

# MINUTES

## HUMAN SERVICES COMMISSION

H&HS Charnelton Building, Room #258  
151 W. 7th Avenue, Eugene

Monday, November 19, 2018  
12:15 p.m.

**PRESENT:** Marilee Woodrow *Chair*, Claire Syrett *Vice Chair*, Pat Farr, Gabrielle Guidero, Shaun Londahl, Members; Stephanie Jennings City of Eugene Staff, Erin Fifield City of Springfield Staff, Steve Manela, Lyn Oliver, Lisë Stuart, Melissa Coloma and Robin Scott, H&HS Staff; Kelly Sutherland (Relief Nursery), Casi Totten (St. Vincent de Paul), Mike Fleck (Community Sharing), Kara Smith (FOOD for Lane County), Margaret Theisen (Pearl Buck Center), and Ann Millhollen (HRC Homelessness Workgroup), Guests.

**ABSENT:** Jay Bozievich and Greg Evans, Members.

### I. CALL TO ORDER

Chair Marilee Woodrow convened the meeting at 12:21 p.m. Those present introduced themselves.

### II. PUBLIC COMMENT

There were no members of the public who wished to speak.

### III. CONSENT AGENDA

- Minutes of October 15, 2018
- Statement of Revenue and Expenditures as of October 31, 2018

*Pat Farr moved to accept the Consent Agenda as presented.*

*Claire Syrett provided the second. The motion passed unanimously.*

### IV. MANAGER'S REPORT

Mr. Manela said that he would convene a budget planning committee after January 2019 to review the Strategic Plan, the Community Needs Assessment (CNA) and the Technical Assistance Collaborative (TAC) study. He noted this process had been shown to be very effective although it is often a difficult task. This year the committee will look at the demand for new programming, evaluate what is currently being provided and discuss how to address any gaps.

On January 22, 2019 the Board of County Commissioners (BCC) and the City of Eugene Council will have a joint meeting to receive the final TAC recommendations.

### V. COMMUNITY NEEDS ASSESSMENT (CNA)

Ms. Stuart reported that the data entry was now completed for the Community Needs Assessment (CNA). Out of the over 1,800 surveys collected through survey monkey and paper forms, 28 percent were submitted by consumers with 83 percent of those completed. Of the consumers completing a survey, 90 percent agreed to place their name into a pool to receive a Safeway gift card. That drawing was just held and the nonprofits will be notified.

Ms. Stuart explained that the next step will be to clean up the data to ensure accuracy. This year we have the opportunity to then send this information to the newly formed *Quality and Compliance Division* for their review and input including a text analysis for open field that weren't included in the dropdown fields.

After the data process is complete, we will follow-up with forums such as this Board and the Poverty and Homelessness Board (PHB) Lived Experience Advisory Group for Unhoused Engagement (LEAGUE) to help us understand those pieces that we didn't build in, or that might be unexpected outcomes of the survey. Then all the information; the survey and the statistics gleaned from our Quality and Compliance Division will be built into our CNA document which will then inform the Strategic Plan and the Request for Proposal (RFP).

Members discussed their interest in participating as a focus group.

## VI. WINTER HOMELESS PROGRAMMING

Mr. Manela offered a brief update:

- Lane County in cooperation with the City of Eugene has set up *Camp 99* on a piece of tax foreclosed property across from the St. Vincent de Paul (SVDP) Lindholm Center. SVDP Dusk to Dawn contract was for 95 beds which were erected last week, and now there are 115 beds on that site. The additional military style heated tents were set up specifically to serve people with special needs. Some of the people who were in Camp 99 moved over to the Dusk to Dawn tent for special needs. The Lane County and City of Eugene team continues to work with SVDP, and a meeting is scheduled for the following day to discuss the current, intermediate and the long-term plan potentially for that site.
- The Lane County Administrator is looking at the feasibility of using the site on a long-term basis for a “campus” which would provide basic needs services such as shelter and other opportunities for people.
- All efforts are keeping in mind the TAC preliminary report and looking forward to the final report by the end of the year.
- The jurisdictions are considering the impact of the *Boise Decision* which states that homeless people in western states cannot be prosecuted for sleeping outside if access to shelter is lacking.
- The Egan Warming Center has lost two sites due to fire safety standards. The jurisdictions are working with Egan staff and the faith community to locate other facilities.
- SVDP has submitted a request for funding a Winter Strategies Coordinator position to help manage the increasing number of sites. The annual FTE would be about \$68,000. The request is for the HSD to consider funding for the balance of the Fiscal Year as a one-time expense which would be about \$40,000. Mr. Manela said that there is an amount of cash that could be used for this purpose, and he heavily recommended this request

