MINUTES

# HUMAN SERVICES COMMISSION

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

> Monday, July 15, 2019 12:15 p.m.

- PRESENT:Marilee Woodrow Chair, Shaun Londahl Vice Chair, Claire Syrett, Chris Pryor, Joe Berney, Gabrielle Guidero,<br/>Members; Jared Pruch United Way, Regan Watjus City of Eugene Staff, Erin Fifield City of Springfield Staff,<br/>Steve Manela, Lyn Oliver, Lisë Stuart, Robin Scott, HSD Staff, Margaret Theisen, Mike Fleck, Ann Millhollen,<br/>Guests.
- **ABSENT:** Pat Farr, Member

## I. CALL TO ORDER

Chair Marilee Woodrow convened the meeting at 12:10 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 Monday, June 17, 2019
- Statement of Revenue and Expenditures as of June 30, 2019 Preliminary closing

Chris Pryor moved to accept the consent agenda.

Gabrielle Guidero provided the second. The motion passed.

#### IV. MANAGER'S REPORT

Mr. Manela announced that as of July 1, 2019 Bob Cerince became the newly hired Homeless and Supportive Housing Services Supervisor. He offered some brief background noting Bob's absence due to a required Lane County new hire orientation training.

Summarizing the work of the Technical Assistance Collaborative (TAC) Steering Committee, Mr. Manela said a Charter should be signed by Jon Ruiz and Steve Mokrohisky the end of the week, and then it will become a public document. It describes how the jurisdictions will work together toward the implementation. They are developing the job posting and Request for Proposal (RFP) for what is being called the Strategic Initiative Manager (SIM) to work on the 350 units of new Permanent Supportive Housing (PSH) and the low-barrier shelter/navigation center. Mr. Manela is working with a core team of City of Eugene staff and Lane County staff on several Intergovernmental Agreements (IGAs), which will explain and commit how the City of Eugene and Lane County will work together on strategies in the TAC report. The Eugene City Council is expected to commit about \$1.5 million to invest in a low-barrier public shelter that will dovetail with the TAC recommendations.

Members discussed how the TAC recommendations might be implemented, along with other discussions by jurisdictions such as housing bonding.

## V. UNITED WAY UPDATE

United Way Community Impact Program Manager Jared Pruch distributed a 2 page handout, *United Way of Lane County* – 2019 Community Investments. Mr. Pruch explained that the 2017 United Way (UW) Board Ad Hoc Committee created guidelines for UW to be more effective in the community investments. The assessment determined that grants can be too small and spread too far to make a significant impact. The recommendations were to develop common overarching goals to guide investments, prioritize collaboration, equity, measurable results and sustainability, and that funding should be concept proposed. With this in mind the frame work was developed to look at three major categories of

grants: 1) community transformation, 2) community support, and 3) community innovation. He noted that UW received over \$4.6 million in requests with only \$1.05 million available funds. There is also a stronger focus on evaluation.

Members discussed the threshold amount for an agency in which the grant is small enough to become too expensive to operation, and how the changes made at United Way in dispersing funds may impact the community as a whole.

# VI. STRATEGIC PLANNING

Mr. Manela said staff is completing the Community Needs Assessment (CNA), which is the foundational document for strategic planning. He hoped to have that information soon. The Human Services Commission (HSC) will join the Poverty and Homelessness Board (PHB) in the Strategic planning and RFP process.

Ms. Scott distributed a handout, *Planning Timeline for Human Services 2020 RFP*. She explained the timeline was prepared by determining deadlines for contract to be in place, and then working backwards for the completion of each step. She walked members through the timeline:

2019	Summer	Planning Process		
	October	<ul> <li>Draft Plan, Public Hearing</li> </ul>		
	November	<ul> <li>Finalize Funding Policies and Priorities</li> </ul>		
2020	January	<ul><li>RFP Posted January 8</li><li>RFP Bidders Conference January 14</li></ul>		
	February	<ul> <li>RFP Proposals due February 27</li> </ul>		
	March	<ul> <li>RFP Scoring Committee Evaluates Proposals</li> </ul>		
	April	<ul><li>Award Notice Posted</li><li>Board of County Commissioners Approval</li></ul>		
	Мау	<ul> <li>Begin Contracting Process</li> </ul>		
	June	<ul> <li>Jurisdictional Budget Decision</li> </ul>		
	July	<ul><li>Contracts Executed July 1</li><li>Services Begin</li></ul>		

