

# MINUTES

## HUMAN SERVICES COMMISSION

GoToMeeting

June 15, 2020  
12:15 p.m.

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**PRESENT:** Marilee Woodrow *Chair*, Pat Farr *Vice Chair*, Chris Pryor, Claire Syrett, Gabrielle Guidero, Joe Berney, Shaun Londahl, Members; Stephanie Jennings City of Eugene Staff; Steve Manela, Alex Dreher, Sarai Johnson, Amanda Borta, Lyn Oliver, Robin Scott, Lane County Staff.

**ABSENT:** none.

### I. CALL TO ORDER

Chair Marilee Woodrow convened the meeting at 12:15 p.m.

Those present introduced themselves.

### II. PUBLIC COMMENT

Guests were advised to raise a hand or enter a message in the chat box. There was no public comment.

### III. CONSENT AGENDA

- Minutes of May 18, 2020
- Statement of Revenue and Expenditures as of April 30, 2020

*Chris Pryor moved to accept the Consent Agenda.*

*Claire Syrett provided the second. The motion passed.*

### IV. MANAGER'S UPDATE

- Additional Federal and State COVID-19 Recovery Resources
- Social Services and Housing Recovery Planning
- Rental Relief Program

Mr. Manela referred to the document on the screen, *Lane County COVID-19 Recovery Funding Information (Revised May 15, 2020)*. He reviewed the state and federal fund sources, the amounts, and the description of services. Lane County is working the programs to distribute the allocated funds as quickly and efficiently as possible. Each source of funds has specific requirements. The online application process opened June 3 and we are dispersing the first round of funding. The application process will be reopened upon notification of the second round of funding.

Oregon is in the process of getting public input on their plan and preparing to send to the U.S. Housing and Urban Development (HUD). The State is also working on legislation to help mitigate the end of the eviction moratorium or to extend the moratorium. There is also a federal moratorium that will be ending or federally subsidized units at the end of July – the same time the additional unemployment will end.

Responding to a question from Mr. Berney, Mr. Manela said most of the federal money would be available over a two-year period, with additional Emergency Solutions Grant rent assistance in July. Current rent relief of \$930,000 eligible costs are for rent or utility payments incurred from April 2020 to June 2020. The state is required to spend out the first allotment by December 30, 2020.

Mr. Berney asked Mr. Manela to send the information to him by email to help folks know how to access the rental assistance.

Ms. Johnson noted that the former Veterans Clinic on River Avenue officially opened on May 18, which coincided with the closer of Wheeler. It will serve as a general quarantine facility for those exiting corrections, those who are not able to return to home after a COVID positive, and a public serve offered to everyone.

