

# MINUTES

## HUMAN SERVICES COMMISSION

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

Friday, January 18, 2019  
12:15 p.m.

**PRESENT:** Marilee Woodrow *Chair*, Claire Syrett *Vice Chair*, Chris Pryor, Gabrielle Guidero, Pat Farr and Shaun Londahl, Members; Erin Fifield City of Springfield Staff, Steve Manela, Alex Dreher, Lisë Stuart, Cindy Perry, Lane County Staff; Kris McAlister, Tom Mulhern, Susan Ban, Richard Guske, Guests.

**ABSENT:** Joe Berney, New Member.

### I. CALL TO ORDER

Chair Marilee Woodrow convened the meeting at 12:20 p.m. Those present introduced themselves.

Mr. Farr noted the committee assignments for the Lane County Commissioners are complete and that he will continue to serve on the Human Services Commission (HSC) and the Poverty and Homelessness Board (PHB). Commissioner Joe Bozievich has been reassigned, and the Joe Berney will serve on the HSC. However Mr. Berney was scheduled for training for new county commissioners which precluded his attendance today.

Mr. Manela announced that Eugene City Councilor Chris Pryor now serves on the HSC replacing Greg Evans.

### II. PUBLIC COMMENT

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

### III. CONSENT AGENDA

- Minutes of December 17, 2018
- Statement of Revenue and Expenditures as of December, 31, 2018.

*Pat Farr moved to approve the consent agenda as submitted.*

*Claire Syrett provided the second. The motion passed 5:0:0*

### IV. MANAGER'S REPORT

Mr. Manela referred to the discussion at the December HSC meeting regarding the issues that Shelter Care brought forward to us about matching of Continuum of Care grants, and also the administrative expenses. He is in the in process of putting together a letter to the three jurisdictions administrators addressing their concerns.

A Request for Proposal (RFP) was issued Thursday to identify a service provider for the new Housing First building.

Regarding the winter strategies, this week 80 beds were added to what is now a Dawn-to-Dawn site at Highway 99. All of the costs for the enhanced program including bringing the Lindholm center to 24/7 access and capacity to serve 300 people a day with meals, showers and laundry are being shared 50/50 by the City of Eugene and Lane County. There is now a total of 195 beds at what is now being referred to as Dawn-to-Dawn so people being shelter there have access to living quarters all day except for a short time around noon in which cleaning is provided. There are also 25 beds of micro shelter which is people living in their own tents under large domes which provides an additional level of protection from the elements. To assist in the arrangement of allowing for ten dogs during the Highway 99 transition, the City of Eugene and Lane County animal services and Pro-Bone-O clinic organized a weekend clinic for all the animals on site to receive vaccinations. Lane County has also added ten Safe Parking spots which is similar to the Dusk to Dawn in that people can park safely at Lane County Behavioral Health overnight, but must leave in the early morning before the offices open.

Mr. Manela acknowledged the diligent hard work of HSD staff Linda Bravo and Laural O'Rourke, Eugene Police Officer Doug Mozan, PHB member Kris McAlister and Wayne Martin. There has also been some progress is locating folks to Armitage Park.

Mr. Manela distributed copies of an e-mail from County Administrator Steve Mokrohisky to Lane County employees announcing the award of \$2 million in housing grants by the Board of County Commissioners (BCC). *The Housing Improvement Plan (HIP) grants will increase the number of permanent, supportive and affordable housing units by 90. The grant funds were set in the 2018-2019 budget and are one-time Secure Rural Schools funding (\$1.5 million) and Health & Human Services LaneCare funding (\$500,000).*

Mr. Manela listed the projects funded: 1) Tiny House Project by Sponsors, Inc. for \$200,000; 2) Polk Apartments Expansion by NEDCO for \$550,000; 3) Legion Cottages Project by Homes for Good for \$250,000; 4) Cottage Village Project by Square One Villages for \$500,000; and 5) The Commons on MLK by Homes for Good for \$500,000. He noted the Legion Cottages and Cottage Village projects were both in Cottage Grove. He referred members to the memo for the description of the projects.