The planning will also coordinate with the Community Needs Assessment (CNA) and the Eugene-Springfield Consolidated Plan, as well as subcommittees such as the Lived Experience Advisory Group for Unhoused Engagement (LEAGUE) and the TAC implementation. . Some projects have a hard deadline while others could be extended.

# VII. NEXT MEETING

The next regularly HSC meeting is Monday, August 19, 2019

Mr. Manela advised that the HSC has historically recessed for the month of August; however it is likely that we'll have the information about the State Funding and will be able to continue the planning.

# VIII. ADJOURNMENT

The meeting adjourned at 1:20 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

		Statement of Revenues a Report: CY-0434 - Divisi Department: Health and H Division: Human Serv As of June 30,	ion by Account Human Services ices Division			NOT FINA Percent of Year 100.009
ccount	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budge
451251	Department Of Energy	679,162.00	200,000.00	771,939.21	92,777.21	113.66%
451301 451351	Fema Health & Human Services	- 3,668,643.00	1,584.50 541,946.00	3,169.00 3,465,861.13	3,169.00 (202,781.87)	100.00% 94.47%
451369	SAMHSA	284,287.00	201,868.54	231,047.01	(53,239.99)	81.27%
	Housing & Comm Development	2,373,496.00	351,779.04	2,240,776.19	(132,719.81)	94.41%
451901 453120	Miscellaneous Federal Community Services Block Grant	1,243,256.00 487,605.00	229,358.23 69,914.00	1,201,610.59 476,589.00	(41,645.41) (11,016.00)	96.659 97.749
	Coordinated Care Org-CCO	200,000.00	-	200,000.00	-	100.009
453190	Miscellaneous State	1,265,163.00	226,272.15	1,158,933.32	(106,229.68)	91.60%
453403 453830	Homeless Shelters Veterans Affairs	3,303,147.00 257,246.00	964,049.00 63,136.39	3,267,738.00 257,245.56	(35,409.00) (0.44)	98.939 100.009
	Miscellaneous State Revenue	177,994.00	37,413.58	182,976.24	4,982.24	102.80
455120 455160	Eugene Springfield	1,674,313.00 254,454.00	245,647.19 11,572.41	1,673,812.45 254,454.00	(500.55)	99.97° 100.00
	Trillium/OHP FEES	380,359.00	37,649.95	320,889.92	(59,469.08)	84.379
466910	Miscellaneous Svc Charges	315,155.00	55,822.00	255,494.02	(59,660.98)	81.07
466915 466950	Special Projects Private Donations	64,097.00 10,000.00	9,291.04	78,886.89 9,310.73	14,789.89 (689.27)	123.07 93.11
466980	Refunds & Reimbursements	1,755.00	-	2,461.01	706.01	140.23
486100	Investment Earnings	-	(3,627.09)	16,624.23	16,624.23	100.00
496110	Fund Balance Carryover Transfer Fr General Fund (100)	1,811,420.00 1,417,814.00	- 297,878.00	1,811,420.99 1,295,811.02	0.99 (122,002.98)	100.009 91.399
498520	Transfer Fr Spec Rev Fd (200)	-	18,870.00	18,870.00	18,870.00	100.009
498900	Intrafund Transfer	493,830.00	89,374.54	478,828.29	(15,001.71)	96.96
	Total Revenues	20,363,196.00	3,649,799.47	19,674,748.80	(688,447.20)	96.629
	Personnel and Fringe	3,994,105.00	412,193.76	3,681,973.79	(312,131.21)	92.19%
512111	Professional & Consulting	144,485.00	- 17,272.91	85,849.50 200,732.01	(58,635.50)	59.42% 76.11%
	Training Services Support Services	263,749.00 83,195.00	3,792.72	140,803.40	(63,016.99) 57,608.40	169.259
512179	Subscriptions	600.00	-	212.15	(387.85)	35.369
512181	On The Job Training - Services	380,393.00	52,243.38	343,515.37	(36,877.63)	90.31