***Lane County COVID-19 Recovery Funding Information (Revised May 15, 2020)***

<b>Source of Funds</b>	<b>Actual (if known)</b>	<b>Description</b>
State of Oregon (via Oregon Housing and Community Services) “COVID-19 Rent Relief Program”	\$929,025 <i>Lane County has not yet received these funds</i>	State of Oregon funds for rent assistance. Direct service dollars only, no program or administration costs allowed. Can be used for homeless prevention rent assistance payment (i.e. people 50% or below AMI who are currently housed and need rent assistance) or rapid rehousing. Requires HMIS data entry and 6 month housing status follow-up. Goal is to get these rent assistance funds out within 90 days.
Federal- “Community Development Block Grant (CDBG)”	\$1,167,579 <i>(City of Eugene: \$839,940; City of Springfield, \$327,639).</i>	Federal funding to cities to rapidly respond to COVID-19 and the economic and housing impacts caused by it, including the expansion of community health facilities, childcare centers, food banks, and senior services. First Allocation: Eugene: \$839,940, Springfield, \$327,639. Only for within city limits. No 15% limit on social services. Anticipate additional allocations. Funding decisions will be made by City of Eugene and City of Springfield CDBG Advisory Committees.
Federal- “Emergency Solutions Grant (ESG)”	\$986,132 <i>Lane County has not yet received these funds</i>	ESG funds can be used to assist individuals and families who are homeless or at risk of homelessness, and to support additional homeless assistance, prevention, and eviction prevention assistance. Eviction prevention activities including rapid rehousing, housing counseling, and rental deposit assistance to mitigate the adverse impacts of the pandemic on working families. Lane County anticipates additional allocations in the future. Requires full HMIS data entry.
Federal- “Community Services Block Grant (CSBG)”	\$792,232 <i>State of Oregon needs assessment and implementation plan due to Federal Government by end of August 2020. Funds anticipated after that.</i>	The CARES ACT includes \$1 billion nationally for CSBG to help communities address the consequences of increasing unemployment and economic disruption for low-income households. Can be used to serve people who earn 200% or below of the Federal Poverty Level. Services must be provided on or before September 30, 2022, and liquidated on or before December 31, 2022. Lane County received an allocation of 11.04% of the state total allocation.
Federal- “COVID-19 Low Income Home Energy Assistance Program (LIHEAP)”	\$778,532 <i>Lane County has not yet received these funds.</i>	These funds are intended to be used to “prevent, prepare for, or respond to coronavirus” but beyond that will follow the current LIHEAP manual. Of these total funds, \$535,824 will be direct client to vendor. Includes \$142,442 for program delivery, \$40,106 for client education, and \$60,159 for administration. Once received, the HSD will put out a press release, and notify all of its Energy Assistance agencies and vendors. Funds may be spent March 27, 2020 through September 30, 2021.
Federal- Department of Labor: “Dislocated Worker Grant for Employment Recovery”	\$195,000	Lane County was awarded a grant intended to expand service capacity for one year and will provide employment and training activities for dislocated workers and other eligible populations. Lane County Workforce Services plans to increase the current Workforce Innovation and Opportunity Act (WIOA) program by 2.0 FTE (Employment Specialists) who will provide Job Development and Career Advising services to dislocated workers. Funds will be allocated by Lane Workforce Partnership FY20 and will roll into FY21.
Federal- Emergency Food and Shelter Program	\$216,600	Lane County Emergency Food & Shelter Board (EFSB) received an additional supplemental award to respond to the COVID-19 crisis. Agencies chosen to receive such funds must be a private voluntary non-profit or unit of government, be eligible to receive Federal funds, have an accounting system, practice nondiscrimination, have the demonstrated capability to deliver emergency food and/or shelter programs, and have a Board of Directors. Funds may be used only to expand or enhance a currently existing food or shelter program. Allocated through the Emergency Food and Shelter Board (EFSB) Request for Proposals. Can be used for food, rent, shelter, supplies, and utilities.

## **V. HSC BUDGET**

Lyn Oliver displayed a document, *Subcontracted Services FY 2020-21*, on the screen which demonstrated the decisions made by the HSC.

### **2% Adjustment to Agency Payments.**

The HSD received confirmation from the City of Eugene and Lane County regarding the increase to the HSD contracts specifically to maintain, retain and recruit staff. Directing member's attention to the table at the bottom of the page, *Percent of Poverty by Jurisdiction* and the 2 percent increase by jurisdiction would be a total of \$136,677: \$73,328 for the City of Eugene, \$25,557 for the City of Springfield, and \$37,882 for Lane County. The reduced increase is 1.639 percent for a total of \$111,120.

Ms. Woodrow said that the City of Springfield was currently working on Police Body Cams and staff layoffs, but she hoped to revisit the HSC list in the fall.

Ms. Syrett said the Eugene Budget Committee had a good discussion. Mr. Londahl brought forward the motion and it passed. The detail of how the figure was arrived at was not available. She expressed appreciation of the percent of poverty by jurisdiction information.

Ms. Oliver said that historically the HSD used the percent of poverty as it represented the need.

Members discussed earlier conversations around the increase to agencies to retain and recruit staff.

### **Allocation of Additional \$90,000 from Lane County for Rural Requests.**

Mr. Manela referred to the requests for Anti-Poverty funds during the course of the HSC meeting year. The discussion at the County Budget Committee was to defer to the HSC to process and allocate.

Mr. Farr said that it made more sense for the funds to be distributed through the HSC as it has the existing infrastructure. He added that as an appendage to the County budget process.

Mr. Berney stressed that these funds came out of Lane County reserves.

### **Preliminary Allocation of Community Services Block Grant (CSBG) CV Funds.**

Mr. Manela reviewed the draft of the CSBG and COVID CARES proposals from the various agencies. The concept is given COVID-19 and the additional economic impacts, to build on the infrastructure of the Community Service Centers and FOOD for Lane County to serve people during this pandemic. This would be additional money; half of which would be available during this next fiscal year and half the following fiscal year. An additional Program Services Coordinator position had already been approved, and additional FTE would be required to process and high volume of paperwork for the COVID programs. Mr. Manela emphasized that this was presented as a draft for discussion and not for action today.

Members discussed the expected high volume of responses for COVID assistance.

Mr. Manela advised that currently one PSC manages the entire CoC, state and local funds. As a result, she is greatly limited in the amount of time she can spend in the field working with providers. The additional PSC position would be paid of the COVID funds.

