

**M I N U T E S**  
**HUMAN SERVICES COMMISSION**

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

Monday, November 18, 2019  
12:15 p.m.

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**PRESENT:** Shaun Londahl *Vice Chair*, Joe Berney, Chris Pryor, Claire Syrett, Pat Farr, Gabrielle Guidero, Members; Mike Yoshioka and Ilana Jakubowski *St. Vincent de Paul First Place Family Center*, Leslie Finlay and Kelly Sutherland *Relief Nursery*, Lise Schellman *Pearl Buck Center*, and Craig Opperman *Looking Glass*, Presenters; Stephanie Jennings and Regan Watjus, City of Eugene Staff, Erin Fifield City of Springfield Staff, Steve Manela, Bob Cerince, Alex Dreher, Lyn Oliver, and Robin Scott, Lane County Staff; Kirstin London, Susan Paiement, and Mike Fleck, Guests.

**ABSENT:** Marilee Woodrow *Chair*, Member.

**I. CALL TO ORDER**

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

**II. CONSENT AGENDA**

- Minutes of October 21, 2019
- Statement of Revenue and Expenditures as of October 31, 2019

*Chris Pryor moved to approve the consent agenda.*

*Gabrielle Guidero provided the second. The motion passed.*

**III. LOOKING GLASS CRITICAL NEED SUMMARY**

Looking Glass Executive Director Craig Opperman referred to information in the Human Services Commission (HSC) November meeting packet outlining the crisis faced by Looking Glass. He explained the gap in funding from grants and fundraising efforts which has severely limited the number of youth which can be served due to the lack of scheduled staff. The relatively low wages provided by Looking Glass has created a turnover rate of 63 percent, and this is during a time of raising acuity levels in youth and more difficult behavior for staff to manage. His request is for \$70,000 to provide hiring and retention bonuses to staff. He laid out a tiered plan to implement the wage increases keeping in mind the length of employment and time of year.

Responding to a question from Ms. Syrett, Mr. Opperman said that the basic qualifications for Looking Glass staff is a four-year degree. However, position requirements can vary and a two year associate's degree with experience is allowed. He said newly hired staff is required to complete a six week training process on issues such as how to approach youth and families, crisis intervention, safety standards, first aid and CPR.

Mr. Manela noted that Lane County government is also facing a recruitment/retention issue.

Responding to Ms. Syrett's request, Mr. Manela said he will prepare a memorandum detailing the recent funding requests from the non-profits and possible options in response.

Members discussed the critical services provided by Looking Glass.

Mr. Londahl summarized that the HSC will receive a memorandum from Mr. Manela in order to have a more deliberate conversation regarding the recent requests from the non-profits.

**IV. EARLY CHILDHOOD INTERVENTION PANEL**

Program Services Coordinator Alex Dreher referred members to page 17 in the meeting packet for the Anti-Poverty Service Prioritization Timeline. The November panel discussion topic is *Early Childhood Intervention* is the last panel of providers, having heard from *Food Security* panelists in September and *Basic Needs Assistance for Low-Income Households* in October. She noted future agenda items: *Anti-Poverty Service Prioritization* in December, *RFP Drafting* in January, *RFP Release* in February, *Scoring Proposals* in March, *Contract Execution* in April and the *New FY2021 Contracts Begin* in July 2020.

Ms. Dreher introduced the panelists and referred to the memorandum addressing *Early Childhood Intervention in Lane County*, and the questions on page 15 in the packet which we previously distributed to the panelists. She noted program materials would be available at the end of the meeting.

- 1) Relief Nursery (RN) Executive Director Kelly Sutherland and Program Director Leslie Finlay. The program area funded by HSC is the Parenting Education program.
- 2) Pearl Buck Center (PBC) Preschool and Family Supports Programs Director Lise Schellman. The HSC funded program is the Parent Education/In-Home outreach and mentoring program.
- 3) St. Vincent de Paul First Place Family Center (FPFC) Kids Program Director Ilana Jakubowski, and Youth and Family Services Director Mike Yoshioka. The First Place Kids (FPK) programs are funded by HSC, and the heart of the program is the low-barrier therapeutic preschool.