	Intergovernmental Agreements Agency Payments	143,335.00 9,408,247.00	101,637.00 1,679,525.15	134,604.62 9,170,514.29	(8,730.38) (237,732.71)	93.91 97.47
	Client Support Fund	2,677,880.00	225,670.14	2,460,049.74	(217,830.26)	91.87
	Agency Payments Prior Year	-	-	546.00	546.00	100.00
512321 512341	Motor Fuel & Lubricants Refuse & Garbage	- 1,204.00	- 151.12	66.14 1,029.51	66.14 (174.49)	100.00 85.51
512343	Light, Power & Water	17,646.00	1,873.59	11,629.11	(6,016.89)	65.90
	Telephone Services General Liability	23,767.00 11,871.00	2,956.89 976.31	24,765.77 11,870.92	998.77 (0.08)	104.20 <sup>4</sup> 100.00 <sup>4</sup>
	Maintenance Of Equipment	(87.00)	-	-	(0.08) 87.00	0.00
512355	Maintenance Of Structures	-	-	1,100.00	1,100.00	100.00
	Maintenance Agreements Real Estate & Space Rentals	- 3,149.00	411.34 793.07	411.34 1,755.47	411.34 (1,393.53)	100.00 <sup>4</sup> 55.75
	Fleet Equipment/Vehicle Svcs.	6,875.00	558.44	4,125.88	(2,749.12)	60.01
	Copier Charges	6,008.00	1,584.64	5,606.83	(401.17)	93.32
	Mail Room Charges TS Indirect	7,500.00 191,718.00	366.25 15,976.51	3,741.10 191,718.12	(3,758.90) 0.12	49.88 100.00
	County Indirect Charges	400,671.00	33,389.26	400,671.12	0.12	100.00
	Dept Support/Direct	98,163.00	8,180.25	98,163.00	-	100.00
	Office Supplies & Expense Professional Licenses	22,817.00 14,070.00	2,069.37	15,592.23 15,766.65	(7,224.77) 1,696.65	68.34 112.06
	Printing & Binding	10,388.00	310.89	5,018.58	(5,369.42)	48.31
	Advertising & Publicity	3,800.00	69.30	256.56	(3,543.44)	6.75
	Photo/Video Supplies & Svcs Postage	4,800.00 832.00	2,800.00	2,800.00 58.70	(2,000.00) (773.30)	58.33 7.06
	Radio/Communic Supplies & Svcs	15.00	400.90	402.63	387.63	2684.20
	DP Supplies And Access	95,857.00	30,206.98	115,584.23	19,727.23	120.58
	DP Equipment Printer & Copier Expenses	4,332.00	-	847.86 388.93	(3,484.14) 388.93	19.57 100.00
	Small Office Furniture	2,647.00	930.08	1,622.04	(1,024.96)	61.28
512712		-	-	722.27	722.27	100.00
	Clothing Miscellaneous Supplies	- 2,000.00	759.00	1,359.00	1,359.00 (2,000.00)	100.00 0.00
	Special Supplies	5,511.00	918.91	7,843.56	2,332.56	142.33
	Safety Supplies	500.00	-	212.18	(287.82)	42.44
512811 512815	Business Expense & Travel Committee Stipends & Expense	18,063.00 8,000.00	3,898.78 1,125.92	22,844.35 8,988.75	4,781.35 988.75	126.47 112.36
	Outside Education & Travel	39,192.00	5,026.85	33,779.00	(5,413.00)	86.19
	County Training Classes	13,485.00 1,331.00	75.00 1,796.31	96.73 6,817.59	(13,388.27)	0.72 512.22
	Training Services & Materials Miscellaneous Payments	146,946.00	658.15	1,656.45	5,486.59 (145,289.55)	1.13
	Parking	500.00	-	378.00	(122.00)	75.60
	Materials and Services	14,265,455.00	2,198,405.41	13,536,517.68	(728,937.32)	94.89
	Capital Projects/Outlay	-	-	-	-	100.00
	Debt Service	-	-	-	-	100.00
	Transfer To Spec Rev Fd (200)	271,429.00	22,619.12	271,429.00	-	100.00
532900	Intrafund Transfer Other Expenditures	<u>493,830.00</u> 765,259.00	<u>89,374.54</u> 111,993.66	478,828.29 750,257.29	(15,001.71) (15,001.71)	96.96 98.04
0000-	· ·		111,993.00	100,201.29		
92920	Operational Reserves Reserves	<u>1,338,377.00</u> 1,338,377.00	-	-	(1,338,377.00) (1,338,377.00)	0.00
	Total Expenditures	20,363,196.00	2,722,592.83	17.968.748.76	(2,394,447.24)	88.24
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	Revenues Over (Under) Expenditures	-	927.206.64	1.706.000.04	1.706.000.04	