Members discussed how this position would be funded in the future.

Mr. Manela advised that there is a possibility the state funding will increase the next biennium.

Mr. Farr noted that this is a great opportunity. He supported the position to be funded for the balance of the year.

Agreeing, Ms. Syrett said she is definitely inclined to support the recommendation, but expressed concern about comparing and contrasting this request with the request from Centro LatinoAmericano.

Mr. Manela advised that Centro’s request was addressed administratively.

Ms. Syrett requested that Mr. Manela prepare a memorandum outline how things played out with Centro’s request and the result, and the how the request from SVDP came about and the result. She considered that is critical to understand how the requests are received and how they are processed.

*Claire Syrett motioned to support the manager’s recommendation to fund a Winter Strategies Coordinator for the remainder of the fiscal year. Pat Farr provided the second. The motion passed unanimously.*

## VII. TAC STUDY RECOMMENDATIONS/ NEXT STEPS

Technical Assistance Collaborative (TAC) was tasked with a systems analysis of the overall local services system and to make a recommendation for the feasibility of a public shelter. TAC presented the first draft of their final report to the HSD last week which included recommendations around adding outreach capacity, diversion capacity, Rapid Rehousing, Permanent Supportive Housing, and adding Housing Navigators to Coordinated Entry. About the shelter itself, they offered ideas for suitable types of properties, the physical structure of the shelter and information on best practices around low-barrier shelters.

While TAC has indicated that they have been conservative in their recommendations, Mr. Manela remarked that the price tag on the recommendations will be quite significant and will likely cause a lot of discussion around changing the projects the HSC allocates or shifting resources. Many of the TAC recommendations will be in addition to what we are currently providing.

Responding to a question about the connection to the Strategic Plan, Mr. Manela said that this was an amalgamation of the Human Services Commission and Poverty and Homelessness Board Strategic Plans.

Ms. Stuart added that TAC will offer a step process of the best starting point for the number of units and FTE, and this will offer a better idea of the cost of the first year and what would be accomplished in Stage 1.

Members discussed issues that impact the homelessness issue such as the housing inventory, supportive services, and local jurisdictional support.

Ms. Syrett considered that having a demonstration of three jurisdictions working on homelessness will have a huge impact to the State to attract additional support.

Responding to a question from Ms. Fifield about the single adult focus of the study, Ms. Stuart said that it was TAC's recommendation to focus on this outsized population in the community. However the final report will also include recommendations for families with children.

Mr. Manela added that the data indicated that the situation for families and youth is not as acute as for the single population. However the CNA will encompass all populations in the homeless spectrum.

Ms. Stuart will distribute the CNA to the HSC when it is completed.

#### **VIII. NEXT MEETING**

The next regularly scheduled HSC meeting is December 17, 2018. After discussion, it was determined that members would be in town and able to attend the meeting which occurs one week before the Holiday break.

#### **IX. ADJOURNMENT**

The meeting adjourned at 1:35 p.m.

