

# MINUTES

## HUMAN SERVICES COMMISSION

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

Monday, December 16, 2019  
12:15 p.m.

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**PRESENT:** Marilee Woodrow *Chair*, Joe Berney, Gabrielle Guidero and Claire Syrett, Members; Erin Fifield City of Springfield Staff, Steve Manela, Bob Cerince, Alex Dreher, Lyn Oliver, Robin Scott and Collette Christian, Lane County Staff; Kris McAlister, Teresa Kennedy, Richard Guske, Tom Mulhern, Mike Fleck, and Susan Paiement, Guests.

**ABSENT:** Chris Pryor, Shaun Londahl *Vice Chair*, and Pat Farr, Members.

### I. CALL TO ORDER

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

### II. CONSENT AGENDA

- Minutes of November 18, 2019
- Statement of Revenue and Expenditures as of November 30, 2019

Ms. Guidero noted that the budget is at 41 percent of the year however postage and copying were over 100 percent already.

Ms. Oliver explained that the supplemental budget had not yet been posted. Also, a new multiple-function device was leased and the expenses are significantly higher than expected. She is working with TS regarding the charges. The additional postage is due to a subrecipient project performed for the HSD.

*Claire Syrett moved to approve the consent agenda.*

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

### III. MANAGER'S REPORT

Mr. Manela referred members to the memorandum on page 9 of the meeting packet requested by Ms. Syrett at the November 2019 meeting. The memo details the three requests from service contractors submitted to the Human Services Division (HSD) after the annual budget process and outside of the Human Services Commission (HSC) prioritization "add back" process.

- 1) *ShelterCare*: About this time last year ShelterCare requested the HSD cover the matching funds required by the HUD Continuum of Care grant. Executive Director Susan Ban presented the cuts to the administrative core of their agency and had used more of their limited agency funds to cover increased costs associated with participants being placed into housing. Ms. Ban noted at that time that the cost trends were not sustainable.
- 2) *St. Vincent de Paul*: Last month SVDP requested Lane County and the City of Eugene provide an additional \$250,000 for Lindholm Center annually to homeless services provided at that site. Mr. Manela reminded members that SVDP added new facilities for homeless families and homeless youth and needed that revenue to support Lindholm separately.
- 3) *Looking Glass*: Executive Director Craig Opperman presented his request to the HSC to consider a contract amendment of \$70,000 to assist with employee retention in the Station 7 youth shelter program. Mr. Manela reminded members of the 68 percent staff turnaround that Mr. Opperman hoped to mitigate with the additional funds.

Members discussed the process for budget requests, working with the service providers to create strategies to offset funding shortfalls, and looking at requests as they are related to specific programs.

#### **IV. ANTI-POVERTY SERVICE PROVISION**

Ms. Dreher referred to the document in the meeting packet, *Human Services Commission, Anti-Poverty Program Depth of Service Scenarios FY 20/21 as of December 16, 2019*. The pages detailed the Service, the Regressive (Same Dollar Amount), with a 2 percent Annual Increase, Historic Service Level, Add Packages, and Service Backfill (to meet historic service level). The last two tables related the Add Packages as they related to the service categories: Direct Client Assistance, Wages and Staff Benefits, Program Service Expansion, Rural Service Expansion and Housing Related Service Expansion.

Mr. Manela explained that this was costs associated with services requests and not staff recommendations. It is meant to clarify the budget process and guide members in today's conversation. No action will be taken today.

Members discussed services offered under the categories.

At member's request, Mr. Manela said that the total cost of increases would be provided in a spreadsheet format.

#### **V. NEXT MEETING**

The next HSC meetings in January and February 2020 will need to be rescheduled due to the holidays on the third Monday's. Members in attendance requested to reschedule the HSC to the fourth Monday of January and February 2020. Staff will send out a query for confirmation.

#### **VI. OFFICER ELECTIONS**

This is a reminder that we'll be electing officers at the January meeting.