# Lane County, Oregon Statement of Revenues and Expenditures Report: CY-0434 - Division by Account Department: Health and Human Services Division: Human Services Division

Percent

	•	nent: Health and Huma sion: Human Services				Percent of Year
		As of August 31, 20	19			16.94%
Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	697,474.00	(3,576.00)	(3,576.00)	(701,050.00)	-0.51%
451301	Fema	-	-	3,693.00	3,693.00	100.00%
451351	Health & Human Services	3,600,869.00	3,576.00	3,576.00	(3,597,293.00)	0.10%
451369 451401	SAMHSA Housing & Comm Development	446,627.00 2,609,877.00	- (11,600.70)	- (11,600.70)	(446,627.00) (2,621,477.70)	0.00% -0.44%
451901	Miscellaneous Federal	1,268,154.00	(11,000.70)	(11,000.70) -	(1,268,154.00)	0.00%
453120	Community Services Block Grant	472,095.00	-	-	(472,095.00)	0.00%
453143	Coordinated Care Org-CCO	200,000.00	-	-	(200,000.00)	0.00%
453190	Miscellaneous State	1,243,696.00	(4,451.65)	(4,451.65)	(1,248,147.65)	-0.36%
453403 453830	Homeless Shelters Veterans Affairs	2,383,542.00 252,546.00	(40,029.00) 3,000.00	(40,029.00) 3,000.00	(2,423,571.00) (249,546.00)	-1.68% 1.19%
453910	Miscellaneous State Revenue	186,214.00	3,000.00	3,000.00	(186,214.00)	0.00%
455120	Eugene	1,629,927.00	-	-	(1,629,927.00)	0.00%
455160	Springfield	254,454.00	-	-	(254,454.00)	0.00%
466740	Trillium/OHP FEES	459,666.00	-	14,123.09	(445,542.91)	3.07%
466910 466915	Miscellaneous Svc Charges Special Projects	177,799.00 63,819.00	11,312.00	11,312.00	(166,487.00)	6.36% 0.00%
496110		1,514,187.00	-	-	(63,819.00) (1,514,187.00)	0.00%
498510	Transfer Fr General Fund (100)	1,840,538.00	-	460,134.50	(1,380,403.50)	25.00%
498900	Intrafund Transfer	500,737.00	19,528.46	19,528.46	(481,208.54)	3.90%
	Total Revenues	19,802,221.00	(22,240.89)	455,709.70	(19,346,511.30)	2.30%
	Personnel and Fringe	4,224,235.00	416,243.23	567,809.77	(3,656,425.23)	13.44%
512111	Professional & Consulting	94,371.00	-	-	(94,371.00)	0.00%
512173	Training Services	259,023.00	10,827.00	10,841.99	(248,181.01)	4.19% -6.88%
512178 512179	Support Services Subscriptions	79,820.00 600.00	(5,627.65)	(5,493.42) 199.20	(85,313.42) (400.80)	-0.88% 33.20%
512181	On The Job Training - Services	380,393.00	7,000.00	10,500.00	(369,893.00)	2.76%
512201	Intergovernmental Agreements	11,802.00	-	-	(11,802.00)	0.00%
512211	Agency Payments	8,625,446.00	75,440.34	23,109.75	(8,602,336.25)	0.27%
512214	Client Support Fund	2,690,202.00	38,791.05	132,725.17	(2,557,476.83)	4.93%
512216 512341	Agency Payments Prior Year Refuse & Garbage	- 1,210.00	350.00	350.00	350.00	100.00% 0.00%
512341	Light, Power & Water	17,920.00	- 1,028.15	- 1,028.15	(1,210.00) (16,891.85)	0.00% 5.74%
512344	Telephone Services	30,710.00	51.62	388.56	(30,321.44)	1.27%
512345	General Liability	12,388.00	1,032.34	2,064.68	(10,323.32)	16.67%