**Q) “Parenting Supports” was not ranked high in importance in the Lane County 2019 Community Needs Assessment (CNA), and ranked eight out of the top ten priorities for funding. How does this compare with your experience regarding demand for early childhood intervention programs and services.**

RN: Relief Nursery programs focus on the five protective factors that make a difference for the wellbeing of children and families: 1) Parental Resilience, 2) Social Connections, 3) Knowledge of Parenting and Child Development, 4) Concrete Support in Times of Need, and 5) Social and Emotional Competence in Children. Additionally, the CNA early childhood is ranked very high, and the parental skills and supports are interdependent.

PBC: Ms. Schellman said surveys indicate people support things that will help the highest risk families. PBC works with parents who have life-long learning difficulties and is the only organization in the State that provides this service.

FPFC: The goal is to provide developmental screening for 100 percent of the children coming into the preschool. Children in FPK programs are actively receiving early intervention services along with access to low-barrier services.

**Q) What do you think are the unique needs within Lane County regarding early childhood intervention programs? Have you seen any notable trends in needs of families? What are the strengths, opportunities and challenges providing these services in Lane County?**

- Continuing trends are families coming straight out of addiction treatment into a housing crisis.
- Families living in constant fear of being deported or have family members who are being deported.
- Maintaining a skilled, qualified work force is a challenge due to turnover and losing staff to State Department of Human Services, Lane County as well as the University of Oregon.
- Children coming into services with high needs and trauma.

**Q) HSD funding has been level for quite some time. How does level funding affect your organization and the work you are able to do in the community.**

- The funding never fully meets the need.
- Level funding often means reducing services.
- Staffing levels are compromised requiring the use of volunteers or interns.

Members discussed the chronic problems in Lane County such as housing and access to mental health care.

## **V. EUGENE-SPRINGFIELD 2020 CONSOLIDATED PLAN**

City of Eugene Senior Management Analyst Stephanie Jennings distributed a hardcopy of the PowerPoint presentation describing the five year plan for housing and community development in the Eugene-Springfield area. She summarized the purpose and requirements of the Consolidated Plan, Community Development Block Grant (CDBG) and HOME programs and what they were able to fund, priorities and outcomes from the 2015 Consolidated Plan, and next steps for completing the 2020 Consolidated Plan. She explained the purpose of today’s presentation is to invite community members to participate in the planning process. She encouraged members and guests to complete the online survey and to share the community resident survey with clients and other residents. The survey could be found on the City of Eugene Housing and Human Service Plans site under Consolidated Plan. The survey will remain open until December 6, 2019. One survey is for community members and the second survey is for providers.

Ms. Jennings drew members' attention to the last two pages of the Consolidated Plan for the Timeline and *How to Participate*. The action planning will occur in February and must be completed and submitted to Housing and Urban Development (HUD) by May 15, 2020.

**VI. NEXT MEETING**

The next regularly scheduled HSC meeting is Monday, December 16, 2019.

Suggested agenda items:

- Discussion of the memorandum regarding non-profit staffing crisis

Mr. Pryor noted that he will not be at the December meeting due to a meeting in Salem.

**VII. PUBLIC COMMENT**

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

**VIII. ADJOURNMENT**

The meeting adjourned at 1:55 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, 2019