#### **VII. PUBLIC COMMENT**

- Kris McAlister opined that those who are homeless need help now. He urged members to look at what could be done now to help folks, and to not wait until new construction projects to be completed.

#### **VIII. ADJOURNMENT**

The meeting adjourned at 2:09 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 December 31, 2019

**Percent  
of Year**  
**50.27%**

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	738,996.00	-	88,129.75	(650,866.25)	11.93%
451301	Fema	-	-	3,693.00	3,693.00	100.00%
451351	Health & Human Services	3,640,505.00	181,488.00	827,768.00	(2,812,737.00)	22.74%
451369	SAMHSA	478,759.00	-	107,123.96	(371,635.04)	22.38%
451401	Housing & Comm Development	2,542,229.00	141,583.51	1,012,365.77	(1,529,863.23)	39.82%
451901	Miscellaneous Federal	1,178,261.00	218,510.80	412,522.43	(765,738.57)	35.01%
453120	Community Services Block Grant	492,630.00	47,668.00	202,640.00	(289,990.00)	41.13%
453143	Coordinated Care Org-CCO	100,000.00	-	100,000.00	-	100.00%
453190	Miscellaneous State	1,243,696.00	73,058.32	413,663.28	(830,032.72)	33.26%
453403	Homeless Shelters	3,030,334.00	197,210.00	885,105.00	(2,145,229.00)	29.21%
453830	Veterans Affairs	274,085.00	-	70,771.18	(203,313.82)	25.82%
453910	Miscellaneous State Revenue	224,856.00	7,387.00	32,401.00	(192,455.00)	14.41%
455120	Eugene	1,973,782.00	132,979.22	921,119.98	(1,052,662.02)	46.67%
455160	Springfield	252,658.00	13,493.48	142,654.34	(110,003.66)	56.46%
466740	Trillium/OHP FEES	449,400.00	30,538.67	171,957.19	(277,442.81)	38.26%
466910	Miscellaneous Svc Charges	219,059.00	21,148.00	85,892.00	(133,167.00)	39.21%
466915	Special Projects	38,410.00	-	7,128.59	(31,281.41)	18.56%
466950	Private Donations	-	-	24.00	24.00	100.00%
466980	Refunds & Reimbursements	-	-	6,100.00	6,100.00	100.00%
486100	Investment Earnings	-	3,420.32	13,671.50	13,671.50	100.00%
496110	Fund Balance Carryover	1,731,247.00	-	1,731,247.25	0.25	100.00%
498510	Transfer Fr General Fund (100)	2,004,110.00	-	920,269.00	(1,083,841.00)	45.92%
498520	Transfer Fr Spec Rev Fd (200)	11,130.00	-	11,130.00	-	100.00%
498900	Intrafund Transfer	500,737.00	38,258.34	187,672.27	(313,064.73)	37.48%
<b>Total Revenues</b>		<b>21,124,884.00</b>	<b>1,106,743.66</b>	<b>8,355,049.49</b>	<b>(12,769,834.51)</b>	<b>39.55%</b>
<b>Personnel and Fringe</b>		<b>4,306,829.00</b>	<b>306,981.25</b>	<b>1,795,650.90</b>	<b>(2,511,178.10)</b>	<b>41.69%</b>
512111	Professional & Consulting	169,901.00	(507.64)	708.73	(169,192.27)	0.42%
512173	Training Services	249,500.00	27,873.55	128,787.02	(120,712.98)	51.62%
512178	Support Services	64,660.00	9,218.31	35,833.89	(28,826.11)	55.42%
512179	Subscriptions	600.00	-	212.15	(387.85)	35.36%
512181	On The Job Training - Services	290,500.00	40,595.29	92,943.61	(197,556.39)	31.99%
512201	Intergovernmental Agreements	11,802.00	-	-	(11,802.00)	0.00%
512211	Agency Payments	9,542,439.00	979,242.74	3,853,248.54	(5,689,190.46)	40.38%
512214	Client Support Fund	2,785,739.00	478,602.79	1,121,564.84	(1,664,174.16)	40.26%
512216	Agency Payments Prior Year	10,689.00	-	14,712.46	4,023.46	137.64%
512341	Refuse & Garbage	1,210.00	90.25	490.66	(719.34)	40.55%
512343	Light, Power & Water	17,920.00	1,145.92	5,187.76	(12,732.24)	28.95%