512354	Maintenance Of Equipment	40.00	-	-	(40.00)	0.00%
512366	Real Estate & Space Rentals	2,519.00	282.99	565.98	(1,953.02)	22.47%
512531	Fleet Equipment/Vehicle Svcs.	4,260.00	222.05	222.05	(4,037.95)	5.21%
512536 512537	Copier Charges Mail Room Charges	4,820.00 5,670.00	- 149.60	- 149.60	(4,820.00) (5,520.40)	0.00% 2.64%
512551	Other Assessments	11,152.00	1,858.70	1,858.70	(9,293.30)	16.67%
512552	TS Indirect	218,882.00	35,834.80	35,834.80	(183,047.20)	16.37%
512553	Infrastructure Replacement	6,232.00	1,038.66	1,038.66	(5,193.34)	16.67%
512554	County Indirect Charges	571,425.00	47,618.75	95,237.50	(476,187.50)	16.67%
512556 512611	Dept Support/Direct Office Supplies & Expense	100,969.00 23,380.00	8,414.08 135.22	16,828.16 565.92	(84,140.84) (22,814.08)	16.67% 2.42%
512613	Professional Licenses	14,500.00	7,231.00	8,156.00	(6,344.00)	56.25%
512614	Printing & Binding	8,900.00	297.00	586.89	(8,313.11)	6.59%
512615	Advertising & Publicity	600.00	-	-	(600.00)	0.00%
512617	Photo/Video Supplies & Svcs	4,945.00	-	-	(4,945.00)	0.00%
512618	Postage	420.00	-	-	(420.00)	0.00%
512619 512621	Radio/Communic Supplies & Svcs DP Supplies And Access	5.00 102,620.00	- 4,055.93	- 4,233.21	(5.00) (98,386.79)	0.00% 4.13%
512622	DP Equipment	1,700.00	533.97	4,233.21	(1,166.03)	31.41%
512626	Small Office Furniture	1,300.00	(465.04)	(465.04)	(1,765.04)	-35.77%
512712	Food	400.00	43.56	<u></u> 43.56	(356.44)	10.89%
512721	Special Supplies	6,100.00	-	-	(6,100.00)	0.00%
512727	Safety Supplies	250.00	-	-	(250.00)	0.00%
512751 512811	Medical Supplies Business Expense & Travel	-	-	34.84	34.84	100.00% 7.22%
512815	Committee Stipends & Expense	20,623.00 8,100.00	1,367.67 140.00	1,489.67 200.00	(19,133.33) (7,900.00)	2.47%
512821	Outside Education & Travel	41,408.00	(1,419.15)	1,250.85	(40,157.15)	3.02%
512822		2,645.00	35.00	35.00	(2,610.00)	1.32%
512823	Training Services & Materials	17,705.00	-	800.00	(16,905.00)	4.52%
512911	Miscellaneous Payments	57,928.00	-	326.57	(57,601.43)	0.56%
512914	Parking Materials and Services	500.00 13,443,883.00	236,267.64	- 345,240.97	(500.00) (13,098,642.03)	0.00%
	Capital Projects/Outlay	-	-	-	-	100.00%
	Debt Service	-	-	-	-	100.00%
532120	Transfer To Spec Rev Fd (200)	305,929.00	25,494.09	50,988.18	(254,940.82)	16.67%
532120	Intrafund Transfer	500,737.00	19,528.46	19,528.46	(481,208.54)	3.90%
	Other Expenditures	806,666.00	45,022.55	70,516.64	(736,149.36)	8.74%
992920	· · · · ·	1,327,437.00			(1,327,437.00)	0.00%
<i>ສ</i> ສຊສຊປ	Operational Reserves Reserves	1,327,437.00	-	-	(1,327,437.00) (1,327,437.00)	0.00%
	Total Expenditures	19,802,221.00	697,533.42	983,567.38	(18,818,653.62)	4.97%
	Revenues Over (Under) Expenditures		(719,774.31)	(527,857.68)	(527,857.68)	
	terendes over (onder) expenditures		(110,114.01)	(021,001.00)	(021,001.00)	