Mr. Farr explained that the money set aside last year is designed as seed money, and expect the funds to continue the HIP Program.

Mr. Manela noted the legislative session is starting and there are some changes in committee assignments with Senator James Manning representing District 7 now Co-Chair of the Joint Committee on Ways and Means Subcommittee on Transportation and Economic Development. He said that this committee includes the Oregon Housing and Community Services Agency (OHCS) and the Oregon Department of Veteran's Affairs (ODVA).

He announced that Greg Evans was elected to sit on the National League of Cities' (OLC) Board of Directors.

## **V. PLANNING PROCESS TIMELINE**

Management Analyst Lisè Stuart distributed handouts; *ROMA/PDCA Planning Process Timeline, ROMA Model - The Results Oriented Management and Accountability Cycle, Plan-Do-Check-ACT (PDCA) Model and Relative Importance of Services to expand, enhance or maintain.* She explained that her report today is the update on the Community Needs Assessment (CNA) which will then inform the Strategic Plan. The Timeline has been modified due to activities and work around Camp 99, and the red x's on a document indicates where pieces of the process are completed. The ROMA/PDCA Planning document illustrates how this fits into our entire process for evaluation and the entire document is used as a tool for creative prioritization and rational behind the Strategic Plan.

Ms. Stuart said that a good response was received for the Community Needs Assessment (CNA) as there were over 1800 responses. She reviewed the Relative Importance of Services graph to indicate what services the responders felt were critical and which were least important. The later more detailed report will break down the results by three groups: consumers, providers, and the general public including groups such as elected officials and health care providers. She remarked at the similarity in responses from the three groups in that the overwhelming response of most needed/critical services is housing. However the most surprising item in the least needed category is sanctioned camps.

Members discussed the report and expressed their interest in the final report as it related to the Technical Assistance Collaborative (TAC) report.

## **VI. ELECTION OF OFFICERS**

Members discussed the annual elections of the Chair and Vice Chair, to encourage the appointed Budget Committee members to serve, and to have each jurisdiction represented.

*Pat Farr moved to nominate Marilee Woodrow as Chair.*

*Claire Syrett provided the second.*

There were no other nominations.

*The motion passed with all in favor.*

Members discussed the tradition of having one officer an elected official and the other office a budget committee representative.

*Chris Pryor moved to nominated Shaun Londahl as Vice Chair.*

*Claire Syrett provided the second. The motion passed with all in favor*

Mr. Farr will continue as the Lane County liaison on the Executive Committee.

## **VII. TAC SHELTER AND HOUSING SYSTEM ANALYSIS**

Ms. Dreher reviewed the TAC final report slide presentation. She reminded members that the special presentation to the PHB and Human Services Commission (HSC) is on January 22<sup>from</sup> noon to 1:30 Bascom Tykeson Rooms Eugene Public Library. The evening presentation to the Eugene City Council and the Lane County Board of County Commissioners (BCC) will be recorded and available online and Metro TV.

Ms. Woodrow said she is impressed with the broad scope and depth of understanding of the issues, and especially focusing on the one or two things that someone might need to remove their barriers to housing.

Mr. Pryor felt it was a powerful report – not due to new ideas – but the report managed to take several separate pieces that didn't have support and put it in an aggressive and organized way.

Ms. Syrett considered the that City of Eugene and Lane County got their money's worth as the report is a very in depth review of the current system and provided concrete recommendations on how to take a robust system and make it better, and enhance it with a low-barrier public shelter.

Mr. Farr reiterated Dan Bryant's comment that the recommendations from the TAC report will easily merge with the PHB Strategic Plan. While much of the report confirms what we already know, it does identify the coordinated effort required by government and nonprofits.

Mr. Manela summarized a meeting he had with Jon Ruiz, Steve Mokrohisky and city staff in preparation for the joint session. There is interest in developing a steering committee for implementation of the ten recommendations and the money that will be required.

Mr. Farr stressed that the message needs to be clear, organized and deliberate.

Ms. Fifield noted that the City of Springfield is mostly concerned with families, while the TAC report focused on singles and individuals.