512344	Telephone Services	30,710.00	2,535.42	10,169.98	(20,540.02)	33.12%
512345	General Liability	12,388.00	1,032.34	6,194.04	(6,193.96)	50.00%
512354	Maintenance Of Equipment	40.00	-	-	(40.00)	0.00%
512357	Maintenance Agreements	-	-	65.71	65.71	100.00%
512366	Real Estate & Space Rentals	5,055.00	1,146.97	2,561.92	(2,493.08)	50.68%
512531	Fleet Equipment/Vehicle Svcs.	4,260.00	377.43	1,686.61	(2,573.39)	39.59%
512536	Copier Charges	4,820.00	-	4,969.09	149.09	103.09%
512537	Mail Room Charges	5,670.00	88.49	774.92	(4,895.08)	13.67%
512551	License Replacement	11,152.00	929.35	5,576.10	(5,575.90)	50.00%
512552	TS Indirect	215,358.00	17,917.40	107,504.40	(107,853.60)	49.92%
512553	Infrastructure Replacement	6,232.00	519.33	3,115.98	(3,116.02)	50.00%
512554	County Indirect Charges	571,425.00	47,618.75	285,712.50	(285,712.50)	50.00%
512556	Dept Support/Direct	100,969.00	8,414.08	50,484.48	(50,484.52)	50.00%
512611	Office Supplies & Expense	23,808.00	1,189.52	9,548.37	(14,259.63)	40.11%
512613	Professional Licenses	22,894.00	1,020.00	17,919.41	(4,974.59)	78.27%
512614	Printing & Binding	9,577.00	247.50	3,912.24	(5,664.76)	40.85%
512615	Advertising & Publicity	10,600.00	317.50	1,445.00	(9,155.00)	13.63%
512617	Photo/Video Supplies & Svcs	4,945.00	-	-	(4,945.00)	0.00%
512618	Postage	1,820.00	-	1,066.65	(753.35)	58.61%
512619	Radio/Communic Supplies & Svcs	5.00	2.23	2.79	(2.21)	55.80%
512621	DP Supplies And Access	123,484.00	177.28	118,949.27	(4,534.73)	96.33%
512622	DP Equipment	3,934.00	59.48	813.57	(3,120.43)	20.68%
512623	Printer & Copier Expenses	-	-	119.99	119.99	100.00%
512626	Small Office Furniture	25,300.00	22,599.69	22,134.65	(3,165.35)	87.49%
512712	Food	600.00	-	733.68	133.68	122.28%
512713	Clothing	-	1,130.00	1,130.00	1,130.00	100.00%
512716	Miscellaneous Supplies	4,800.00	-	2,313.78	(2,486.22)	48.20%
512721	Special Supplies	6,100.00	-	-	(6,100.00)	0.00%
512727	Safety Supplies	250.00	20.75	112.55	(137.45)	45.02%
512751	Medical Supplies	-	-	34.84	34.84	100.00%
512811	Business Expense & Travel	22,641.00	624.74	7,718.22	(14,922.78)	34.09%
512815	Committee Stipends & Expense	8,100.00	622.00	3,193.26	(4,906.74)	39.42%
512821	Outside Education & Travel	46,670.00	3,815.00	25,125.10	(21,544.90)	53.84%
512822	County Training Classes	1,867.00	-	(7.18)	(1,874.18)	-0.38%
512823	Training Services & Materials	34,278.00	6,593.39	8,968.00	(25,310.00)	26.16%
512911	Miscellaneous Payments	144,986.00	-	326.57	(144,659.43)	0.23%
512914	Parking	500.00	-	648.00	148.00	129.60%
<b>Materials and Services</b>		<b>14,610,198.00</b>	<b>1,655,259.85</b>	<b>5,958,714.15</b>	<b>(8,651,483.85)</b>	<b>40.78%</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	152,964.54	(152,964.46)	50.00%
532900	Intrafund Transfer	500,737.00	38,258.34	187,672.27	(313,064.73)	37.48%
<b>Other Expenditures</b>		<b>806,666.00</b>	<b>63,752.43</b>	<b>340,636.81</b>	<b>(466,029.19)</b>	<b>42.23%</b>
992920	Operational Reserves	1,401,191.00	-	-	(1,401,191.00)	0.00%
<b>Reserves</b>		<b>1,401,191.00</b>	<b>-</b>	<b>-</b>	<b>(1,401,191.00)</b>	<b>0.00%</b>
<b>Total Expenditures</b>		<b>21,124,884.00</b>	<b>2,025,993.53</b>	<b>8,095,001.86</b>	<b>(13,029,882.14)</b>	<b>38.32%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>-</b>	<b>(919,249.87)</b>	<b>260,047.63</b>	<b>260,047.63</b>	