*Recorded by Diana Alldredge  
HSD Staff*

**Lane County, Oregon**  
**Statement of Revenues and Expenditures**  
 Report: CY-0434 - Division by Account  
 Department: Health and Human Services  
 Division: Human Services Division  
 As of November 30, 2018

**Percent  
of Year**  
41.92%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	679,162.00	-	200,731.00	(478,431.00)	29.56%
451351	Health & Human Services	3,727,527.00	67,524.00	285,665.95	(3,441,861.05)	7.66%
451369	SAMHSA	-	7,458.46	7,458.46	7,458.46	100.00%
451401	Housing & Comm Development	2,369,131.00	374,189.04	787,043.48	(1,582,087.52)	33.22%
451901	Miscellaneous Federal	1,141,601.00	128,383.82	354,726.20	(786,874.80)	31.07%
453120	Community Services Block Grant	464,613.00	66,137.00	164,532.00	(300,081.00)	35.41%
453143	Coordinated Care Org-CCO	200,000.00	-	-	(200,000.00)	0.00%
453190	Miscellaneous State	1,266,639.00	74,686.02	280,846.39	(985,792.61)	22.17%
453403	Homeless Shelters	2,902,312.00	217,825.00	770,173.00	(2,132,139.00)	26.54%
453830	Veterans Affairs	252,546.00	63,136.39	67,836.39	(184,709.61)	26.86%
453910	Miscellaneous State Revenue	177,994.00	4,465.00	37,643.00	(140,351.00)	21.15%
455120	Eugene	1,396,823.00	102,410.05	625,821.55	(771,001.45)	44.80%
455160	Springfield	254,454.00	28,060.55	108,186.55	(146,267.45)	42.52%
466740	Trillium/OHP FEES	369,087.00	27,250.47	122,945.02	(246,141.98)	33.31%
466910	Miscellaneous Svc Charges	523,847.00	13,726.13	38,156.02	(485,690.98)	7.28%
466915	Special Projects	86,446.00	-	7,373.25	(79,072.75)	8.53%
466950	Private Donations	10,000.00	1,844.00	5,181.00	(4,819.00)	51.81%
466980	Refunds & Reimbursements	-	10.00	1,779.09	1,779.09	100.00%
486100	Investment Earnings	-	1,581.62	7,183.55	7,183.55	100.00%
496110	Fund Balance Carryover	1,598,159.00	-	1,811,420.99	213,261.99	113.34%
498510	Transfer Fr General Fund (100)	1,062,504.00	-	509,149.50	(553,354.50)	47.92%
498900	Intrafund Transfer	493,830.00	43,608.79	152,465.57	(341,364.43)	30.87%
<b>Total Revenues</b>		<b>18,976,675.00</b>	<b>1,222,296.34</b>	<b>6,346,317.96</b>	<b>(12,630,357.04)</b>	<b>33.44%</b>
<b>Personnel and Fringe</b>		<b>4,043,617.00</b>	<b>302,387.44</b>	<b>1,461,909.67</b>	<b>(2,581,707.33)</b>	<b>36.15%</b>
512111	Professional & Consulting	85,330.00	543.00	39,366.78	(45,963.22)	46.13%
512173	Training Services	249,500.00	3,338.98	51,491.34	(198,008.66)	20.64%
512178	Support Services	79,820.00	12,496.63	49,515.42	(30,304.58)	62.03%
512179	Subscriptions	600.00	199.20	199.20	(400.80)	33.20%
512181	On The Job Training - Services	210,000.00	45,266.52	132,163.07	(77,836.93)	62.93%
512201	Intergovernmental Agreements	16,810.00	-	-	(16,810.00)	0.00%
512211	Agency Payments	8,313,308.00	880,908.12	2,574,403.14	(5,738,904.86)	30.97%
512214	Client Support Fund	2,622,743.00	67,064.99	278,159.32	(2,344,583.68)	10.61%
512216	Agency Payments Prior Year	-	-	546.00	546.00	100.00%
512341	Refuse & Garbage	1,204.00	75.56	318.90	(885.10)	26.49%
512343	Light, Power & Water	17,646.00	897.59	3,995.64	(13,650.36)	22.64%
512344	Telephone Services	23,767.00	2,120.60	8,381.31	(15,385.69)	35.26%
