

# MINUTES

## HUMAN SERVICES COMMISSION

GoToMeeting

April 20, 2020

12:15 p.m.

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**PRESENT:** Pat Farr *Vice Chair*, Gabrielle Guidero, Chris Pryor, Joe Berney, Shaun Londahl , Claire Syrett, Members; Jared Pruch, United Way *Presenter*; Stephanie Jennings City of Eugene Staff; Sandy Belson City of Springfield Staff; Steve Manela, Alex Dreher, Lyn Oliver, Lisë Stuart, Daina Davisson, Amanda Borta, Laural O'Rourke, and Robin Scott, HSD Staff; Mike Fleck, Guest.

**ABSENT:** Marilee Woodrow, *Chair*

### I. CALL TO ORDER

Vice Chair Pat Farr convened the meeting at 12:18. Those present introduced themselves.

Ms. Dreher offered guidance around GoToMeeting participation and etiquette.

### II. PUBLIC COMMENT

Mr. Farr noted the GoToMeeting Chat box was empty; there was no public comment.

### III. CONSENT AGENDA

- Minutes of February 24, 2020
- Statement of Revenue and Expenditures as of March 31, 2020

*Chris Pryor moved to approve the Consent Agenda.*

*Joe Berney provided the second. The motion passed.*

### IV. MANAGER'S UPDATE

Mr. Manela noted that Governor Brown has given direction to the all the departments in the state to come up with a 20 percent reduction for the second year of the biennium. The state of Oregon received \$1.6 billion dollars of COVID Aid, however the governor hasn't made a recommendation yet on how much of that that is going to be used by the state and how much is going to assist local governments.

The County Administrator has put close to 1.3 million dollars into the budget of additional support towards the Navigation Center Rapid Resolution Prevention and some and Outreach. The River Avenue building is being used currently for COVID, however that is where the Navigation Center will be located.

### V. COVID-19 RESPONSE

#### Federal, State, and Local Resources

Mr. Manela reported that the State Legislative Emergency Board will likely meet this week to discuss additional support the State Legislative emergency board will meet likely meet this week and there will be about \$25 million in additional support for a rental assistance, shelter and emergency assistance and food. The next special session is likely to be after the May 20 revenue forecasts.

Members discussed the process for distribution of state funding.

Responding to a question about the level of need in Lane County, Ms. Jennings said that in general about 5 percent of the Lane County population receive some type of housing benefit with about 20 percent of the County is living in poverty.

#### CoC and Emergency Operations for Homeless Populations

Ms. Borta reported that the unhoused population is facing a lot of particular challenges during this unprecedented time. Many businesses and agencies have closed, reduced their hours or moved to virtual services due to the Governor's "Stay At Home" order for COVID-19. Now many of the unhoused have no access to day centers for services such as

bathrooms, laundry and meals. The County and Cities of Eugene and Springfield have responded quickly with hand wash stations, and the County has opened a couple of options for folks to shelter in place, and encouraging people to stay where they are currently if possible.

The Fairgrounds Expo Hall being coordinated by St. Vincent de Paul serves 140 people per night, Carry It Forward is coordinating the Springfield Memorial Building serving 32 people per night, and the Wheeler Pavilion is being coordinated by Occupy Medical and is being used as the medical respite option for up to 40 individuals who have respiratory or other COVID symptoms that are presenting. Health and Safety protocols are in place and continuing to evolve as the need arises. The shelters have been consistently full. Lane County Environmental Health provides weekly inspections. The HSD office continues to move forward with outreach efforts. The parking lots at Amazon Park and Peterson Barn are available for individual camping spots as well as car camping.

#### Data Tracking:

Sr. Management Analysts Lisë Stuart and Daina Davison provided an update on services provided in Lane County tracked through the Homeless Management Information System (HMIS). Services were provided for 475 individuals through the new sites at the fairgrounds and Springfield. These shelters have been at capacity pretty much every night. She emphasized that the response to COVID-19 is a new service not available before. She related that the work of Technical Services, Quality & Compliance, the HMIS team and the State of Oregon Housing Community Services is helping to achieve a stronger connection between Collective Medical, previously known as Pre Managed, at the hospitals, emergency rooms and our homeless service system.