# HUMAN SERVICES DIVISION

FUND 285 by Major Program Area  
FY 2019-2020 as of December 31, 2019

		BUDGET	① ADMIN & RESERVES	② ENERGY ASSISTANCE	③ HUMAN SERVICES & HOUSING	④ WORKFORCE	⑤ VETERANS SERVICES	TOTAL	PERCENT OF BUDGET
REVENUES									
451251	Department of Energy	738,996	-	88,129.75	-	-	-	88,129.75	11.93%
451301	FEMA	-	3,693.00	-	-	-	-	3,693.00	100.00%
451351	Health & Human Services	3,640,505	-	810,331.00	17,437.00	-	-	827,768.00	22.74%
451369	SAMHSA	478,759	-	-	107,123.96	-	-	107,123.96	22.38%
451401	Housing & Comm Development	2,542,229	-	-	1,012,365.77	-	-	1,012,365.77	39.82%
451901	Misc Federal Revenue	1,178,261	-	-	-	412,522.43	-	412,522.43	35.01%
453120	Community Svcs Block Grant	492,630	-	-	202,640.00	-	-	202,640.00	41.13%
453143	Coordinated Care Org-CCO	100,000	-	-	100,000.00	-	-	100,000.00	100.00%
453190	Misc State	1,243,696	-	-	-	413,663.28	-	413,663.28	33.26%
453403	Homeless Shelters	3,030,334	-	-	816,395.00	68,710.00	-	885,105.00	29.21%
453830	Veterans Affairs	274,085	-	-	-	-	70,771.18	70,771.18	25.82%
453910	Misc. State	224,856	-	32,401.00	-	-	-	32,401.00	14.41%
455120	Eugene	1,973,782	-	-	886,182.48	-	34,937.50	921,119.98	46.67%
455160	Springfield	252,658	-	-	137,597.34	-	5,057.00	142,654.34	56.46%
466740	Trillium/OHP Fees	449,400	-	-	171,957.19	-	-	171,957.19	38.26%
466910	Miscellaneous Svc. Charges	219,059	-	85,892.00	-	-	-	85,892.00	39.21%
466915	Special Project	38,410	-	-	-	-	7,128.59	7,128.59	18.56%
466950	Private Donations	-	-	-	24.00	-	-	24.00	100.00%
466980	Refunds & Reimbursements	-	-	-	6,100.00	-	-	6,100.00	100.00%
486100	Investment Earnings	-	13,671.50	-	-	-	-	13,671.50	100.00%
496110	Fund Balance Carryover	1,731,247	1,391,089.60	25,405.28	208,722.26	1,388.54	104,641.57	1,731,247.25	100.00%
498510	Transfer Fr General Fund (100)	2,004,110	-	-	695,168.50	-	225,100.50	920,269.00	45.92%
498520	Transfer Fr Sp Rev Funds (200)	11,130	-	-	11,130.00	-	-	11,130.00	100.00%
498900	Intrafund Transfer	500,737	187,672.27	-	-	-	-	187,672.27	37.48%
<b>TOTAL REVENUES</b>		<b>21,124,884</b>	<b>1,596,126.37</b>	<b>1,042,159.03</b>	<b>4,372,843.50</b>	<b>896,284.25</b>	<b>447,636.34</b>	<b>8,355,049.49</b>	<b>39.55%</b>
EXPENDITURES									
Personnel and Fringe		4,306,829	185,764.25	151,413.28	488,200.92	749,424.41	220,848.04	1,795,650.90	41.69%