12/11/2019 8:52 AM

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Year
						Percent of Budget
						41.80%
451251	Department Of Energy	697,474.00	-	88,129.75	(609,344.25)	12.64%
451301	Fema	-	-	3,693.00	3,693.00	100.00%
451351	Health & Human Services	3,650,806.00	361,500.00	646,280.00	(3,004,526.00)	17.70%
451369	SAMHSA	446,627.00	62,302.53	107,123.96	(339,503.04)	23.99%
451401	Housing & Comm Development	2,701,134.00	442,019.56	870,782.26	(1,830,351.74)	32.24%
451901	Miscellaneous Federal	1,178,261.00	-	194,011.63	(984,249.37)	16.47%
453120	Community Services Block Grant	535,905.00	48,596.00	154,972.00	(380,933.00)	28.92%
453143	Coordinated Care Org-CCO	200,000.00	-	100,000.00	(100,000.00)	50.00%
453190	Miscellaneous State	1,243,696.00	114,367.20	340,604.96	(903,091.04)	27.39%
453403	Homeless Shelters	2,557,429.00	394,288.00	687,895.00	(1,869,534.00)	26.90%
453830	Veterans Affairs	255,546.00	67,771.18	70,771.18	(184,774.82)	27.69%
453910	Miscellaneous State Revenue	186,214.00	830.00	25,014.00	(161,200.00)	13.43%
455120	Eugene	2,007,710.00	788,140.76	788,140.76	(1,219,569.24)	39.26%
455160	Springfield	227,658.00	129,160.86	129,160.86	(98,497.14)	56.73%
466740	Trillium/OHP FEES	449,400.00	29,664.95	141,418.52	(307,981.48)	31.47%
466910	Miscellaneous Svc Charges	177,799.00	26,559.00	64,744.00	(113,055.00)	36.41%
466915	Special Projects	63,819.00	-	7,128.59	(56,690.41)	11.17%
466950	Private Donations	-	12.00	24.00	24.00	100.00%
466980	Refunds & Reimbursements	-	6,100.00	6,100.00	6,100.00	100.00%
486100	Investment Earnings	-	1,727.19	10,251.18	10,251.18	100.00%
496110	Fund Balance Carryover	1,473,403.00	-	1,731,247.25	257,844.25	117.50%
498510	Transfer Fr General Fund (100)	1,940,538.00	-	920,269.00	(1,020,269.00)	47.42%
498520	Transfer Fr Spec Rev Fd (200)	11,130.00	-	11,130.00	-	100.00%
498900	Intrafund Transfer	500,737.00	37,521.55	149,413.93	(351,323.07)	29.84%
	<b>Total Revenues</b>	<b>20,505,286.00</b>	<b>2,510,560.78</b>	<b>7,248,305.83</b>	<b>(13,256,980.17)</b>	<b>35.35%</b>
	<b>Personnel and Fringe</b>	<b>4,306,342.00</b>	<b>305,239.10</b>	<b>1,488,669.65</b>	<b>(2,817,672.35)</b>	<b>34.57%</b>
512111	Professional & Consulting	130,483.00	438.49	1,216.37	(129,266.63)	0.93%
512173	Training Services	259,023.00	10,265.00	100,913.47	(158,109.53)	38.96%
512178	Support Services	64,660.00	11,932.94	26,615.58	(38,044.42)	41.16%
512179	Subscriptions	600.00	-	212.15	(387.85)	35.36%
512181	On The Job Training - Services	290,500.00	23,238.40	52,348.32	(238,151.68)	18.02%
512201	Intergovernmental Agreements	11,802.00	-	-	(11,802.00)	0.00%
512211	Agency Payments	9,232,081.00	1,114,570.57	2,874,005.80	(6,358,075.20)	31.13%
512214	Client Support Fund	2,761,184.00	418,862.92	642,962.05	(2,118,221.95)	23.29%
512216	Agency Payments Prior Year	-	-	14,712.46	14,712.46	100.00%
512341	Refuse & Garbage	1,210.00	81.42	400.41	(809.59)	33.09%
512343	Light, Power & Water	17,920.00	985.23	4,041.84	(13,878.16)	22.55%
512344	Telephone Services	30,710.00	1,880.90	7,634.56	(23,075.44)	24.86%
512345	General Liability	12,388.00	1,032.34	5,161.70	(7,226.30)	41.67%