Ms. Davison explained that the Community Health Centers and Behavioral Health of Lane County have a relationship with Collective Medical in which we are able to identify patients who have engaged in in patient or emergency services, and because the county already had that established relationship with Collective Medical we were able to piggyback on that with our HMIS system. The plan is to use the Homeless by Name (HBN) list within our system and work with Collective Medical to have it uploaded into their system so we can connect that information with patients who are also identified as being part of either the hospital systems or other community primary care providers who provide health care to these individuals. This will greatly improve discharge planning from hospitals to identify the individuals as being unhoused, and that can drastically improve discharge planning around medication needs, respite, medical services or other needs. Currently the data team has submitted the first Homeless-By-Name list to Collective Medical to verify that there is enough of a match across the systems.

Ms. Stuart added that the HMIS data will also indicate when a person self-reports they have experienced symptoms consistent with COVID-19, and this will provide assistance to Public Health to help individuals who may have been in contact or exposed to someone that had covid-19. Ms. Stuart led the group through a sample scenario and the points at which community agencies would participate.

Ms. Stuart reported that a real time resource directory will be launched and available during the COVID-19 response for outreach workers, advocates and providers in order to see in real time what services are available and where they are located.

Members discussed the triage process for those with COVID-19 systems and those who appear to be symptomatic.

Responding to a question about privacy and security, Ms. Stuart said that HUD has greatly relaxed HIPAA compliance and privacy concerns around COVID-19 in order to share the information with our community partners. Also to keep in mind that HMIS doesn't collect any HIPAA data. The data related in this report has been self-reported by the individual and is not from health providers.

#### Community Response

United Way Associate Director of Community Impact Jared Pruch reported that about a month ago United Way of Lane County launched a community response fund to get resources to non-profit agencies working with vulnerable populations in the county with seed funding provided by Oregon Community Foundation and Pacific Source. There will be a total of four rounds of funding through this opportunity. Mr. Pruch referred to the timeline in the document noting it was a very rapid review and investment two-week cycle with the first round about halfway completed. United Way

was able to support approximately two-thirds of the applications received and has awarded just over \$160,000. He reviewed the eligibility requirements and the application process. He noted that they received a good number of applications from small rural agencies and those that serve immigrant populations who may not have access to federal assistance programs.

A part of the community organizations active in emergency response, United Way has been working closely with other volunteer agencies to develop a broader network called the Lane Emergency Resource Network. A website tracks the volunteer and in-kind needs and matches that with resources in the community.

#### **VI. FY 2020-FY 2019 BUDGET COMPARISON**

HSD Accounting Analyst Lyn Oliver referred to the department requests budget for FY 2021. This is the budget requested by the department and the division. There may be updates in the county administrators proposed budget specifically around funding requests. This budget continues to reflect the County's commitment to reducing homelessness. The commons on MLK move-in date for new residents is January 2021. The funding for that project is \$233,000. Even with the relatively flat budget for the department in FY 2021, the HSD is request a robust ad package for implementation the TAC recommendations at \$2.4 million. The budget also assumes a 2 percent increase in subcontracts in response to needs expressed by providers on the impact of flat funding on their services.

Ms. Oliver remarked that the federal or state funding expected in response to the COVID-19 response is not reflected in this budget. This will be reflected in a technical or supplemental budget depending on availability of information.

She noted that this is a relatively flat Department requests budget with less than 2 percent variance or \$165,000. The pie chart detail illustrates the revenue detail with 65 percent of funding coming from federal and state sources, 10 percent from Lane County and 10 percent from the City of Eugene. The carryover reserves are at 8 percent, \$1 million of that in Health & Human Services Reserves which live in the HSD fund for cash flow purposes.

Members discussed line items such as professional memberships, the policy around reserve funds.

Ms. Oliver noted the line item detail of revenue and expense can be found in the attachments to this webinar and in the meeting packet.