512111	Professional & Consulting Services	169,901	-	297.50	387.38	-	23.85	708.73	0.42%
512173	Training Services	249,500	-	-	-	129,917.02	-	129,917.02	52.07%
512178	Support Services	64,660	-	-	355.60	35,478.29	-	35,833.89	55.42%
512179	Subscriptions	600	-	-	12.95	199.20	-	212.15	35.36%
512181	On The Job Training-Services	290,500	-	-	-	92,943.61	-	92,943.61	31.99%
512201	Intergovernmental Agreements	11,802	-	-	-	-	-	-	0.00%
512211	Agency Payments	9,542,439	2,000.00	682,497.90	3,168,750.64	-	-	3,853,248.54	40.38%
512214	Client Support Fund	2,785,739	-	878,670.00	166,421.72	76,347.12	126.00	1,121,564.84	40.26%
512216	Agency Payments Prior Year	10,689	-	1,348.76	13,363.70	-	-	14,712.46	137.64%
512341	Refuse & Garbage	1,210	53.48	55.09	196.73	-	185.36	490.66	40.55%
512343	Light, Power & Water	17,920	614.85	519.64	1,823.64	-	2,229.63	5,187.76	28.95%
512344	Telephone Services	30,710	1,945.01	1,110.09	2,452.80	2,575.79	2,086.29	10,169.98	33.12%
512345	General Liability	12,388	848.52	461.04	1,704.48	2,326.02	853.98	6,194.04	50.00%
512354	Maintenance Of Equipment	40	-	-	-	-	-	-	0.00%
512357	Maintenance Agreements	-	-	-	-	-	65.71	65.71	100.00%
512366	Real Estate & Space Rentals	5,055	-	863.98	-	1,697.94	-	2,561.92	50.68%
512531	Fleet Equipment/Vehicle Svcs	4,260	197.96	435.52	1,020.39	32.74	-	1,686.61	39.59%
512536	Copier Charges	4,820	468.35	568.73	2,308.35	-	1,623.66	4,969.09	103.09%
512537	Mail Room Charges	5,670	40.59	132.08	290.30	-	311.95	774.92	13.67%
512551	License Replacement	11,152	399.48	202.50	2,074.56	2,073.54	826.02	5,576.10	50.00%
512552	TS Indirect	215,358	9,615.72	10,389.78	31,547.52	37,707.00	18,244.38	107,504.40	49.92%
512553	Infrastructure Replacement	6,232	324.48	324.48	843.48	1,039.02	584.52	3,115.98	50.00%
512554	County Indirect Charges	571,425	11,823.48	45,162.48	111,944.52	58,173.00	58,609.02	285,712.50	50.00%
512556	Dept Support/Direct (Q&C)	100,969	2,088.96	7,290.54	27,673.92	9,425.04	4,006.02	50,484.48	50.00%
512611	Office Supplies & Expense	23,808	1,518.57	158.56	1,543.70	2,918.98	3,408.56	9,548.37	40.11%
512613	Memberships & Professional	22,894	7,580.41	8,894.00	1,070.00	-	375.00	17,919.41	78.27%
512614	Printing & Binding	9,577	49.95	1,316.23	1,062.45	988.61	495.00	3,912.24	40.85%
