 1, 2016: If you are planning any type of event on either the Hillcrest or MacLaren campus, no matter how large or small, you will need to begin using the new scheduling process developed by this group. The process starts with filling out the new Event Scheduling Form, which is being developed and will be available soon on OYANet.

The new event scheduling process will help make things smoother for event planners as well as for the rest of the staff on campus who will support the event. The process will:

- Ensure that locations are booked properly for events and prevent scheduling conflicts.
- Ensure that events are better coordinated and communicated.
- Connect event planners with the appropriate contacts on campus.
- Provide an event planning committee that can help staff plan their events better.
- Organize all event equipment on campus so that planners know what is available.

If you already are planning an August event at Hillcrest or MacLaren, please contact Carolyn Gage, Carolyn.Gage@oya.state.or.us, and she will connect you with someone on the event planning committee to start the process.

Last Graduation at Hillcrest

Hillcrest celebrated its final graduation ceremony on June 29 in a combined event with MacLaren.

Nineteen graduates received their high school diplomas, GEDs, and barbering certificates: 13 from Robert S. Farrell High School at Hillcrest, 5 from William P. Lord High School at MacLaren, and 1 from South Jetty High School at North Coast.

Several groups are already meeting:

- The Level System group has held one session and will continue to meet for the next two months to develop a plan. More information will be available after the second session.

- A small group of staff met at the end of June to develop a high-level schedule of campus activities. The group plotted out gym/fitness room times for all units on campus once consolidated, which include one hour of time during the week, and two hours of time on the weekends.

The group also looked at other key buildings on campus, such as The Station and Thayer, and plotted out activities that would be running there if we moved immediately. At first glance, these spaces will be able to accommodate all of the activities we expect to occur on campus when full.

This group also identified point people for each building to work towards having one person responsible for managing changes and activities in each location.

Several groups will begin meeting in July and August, including:

- Work and Vocational Planning
- Education Planning
- Treatment Mall Planning

### Tentative Unit Move Dates

See page 5 of this newsletter for a visual representation of where all of the cottages will move on the MacLaren campus. All of the dates and building names are tentative and subject to change.

- **May 11, 2016**
  - McBride (H) moved to Hall (E)

- **Aug. 3, 2016**
  - Smith (C) moves to McKay (D)

- **October 2016**
  - Dunbar (F) moves to Smith (C)

- **December 2016**
  - Kincaid (G) moves to Grover (J)

- **May 2017, Week 4**
  - Gamma moves to Kincaid (G)
    - Sigma moves to Dunbar (F)

- **June 2017, Week 2**
  - Epsilon moves to new unit (T)
    - Alpha moves to new unit (N)

- **June 2017, Week 3**
  - Omega moves to McBride (H)
    - Zeta moves to new unit (P)

- **July 2017, Week 2**
  - SITP moves to new unit (R)
    - The U moves to new unit (S)
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