

MINUTES

HUMAN SERVICES COMMISSION

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

February 15, 2019
12:15 p.m.

PRESENT: Marilee Woodrow *Chair*, Chris Pryor, Claire Syrett, Pat Farr, Gabrielle Guidero, Members; Susan Ban (ShelterCare), Kelly Sutherland and Jennifer Girard (Relief Nursery) *Presenters*; Steve Manela, Alex Dreher, Amanda Borta, Lyn Oliver, Lisë Stuart, HSD Staff; Kris McAlister, Tom Mulhern, and Wayne Martin, Guests.

ABSENT: Joe Berney, Shaun Londahl *Vice Chair*, Members.

I. CALL TO ORDER

Chair convened the meeting at 12:22 p.m. Those present introduced themselves.

II. PUBLIC COMMENT

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

Mr. McAlister asked that when the Human Services Commission addresses the budget that they consider safe spots for people with dogs, safe spots for people waiting to get into patient care, and look how we fund resource and services need for people in crisis care.

III. MANAGER'S REPORT

Mr. Manela advised that he met with Eugene City Manager Jon Ruiz and Lane County Administrator Steve Mokrohisky and developed a plan for the next steps of implementation toward Technical Assistance Collaborative (TAC) report. The plan, ready by May 1, will identify the key areas and time frames for the ten recommendations for everything from establishing a public shelter and emergency shelter to 350 units of permanent supportive housing. There were also a number of system improvements such as coordinated entry, outreach, and rapid rehousing, and the plan will include a timeline and strategies for each of these looking at it from a Project Management perspective. To achieve that, TAC's recommendation was to form a steering committee which would include Mr. Ruiz, Mr. Mokrohisky, from the City of Eugene Mayor Lucy Vinis and Councilor Claire Syrett, from the County Commissioner Pat Farr and Heather Buck. And also include a couple members of the Poverty and Homelessness Board (PHB) Executive Committee such as Springfield City Councilor Sean VanGordon, and Kris McAlister who is a Lived Experience Advisory Group for Unhoused Engagement (LEAGUE), Consumer member of the PHB and on the Executive Committee. Mr. Manela stressed that the steering committee would last only three to four months and will have the plan ready by May 1.

Members discussed the timeframe and the leadership on the steering committee.

IV. CONSENT AGENDA

- Approve Minutes of January 17, 2019
- Accept Statement of Revenue and Expenditures as of January 31, 2019

Chris Pryor moved to approve the consent agenda.

Pat Farr provided the second. The motion passed unanimously.

V. SHELTER CARE FUNDING

Mr. Manela distributed handouts provided by ShelterCare which detailed the partnership history of Lane County and ShelterCare and financing challenges for service providers with grant requirements and policies from the local Human Services (HSD) and from Housing and Urban Development (HUD).

ShelterCare Executive Director Susan Ban explained the exercise of pulling the funding and expenses for the various programs in order to better review the agency's health. Referring to the graphs in the handout, Ms. Ban noted the substantial cuts to administrative costs as ShelterCare worked to address the issue. The pie chart illustrated the 2019 ShelterCare Funding sources such as private fundraising, property management and federal, state and local funds. Directing members to the third page of the handout, she said the graph indicated the Change in Results and CoC Funding, and a pie chart detailing the 2019 Housing Program Funding.

Members noted their respect and appreciation of the work of ShelterCare.

Mr. Manela remarked that the policies around contracts and agency match dollars are reviewed every two years, and was discussed in the Budget Committee two years ago but had not been brought forward as an issue to the Human Services Commission (HSC).

Members discussed the impact to service providers and limited administrative dollars for managing the projects.

VI. PRELIMINARY BUDGET

Mr. Manela referred to HSC discussions since December relating to budget items such as the matching state and federal funds, a budget subcommittee to review HUD prioritization for Tier 1 and possible Tier 2 projects, and a number of one-time projects such as Dawn-to-Dawn and the responses to homelessness. He said Ms. Stuart and staff are reviewing the outcomes in order to prioritize, and then look at the list of one-time projects and the available revenues to continue to support them.

Mr. Manela related the changes in the energy assistance contract with Eugene Water & Electric Board (EWEB) which required the HSD to lay off three energy staff. The contract with EWEB was a rich program allowing us to serve Low Income Home Energy Assistance Program (LIHEAP) clients, however that is not the case with the new contract so there will be additional impacts to the energy budget next year in order to sustain the program. He summarized the energy programs which were addressed in previous meetings by the Mary Ellen Bennett, the Energy Services Supervisor.

Another item Mr. Manela would have on the agenda is review of some of the county indirect costs such as office space.

Mr. Manela said the office will be sending out date and time options for a meeting in the next few weeks to discuss the funding policies talked about earlier and to look at prioritization of one-time funded projects.

VII. RELIEF NURSERY

Executive Director Kelly Sutherland and Parenting Educator Expert Jennifer Gerard gave a brief overview of the programs and services available at Relief Nursery Eugene and Springfield. The last couple of years has seen a more robust and enriched educator program. She noted that the HSD funds the crucial home visits in which the educator can talk to the parents and the family, as well as observe the interaction between the parents and children. The families work on significant trauma, recent or escape from domestic violence, behavioral health diagnosis, and drug and alcohol recovery. Some of the families have experienced several of these. The home educator role is to create as much as possible a normalcy, and provide the wraparound services from Relief Nursery.

VIII. NEXT MEETING

The next regularly HSC meeting is Monday, March 18, 2019.

Ms. Syrett requested time on the March agenda to dig into the policy question on the HSD contracts and recalibration options.

IX. ADJOURNMENT

The meeting adjourned at 1:25 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%
Total Revenues		19,878,902.00	1,249,299.40	10,673,547.72	(9,205,354.28)	53.69%
Personnel and Fringe		4,048,715.00	280,139.77	2,313,226.39	(1,735,488.61)	57.13%
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%
Materials and Services		13,726,551.00	1,076,758.50	7,256,576.34	(6,469,974.66)	52.87%
Capital Projects/Outlay		-	-	-	-	100.00%
Debt Service		-	-	-	-	100.00%
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%
Other Expenditures		765,259.00	22,619.08	369,999.04	(395,259.96)	48.35%
992920	Operational Reserves	1,338,377.00	-	-	(1,338,377.00)	0.00%
Reserves		1,338,377.00	-	-	(1,338,377.00)	0.00%
Total Expenditures		19,878,902.00	1,379,517.35	9,939,801.77	(9,939,100.23)	50.00%
Revenues Over (Under) Expenditures		-	(130,217.95)	733,745.95	733,745.95	