512615	Advertising & Publicity	10,600	-	67.50	-	-	1,377.50	1,445.00	13.63%
512617	Photo/Video Supplies & Services	4,945	-	-	-	-	-	-	0.00%
512618	Postage	1,820	-	1,057.95	-	-	8.70	1,066.65	58.61%
512619	Radio/Communication Supplies & Svcs	5	-	-	2.79	-	-	2.79	55.80%
512621	DP Supplies and Access	123,484	82.45	1,314.72	115,615.71	1,063.68	872.71	118,949.27	96.33%
512622	DP Equipment	3,934	-	(386.32)	1,199.89	-	-	813.57	20.68%
512623	Printer & Copier Expenses	-	-	-	119.99	-	-	119.99	100.00%
512626	Small Office Furniture	25,300	-	-	17,253.23	(465.04)	5,346.46	22,134.65	87.49%
512712	Food	600	-	-	733.68	-	-	733.68	122.28%
512716	Miscellaneous Supplies	4,800	-	2,313.78	-	-	-	2,313.78	48.20%
512721	Special Supplies	6,100	-	-	-	-	-	-	0.00%
512727	Safety Supplies	250	-	-	-	-	112.55	112.55	45.02%
512751	Medical Supplies	-	-	-	-	-	34.84	34.84	100.00%
512811	Business Expense & Travel	22,641	129.50	1,178.78	1,380.26	4,445.92	583.76	7,718.22	34.09%
512815	Committee Stipends & Expenses	8,100	735.76	-	2,457.50	-	-	3,193.26	39.42%
512821	Outside Education & Travel	46,670	938.24	23.01	20,156.51	890.74	3,116.60	25,125.10	53.84%
512822	County Training Classes	1,867	-	-	(42.18)	35.00	-	(7.18)	-0.38%
512823	Training Services & Materials	34,278	-	1,050.00	7,810.50	-	107.50	8,968.00	26.16%
512911	Miscellaneous Payments	144,986	-	-	-	326.57	-	326.57	0.23%
512914	Parking	500	-	-	648.00	-	-	648.00	129.60%
<b>Materials &amp; Services</b>		<b>14,610,198</b>	<b>41,455.76</b>	<b>1,647,318.32</b>	<b>3,704,184.71</b>	<b>460,139.79</b>	<b>105,615.57</b>	<b>5,958,714.15</b>	<b>40.78%</b>
532120	Transfer to Special Rev. Funds (H&S)	305,929	6,326.52	22,077.06	83,889.48	28,539.96	12,131.52	152,964.54	50.00%
532900	Intrafund Transfer (HSD)	500,737	-	27,101.60	113,884.69	31,793.24	14,892.74	187,672.27	37.48%
992920	Operational Reserves	1,401,191	-	-	-	-	-	-	0.00%
Other Expenditures and Reserves		2,207,857	6,326.52	49,178.66	197,774.17	60,333.20	27,024.26	340,636.81	15.43%
<b>TOTAL EXPENDITURES</b>		<b>21,124,884</b>	<b>233,546.53</b>	<b>1,847,910.26</b>	<b>4,390,159.80</b>	<b>1,269,897.40</b>	<b>353,487.87</b>	<b>8,095,001.86</b>	<b>38.32%</b>
<b>REVENUE OVER (UNDER) EXPENDITURES</b>		<b>-</b>	<b>1,362,579.84</b>	<b>(805,751.23)</b>	<b>(17,316.30)</b>	<b>(373,613.15)</b>	<b>94,148.47</b>	<b>260,047.63</b>	