FUNDING PRIORITIZATION OF ONE-TIME PROJECTS					
	ONE-TIME PROJECTS	DESCRIPTION	TOTAL FUNDING	SCORE	DECISION
Tier 1	Diversion Reserve	Reserved amount for Diversion (Rapid Resolution)	\$100,000	100%	Funded
	Homelessness Prevention	Reserved amount for Homelessness Prevention (Families, Youth, Rural)	\$200,000	100%	Funded
	Short Term Family Housing: The Annex (Operations)	Provides overnight shelter for up to 18 homeless families (60 individuals).	\$156,983	92%	Funded
	Motel Vouchers (Lane County)	Provides 130 motel voucher nights for families in need of warming shelter on winter nights.	\$16,000	83%	Funded
	EGAN Winter Warming Center (Coordinator)	Provides emergency warming for at least 100 homeless individuals during periods freezing and/or extreme weather. Funds provide support for a Winter Warming Center Coordinator.	\$39,500	17%	Funded
	Seasonal Safe Parking	Provides safe, overnight parking services to 20 literally homeless households per night, 7 nights a week, dusk to dawn, from November through April.	\$22,711	17%	Funded
	Rent Assistance (limited duration)	One time rent assistance for 5 low-income households.	\$28,302	100%	Funded
		Tier 1 Total	\$563,496		
	Bridge Housing	Temporary bridge housing assistance for up to 3 months for 15 chronically homeless, single individual households awaiting permanent housing placement.	\$44,223	83%	Funded
	Transitional Housing Youth	Temporary housing (up to 24 months) and services for literally homeless unaccompanied youth.	\$44,100	42%	Funded
	Rent Assistance (limited duration)	One time rent assistance for 5 low-income households.	\$20,748	100%	
Tier 2	Homeless Access Center Childcare Respite	Respite childcare for families accessing the First Place Family Center services.	\$36,421	67%	
F	Transitional Housing Youth	Temporary housing (up to 24 months) and services for literally homeless unaccompanied youth.	\$44,100	42%	
		Total Tier 2 (Not Yet Funded)	\$101,269		
		EHA Rollover and Unallocated Total	\$108,874		
		Balance	\$7,605		
Tier 3	Housing Counseling	Assistance with securing or maintaining housing for renters and homeless individuals.	\$23,000	8%	
	Short Term Family Housing: The Annex (Operations)	Provides overnight shelter for up to 18 homeless families (60 individuals).	\$184,038		
	Administration	Increase in Admin to 12.17%	\$156,983		
	Latino Access to Services	Assistance to access public benefits and other health and human services for households with Limited English Proficiency.	\$10,000	67%	Not recommended for EHA funds
	Landlord Engagement	Staffing cost to build and maintain positive relationships with landlords in order to generate additional housing opportunities for the community.	\$23,000	17%	Not recommended for EHA funds
	(Santa Clara) Overnight Parking Program Lane County	Not recommended for funding		-67%	Not recommended for funding
		Tier 3 Total	\$397,021		