#### **VII. NEXT MEETING**

The next meeting is scheduled for Monday, May 18, 2020. Information will be sent out prior to the meeting with login instructions

#### **VIII. ADJOURNMENT**

The webinar 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 April 30, 2020

**Percent  
of Year**  
83.33%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	735,303.00	4,369.00	420,906.79	(314,396.21)	57.24%
451301	Fema	3,693.00	-	3,693.00	-	100.00%
451351	Health & Human Services	3,637,236.00	272,595.00	2,953,097.53	(684,138.47)	81.19%
451369	SAMHSA	478,759.00	102,436.38	209,560.34	(269,198.66)	43.77%
451401	Housing & Comm Development	2,555,794.00	58,324.91	1,508,111.45	(1,047,682.55)	59.01%
451901	Miscellaneous Federal	1,178,261.00	-	729,289.15	(448,971.85)	61.90%
453120	Community Services Block Grant	515,792.00	60,190.00	388,119.00	(127,673.00)	75.25%
453143	Coordinated Care Org-CCO	100,000.00	-	100,000.00	-	100.00%
453190	Miscellaneous State	1,243,696.00	-	546,110.81	(697,585.19)	43.91%
453403	Homeless Shelters	3,117,566.00	392,287.00	2,237,178.00	(880,388.00)	71.76%
453830	Veterans Affairs	274,085.00	-	138,542.36	(135,542.64)	50.55%
453910	Miscellaneous State Revenue	252,812.00	2,515.00	106,752.99	(146,059.01)	42.23%
455120	Eugene	2,147,590.00	430,712.04	1,804,353.03	(343,236.97)	84.02%
455160	Springfield	252,658.00	-	233,403.67	(19,254.33)	92.38%
466740	Trillium/OHP FEES	449,906.00	18,583.72	289,788.77	(160,117.23)	64.41%
466910	Miscellaneous Svc Charges	181,479.00	1,518.00	107,506.00	(73,973.00)	59.24%
466915	Special Projects	38,410.00	-	14,910.17	(23,499.83)	38.82%
466950	Private Donations	24.00	-	60.00	36.00	250.00%
466980	Refunds & Reimbursements	9,100.00	-	9,100.00	-	100.00%
486100	Investment Earnings	-	2,563.01	21,240.14	21,240.14	100.00%
496110	Fund Balance Carryover	1,731,247.00	-	1,731,247.25	0.25	100.00%
498510	Transfer Fr General Fund (100)	2,177,918.00	-	1,432,189.50	(745,728.50)	65.76%
498520	Transfer Fr Spec Rev Fd (200)	11,130.00	-	11,130.00	-	100.00%
498900	Intrafund Transfer	500,737.00	-	368,884.55	(131,852.45)	73.67%
<b>Total Revenues</b>		<b>21,593,196.00</b>	<b>1,346,094.06</b>	<b>15,365,174.50</b>	<b>(6,228,021.50)</b>	<b>71.16%</b>
<b>Personnel and Fringe</b>		<b>4,316,161.00</b>	<b>286,726.05</b>	<b>3,122,080.64</b>	<b>(1,194,080.36)</b>	<b>72.33%</b>
512111	Professional & Consulting	89,997.00	370.00	2,610.09	(87,386.91)	2.90%
512173	Training Services	249,500.00	15,012.35	184,145.41	(65,354.59)	73.81%
512178	Support Services	64,660.00	2,094.44	58,628.69	(6,031.31)	90.67%
512179	Subscriptions	600.00	-	212.15	(387.85)	35.36%
512181	On The Job Training - Services	290,500.00	7,000.00	145,505.28	(144,994.72)	50.09%
512201	Intergovernmental Agreements	11,000.00	-	-	(11,000.00)	0.00%
512211	Agency Payments	10,009,585.00	1,040,278.92	7,409,106.23	(2,600,478.77)	74.02%
512214	Client Support Fund	2,750,289.00	157,545.40	2,525,223.13	(225,065.87)	91.82%
512216	Agency Payments Prior Year	19,610.00	-	14,712.46	(4,897.54)	75.03%
512341	Refuse & Garbage	1,357.00	-	828.17	(528.83)	61.03%
512343	Light, Power & Water	17,920.00	996.92	9,298.63	(8,621.37)	51.89%