Ms. Syrett said that was an early decision by the City of Eugene and Lane County as singles are the largest percentage of unsheltered people.

Mr. Manela advised that the Community Needs Assessment (CNA) being prepared by Ms. Stuart will include information on families and youth as well.

## **VIII. NEXT MEETING**

Members discussed the February meeting date falling on a holiday, and determined that February 15 would probably be the best date to meet. Ms. Alldredge will send out February date options to ensure the best attendance.

## **IX. ADJOURNMENT**

The meeting adjourned at 1:30 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 February 28, 2019

**Percent  
of Year**  
66.58%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	679,162.00	-	402,968.21	(276,193.79)	59.33%
451301	Fema	-	1,584.50	1,584.50	1,584.50	100.00%
451351	Health & Human Services	3,727,527.00	335,877.50	1,427,787.43	(2,299,739.57)	38.30%
451369	SAMHSA	284,287.00	-	17,010.02	(267,276.98)	5.98%
451401	Housing & Comm Development	2,373,496.00	197,978.95	1,239,556.52	(1,133,939.48)	52.22%
451901	Miscellaneous Federal	1,243,256.00	-	544,807.20	(698,448.80)	43.82%
453120	Community Services Block Grant	484,021.00	45,907.00	279,020.00	(205,001.00)	57.65%
453143	Coordinated Care Org-CCO	200,000.00	-	200,000.00	-	100.00%
453190	Miscellaneous State	1,266,639.00	106,175.24	503,134.83	(763,504.17)	39.72%
453403	Homeless Shelters	2,982,279.00	385,901.00	1,514,061.00	(1,468,218.00)	50.77%
453830	Veterans Affairs	257,246.00	63,136.39	130,972.78	(126,273.22)	50.91%
453910	Miscellaneous State Revenue	177,994.00	14,675.00	88,303.66	(89,690.34)	49.61%
455120	Eugene	1,557,073.00	42,930.08	1,048,014.32	(509,058.68)	67.31%
455160	Springfield	254,454.00	-	166,295.14	(88,158.86)	65.35%
466740	Trillium/OHP FEES	380,359.00	49,624.44	194,890.07	(185,468.93)	51.24%
466910	Miscellaneous Svc Charges	462,365.00	2,569.00	108,961.93	(353,403.07)	23.57%
466915	Special Projects	64,097.00	-	15,808.34	(48,288.66)	24.66%
466950	Private Donations	10,000.00	500.00	9,310.73	(689.27)	93.11%
466980	Refunds & Reimbursements	1,755.00	27.92	2,451.01	696.01	139.66%
486100	Investment Earnings	-	2,412.38	14,418.39	14,418.39	100.00%
496110	Fund Balance Carryover	1,811,420.00	-	1,811,420.99	0.99	100.00%
498510	Transfer Fr General Fund (100)	1,167,642.00	-	763,724.25	(403,917.75)	65.41%
498900	Intrafund Transfer	493,830.00	-	189,046.40	(304,783.60)	38.28%
<b>Total Revenues</b>		<b>19,878,902.00</b>	<b>1,249,299.40</b>	<b>10,673,547.72</b>	<b>(9,205,354.28)</b>	<b>53.69%</b>
<b>Personnel and Fringe</b>		<b>4,048,715.00</b>	<b>280,139.77</b>	<b>2,313,226.39</b>	<b>(1,735,488.61)</b>	<b>57.13%</b>
512111	Professional & Consulting	81,292.00	6,836.50	68,878.53	(12,413.47)	84.73%
512173	Training Services	263,749.00	12,538.97	148,936.46	(114,812.54)	56.47%
512178	Support Services	83,195.00	16,032.63	113,425.51	30,230.51	136.34%
512179	Subscriptions	600.00	12.95	212.15	(387.85)	35.36%
512181	On The Job Training - Services	380,393.00	15,902.66	187,666.00	(192,727.00)	49.33%
512201	Intergovernmental Agreements	41,698.00	-	-	(41,698.00)	0.00%