512354	Maintenance Of Equipment	40.00	-	-	(40.00)	0.00%
512357	Maintenance Agreements	-	-	65.71	65.71	100.00%
512366	Real Estate & Space Rentals	2,519.00	282.99	1,414.95	(1,104.05)	56.17%
512531	Fleet Equipment/Vehicle Svcs.	4,260.00	434.41	1,309.18	(2,950.82)	30.73%
512536	Copier Charges	4,820.00	1,416.27	4,969.09	149.09	103.09%
512537	Mail Room Charges	5,670.00	105.13	686.43	(4,983.57)	12.11%
512551	License Replacement	11,152.00	929.35	4,646.75	(6,505.25)	41.67%
512552	TS Indirect	218,882.00	17,917.40	89,587.00	(129,295.00)	40.93%
512553	Infrastructure Replacement	6,232.00	519.33	2,596.65	(3,635.35)	41.67%
512554	County Indirect Charges	571,425.00	47,618.75	238,093.75	(333,331.25)	41.67%
512556	Dept Support/Direct	100,969.00	8,414.08	42,070.40	(58,898.60)	41.67%
512611	Office Supplies & Expense	23,380.00	2,535.11	8,358.85	(15,021.15)	35.75%
512613	Professional Licenses	14,500.00	50.00	16,899.41	2,399.41	116.55%
512614	Printing & Binding	8,900.00	-	3,664.74	(5,235.26)	41.18%
512615	Advertising & Publicity	600.00	1,127.50	1,127.50	527.50	187.92%
512617	Photo/Video Supplies & Svcs	4,945.00	-	-	(4,945.00)	0.00%
512618	Postage	420.00	-	1,066.65	646.65	253.96%
512619	Radio/Communic Supplies & Svcs	5.00	-	0.56	(4.44)	11.20%
512621	DP Supplies And Access	113,750.00	1,738.74	118,771.99	5,021.99	104.41%
512622	DP Equipment	1,700.00	606.44	754.09	(945.91)	44.36%
512623	Printer & Copier Expenses	-	119.99	119.99	119.99	100.00%
512626	Small Office Furniture	1,300.00	-	(465.04)	(1,765.04)	-35.77%
512712	Food	600.00	-	733.68	133.68	122.28%
512716	Miscellaneous Supplies	-	-	2,313.78	2,313.78	100.00%
512721	Special Supplies	6,100.00	-	-	(6,100.00)	0.00%
512727	Safety Supplies	250.00	91.80	91.80	(158.20)	36.72%
512751	Medical Supplies	-	-	34.84	34.84	100.00%
512811	Business Expense & Travel	20,423.00	1,443.20	7,093.48	(13,329.52)	34.73%
512815	Committee Stipends & Expense	8,100.00	520.45	2,571.26	(5,528.74)	31.74%
512821	Outside Education & Travel	40,832.00	6,133.37	21,310.10	(19,521.90)	52.19%
512822	County Training Classes	1,937.00	-	(7.18)	(1,944.18)	-0.37%
512823	Training Services & Materials	23,705.00	-	2,374.61	(21,330.39)	10.02%
512911	Miscellaneous Payments	54,364.00	-	326.57	(54,037.43)	0.60%
512914	Parking	500.00	648.00	648.00	148.00	129.60%
	<b>Materials and Services</b>	<b>14,064,841.00</b>	<b>1,675,940.52</b>	<b>4,303,454.30</b>	<b>(9,761,386.70)</b>	<b>30.60%</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)	305,929.00	25,494.09	127,470.45	(178,458.55)	41.67%
532900	Intrafund Transfer	500,737.00	37,521.55	149,413.93	(351,323.07)	29.84%
	<b>Other Expenditures</b>	<b>806,666.00</b>	<b>63,015.64</b>	<b>276,884.38</b>	<b>(529,781.62)</b>	<b>34.32%</b>
992920	Operational Reserves	1,327,437.00	-	-	(1,327,437.00)	0.00%
	<b>Reserves</b>	<b>1,327,437.00</b>	<b>-</b>	<b>-</b>	<b>(1,327,437.00)</b>	<b>0.00%</b>
	<b>Total Expenditures</b>	<b>20,505,286.00</b>	<b>2,044,195.26</b>	<b>6,069,008.33</b>	<b>(14,436,277.67)</b>	<b>29.60%</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>466,365.52</b>	<b>1,179,297.50</b>	<b>1,179,297.50</b>	