512344	Telephone Services	26,923.00	1,803.01	15,128.32	(11,794.68)	56.19%
512345	General Liability	12,388.00	1,032.34	10,323.34	(2,064.66)	83.33%
512354	Maintenance Of Equipment	40.00	-	-	(40.00)	0.00%
512357	Maintenance Agreements	-	-	65.71	65.71	100.00%
512366	Real Estate & Space Rentals	3,383.00	282.99	4,023.25	640.25	118.93%
512531	Fleet Equipment/Vehicle Svcs.	4,260.00	149.11	2,886.69	(1,373.31)	67.76%
512536	Copier Charges	13,802.00	526.45	4,443.81	(9,358.19)	32.20%
512537	Mail Room Charges	6,824.00	349.44	5,289.23	(1,534.77)	77.51%
512551	License Replacement	11,152.00	929.35	9,293.50	(1,858.50)	83.33%
512552	TS Indirect	215,358.00	17,917.40	179,174.00	(36,184.00)	83.20%
512553	Infrastructure Replacement	6,232.00	519.33	5,193.30	(1,038.70)	83.33%
512554	County Indirect Charges	571,425.00	47,618.75	476,187.50	(5,237.50)	83.33%
512556	Dept Support/Direct	100,969.00	8,414.08	84,140.80	(16,828.20)	83.33%
512611	Office Supplies & Expense	22,353.00	770.94	14,819.20	(7,533.80)	66.30%
512613	Professional Licenses	23,914.00	-	17,919.41	(5,994.59)	74.93%
512614	Printing & Binding	12,165.00	-	7,538.43	(4,626.57)	61.97%
512615	Advertising & Publicity	10,540.00	-	5,185.00	(5,355.00)	49.19%
512617	Photo/Video Supplies & Svcs	4,945.00	-	2,075.00	(2,870.00)	41.96%
512618	Postage	1,480.00	45.30	1,119.25	(360.75)	75.63%
512619	Radio/Communic Svcs & Svcs	5.00	-	4.31	(0.69)	86.20%
512620	Dues & Memberships	-	-	14,012.99	14,012.99	100.00%
512621	DP Supplies And Access	142,703.00	1,411.29	127,207.74	(15,495.26)	89.14%
512622	DP Equipment	3,649.00	-	2,659.83	(989.17)	72.89%
512623	Printer & Copier Expenses	-	-	119.99	119.99	100.00%
512626	Small Office Furniture	25,200.00	561.00	23,747.75	(1,452.25)	94.24%
512712	Food	800.00	-	733.68	(66.32)	91.71%
512713	Clothing	-	1,080.00	1,080.00	1,080.00	100.00%
512716	Miscellaneous Supplies	2,320.00	-	2,313.78	(6.22)	99.73%
512721	Special Supplies	5,600.00	-	-	(5,600.00)	0.00%
512727	Safety Supplies	250.00	-	164.54	(85.46)	65.82%
512751	Medical Supplies	-	-	34.84	34.84	100.00%
512811	Business Expense & Travel	20,503.00	2,117.81	13,719.90	(6,783.10)	66.92%
512815	Committee Stipends & Expense	8,100.00	-	4,771.01	(3,328.99)	58.90%
512821	Outside Education & Travel	46,881.00	-	33,925.83	(12,955.17)	72.37%
512822	County Training Classes	1,867.00	65.00	57.82	(1,809.18)	3.10%
512823	Training Services & Materials	29,092.00	-	14,889.36	(14,202.64)	51.18%
512911	Miscellaneous Payments	228,389.00	105.90	657.47	(227,731.53)	0.29%
512914	Parking	648.00	-	648.00	-	100.00%
<b>Materials and Services</b>		<b>15,069,178.00</b>	<b>1,308,997.52</b>	<b>11,435,824.82</b>	<b>(3,633,353.18)</b>	<b>75.89%</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	254,940.90	(50,988.10)	83.33%
532900	Intrafund Transfer	500,737.00	-	368,884.55	(131,852.45)	73.67%
<b>Other Expenditures</b>		<b>806,666.00</b>	<b>25,494.09</b>	<b>623,825.45</b>	<b>(182,840.55)</b>	<b>77.33%</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>21,593,196.00</b>	<b>1,621,217.66</b>	<b>15,181,730.91</b>	<b>(6,411,465.09)</b>	<b>70.31%</b>
<b>Revenues Over (Under) Expenditures</b>		<b>-</b>	<b>(275,123.60)</b>	<b>183,443.59</b>	<b>183,443.59</b>	