512211	Agency Payments	8,912,488.00	723,231.19	4,972,046.15	(3,940,441.85)	55.79%
512214	Client Support Fund	2,715,191.00	235,834.81	1,114,030.84	(1,601,160.16)	41.03%
512216	Agency Payments Prior Year	-	-	546.00	546.00	100.00%
512341	Refuse & Garbage	1,204.00	75.56	605.58	(598.42)	50.30%
512343	Light, Power & Water	17,646.00	1,172.61	6,354.38	(11,291.62)	36.01%
512344	Telephone Services	23,767.00	672.81	14,185.20	(9,581.80)	59.68%
512345	General Liability	11,902.00	991.83	7,934.64	(3,967.36)	66.67%
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	-	839.60	(1,679.40)	33.33%
512531	Fleet Equipment/Vehicle Svcs.	6,790.00	313.32	2,107.11	(4,682.89)	31.03%
512536	Copier Charges	6,000.00	459.19	2,687.07	(3,312.93)	44.78%
512537	Mail Room Charges	7,500.00	109.33	2,437.00	(5,063.00)	32.49%
512552	TS Indirect	191,718.00	15,976.51	127,812.08	(63,905.92)	66.67%
512554	County Indirect Charges	400,671.00	33,389.26	267,114.08	(133,556.92)	66.67%
512556	Dept Support/Direct	98,163.00	8,180.25	65,442.00	(32,721.00)	66.67%
512611	Office Supplies & Expense	22,817.00	1,521.59	9,608.69	(13,208.31)	42.11%
512613	Membrshp/Professional Licenses	13,575.00	-	12,331.65	(1,243.35)	90.84%
512614	Printing & Binding	10,435.00	-	3,961.87	(6,473.13)	37.97%
512615	Advertising & Publicity	3,800.00	-	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	-	1.11	(13.89)	7.40%
512621	DP Supplies And Access	95,857.00	222.45	82,098.60	(13,758.40)	85.65%
512622	DP Equipment	4,332.00	-	-	(4,332.00)	0.00%
512623	Printer & Copier Expenses	-	-	388.93	388.93	100.00%
512626	Small Office Furniture	2,500.00	-	691.96	(1,808.04)	27.68%
512712	Food	-	339.10	620.27	620.27	100.00%
512716	Miscellaneous Supplies	38,585.00	-	-	(38,585.00)	0.00%
512721	Special Supplies	8,340.00	-	3,000.00	(5,340.00)	35.97%
512727	Safety Supplies	500.00	84.09	84.09	(415.91)	16.82%
512811	Business Expense & Travel	18,976.00	818.91	14,278.29	(4,697.71)	75.24%
512815	Committee Stipends & Expense	8,000.00	770.50	4,751.63	(3,248.37)	59.40%
512821	Outside Education & Travel	39,192.00	1,219.69	15,485.08	(23,706.92)	39.51%
512822	County Training Classes	13,495.00	-	-	(13,495.00)	0.00%
512823	Training Services & Materials	3,037.00	-	3,782.28	745.28	124.54%
512911	Miscellaneous Payments	190,426.00	51.79	885.55	(189,540.45)	0.47%
512914	Parking	500.00	-	-	(500.00)	0.00%
<b>Materials and Services</b>		<b>13,726,551.00</b>	<b>1,076,758.50</b>	<b>7,256,576.34</b>	<b>(6,469,974.66)</b>	<b>52.87%</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	180,952.64	(90,476.36)	66.67%
532900	Intrafund Transfer	493,830.00	-	189,046.40	(304,783.60)	38.28%
<b>Other Expenditures</b>		<b>765,259.00</b>	<b>22,619.08</b>	<b>369,999.04</b>	<b>(395,259.96)</b>	<b>48.35%</b>
992920	Operational Reserves	1,338,377.00	-	-	(1,338,377.00)	0.00%
<b>Reserves</b>		<b>1,338,377.00</b>	<b>-</b>	<b>-</b>	<b>(1,338,377.00)</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>19,878,902.00</b>	<b>1,379,517.35</b>	<b>9,939,801.77</b>	<b>(9,939,100.23)</b>	<b>50.00%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>-</b>	<b>(130,217.95)</b>	<b>733,745.95</b>	<b>733,745.95</b>	