512345	General Liability	11,902.00	991.83	4,959.15	(6,942.85)	41.67%
512354	Maintenance Of Equipment	51.00	-	-	(51.00)	0.00%
512355	Maintenance Of Structures	-	-	1,100.00	1,100.00	100.00%
512366	Real Estate & Space Rentals	2,519.00	104.95	524.75	(1,994.25)	20.83%
512531	Fleet Equipment/Vehicle Svcs.	6,790.00	497.26	1,139.00	(5,651.00)	16.77%
512536	Copier Charges	6,000.00	786.06	1,545.67	(4,454.33)	25.76%
512537	Mail Room Charges	7,500.00	937.92	2,035.40	(5,464.60)	27.14%
512552	TS Indirect	191,718.00	15,976.51	79,882.55	(111,835.45)	41.67%
512554	County Indirect Charges	400,671.00	33,389.26	166,946.30	(233,724.70)	41.67%
512556	Dept Support/Direct	98,163.00	8,180.25	40,901.25	(57,261.75)	41.67%
512611	Office Supplies & Expense	22,812.00	2,981.02	6,269.32	(16,542.68)	27.48%
512613	Membrshp/Professional Licenses	13,575.00	317.65	9,831.65	(3,743.35)	72.42%
512614	Printing & Binding	9,100.00	539.34	2,461.04	(6,638.96)	27.04%
512615	Advertising & Publicity	3,800.00	30.10	187.26	(3,612.74)	4.93%
512617	Photo/Video Supplies & Svcs	4,800.00	-	-	(4,800.00)	0.00%
512618	Postage	832.00	-	58.70	(773.30)	7.06%
512619	Radio/Communic Supplies & Svcs	15.00	0.41	0.41	(14.59)	2.73%
512621	DP Supplies And Access	85,848.00	76,284.27	78,024.34	(7,823.66)	90.89%
512622	DP Equipment	4,332.00	-	-	(4,332.00)	0.00%
512626	Small Office Furniture	2,500.00	-	691.96	(1,808.04)	27.68%
512712	Food	-	-	150.00	150.00	100.00%
512716	Miscellaneous Supplies	40,054.00	-	-	(40,054.00)	0.00%
512721	Special Supplies	8,342.00	500.00	1,500.00	(6,842.00)	17.98%
512727	Safety Supplies	500.00	-	-	(500.00)	0.00%
512811	Business Expense & Travel	18,426.00	988.63	9,434.85	(8,991.15)	51.20%
512815	Committee Stipends & Expense	8,000.00	997.62	2,955.48	(5,044.52)	36.94%
512821	Outside Education & Travel	40,175.00	1,363.30	13,445.74	(26,729.26)	33.47%
512822	County Training Classes	13,495.00	-	-	(13,495.00)	0.00%
512823	Training Services & Materials	3,037.00	69.53	3,782.28	745.28	124.54%
512911	Miscellaneous Payments	198,456.00	14.78	333.76	(198,122.24)	0.17%
512914	Parking	500.00	-	-	(500.00)	0.00%
<b>Materials and Services</b>		<b>12,824,641.00</b>	<b>1,157,861.88</b>	<b>3,566,700.98</b>	<b>(9,257,940.02)</b>	<b>27.81%</b>
<b>Capital Projects/Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
<b>Debt Service</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>100.00%</b>
532120	Transfer To Spec Rev Fd (200)	271,429.00	22,619.08	113,095.40	(158,333.60)	41.67%
532900	Intrafund Transfer	493,830.00	43,608.79	152,465.57	(341,364.43)	30.87%
<b>Other Expenditures</b>		<b>765,259.00</b>	<b>66,227.87</b>	<b>265,560.97</b>	<b>(499,698.03)</b>	<b>34.70%</b>
992920	Operational Reserves	1,343,158.00	-	-	(1,343,158.00)	0.00%
<b>Reserves</b>		<b>1,343,158.00</b>	<b>-</b>	<b>-</b>	<b>(1,343,158.00)</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>18,976,675.00</b>	<b>1,526,477.19</b>	<b>5,294,171.62</b>	<b>(13,682,503.38)</b>	<b>27.90%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>-</b>	<b>(304,180.85)</b>	<b>1,052,146.34</b>	<b>1,052,146.34</b>	