Mr. Pryor said that the City of Eugene is also looking at the increasing demands to provide alternatives to policing, perhaps using the CAHOOTS model.

Mr. Manela noted the work being done around the intersection to Behavioral Health, Public Health, Public Safety, addiction treatment and Housing.

Members discussed the addition of more outreach workers.

Mr. Manela advised that the HSD is bringing on the coordinated outreach and case conference staff that was envisioned in the TAC report.

**VI. ANNOUNCEMENTS**

Stephanie Jennings announced that she was leaving the City of Eugene Grants Manager position. She will be working on the CDBG COVID-19 project through mid-July. It is unknown at this time which City of Eugene staff will serve on the HSC.

**VII. NEXT MEETING**

The next regularly scheduled meeting is Monday, July 20, 2020

**VIII. ADJOURNMENT**

The meeting adjourned at 1:22 p.m.

*Recorded by Diana Alldredge  
HSD Staff*

Lane County, Oregon  
Statement of Revenues and Expenditures

7/13/2020 9:30 AM

Report: CY-0434 - Division by Account

Department: Health and Human Services

Division: Human Services Division

As of June 30, 2020

NOT FINAL 7/13/2020

Percent  
of Year  
100.00%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	735,303.00	-	488,676.79	(246,626.21)	66.46%
451301	Fema	3,693.00	-	3,693.00	-	100.00%
451351	Health & Human Services	3,831,858.00	104,531.00	3,246,183.53	(585,674.47)	84.72%
451369	SAMHSA	478,759.00	46,635.59	358,632.31	(120,126.69)	74.91%
451401	Housing & Comm Development	2,865,794.00	211,574.67	1,894,586.39	(971,207.61)	66.11%
451403	HUD Subrecipient Grant	-	468.00	468.00	-	100.00%
451901	Miscellaneous Federal	1,223,261.00	61,291.58	920,378.71	(302,882.29)	75.24%
453120	Community Services Block Grant	615,792.00	40,114.00	443,556.00	(172,236.00)	72.03%
453143	Coordinated Care Org-CCO	100,000.00	-	100,000.00	-	100.00%
453190	Miscellaneous State	1,243,696.00	-	781,517.20	(462,178.80)	62.84%
453403	Homeless Shelters	3,736,916.00	81,484.00	2,672,575.00	(1,064,341.00)	71.52%
453830	Veterans Affairs	274,085.00	-	206,313.54	(67,771.46)	75.27%
453910	Miscellaneous State Revenue	252,812.00	2,170.00	120,694.99	(132,117.01)	47.74%
455120	Eugene	2,147,590.00	-	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	-	314,543.97	(135,362.03)	69.91%
466910	Miscellaneous Svc Charges	181,479.00	-	110,654.00	(70,825.00)	60.97%
466915	Special Projects	38,410.00	-	23,315.05	(15,094.95)	60.70%
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	-	1,324.56	23,430.71	23,430.71	100.00%
496110	Fund Balance Carryover	1,731,247.00	-	1,731,247.25	0.25	100.00%
498510	Transfer Fr General Fund (100)	2,247,608.00	-	1,916,977.84	(330,630.16)	85.29%
498520	Transfer Fr Spec Rev Fd (200)	11,130.00	-	11,130.00	-	100.00%
498900	Intrafund Transfer	500,737.00	-	413,560.57	(87,176.43)	82.59%
	<b>Total Revenues</b>	<b>22,931,858.00</b>	<b>549,593.40</b>	<b>17,829,051.55</b>	<b>(5,102,806.45)</b>	<b>77.75%</b>
	<b>Personnel and Fringe</b>	<b>4,322,705.00</b>	<b>454,582.41</b>	<b>3,869,571.56</b>	<b>(453,133.44)</b>	<b>89.52%</b>
512111	Professional & Consulting	89,997.00	7,731.51	11,341.60	(78,655.40)	12.60%
512173	Training Services	287,956.00	7,929.71	196,075.12	(91,880.88)	68.09%
512178	Support Services	64,660.00	3,102.54	61,856.23	(2,803.77)	95.66%
512179	Subscriptions	600.00	338.00	550.15	(49.85)	91.69%
512181	On The Job Training - Services	290,500.00	10,500.00	163,005.28	(127,494.72)	56.11%
512201	Intergovernmental Agreements	11,000.00	-	-	(11,000.00)	0.00%
512211	Agency Payments	11,154,260.00	855,248.58	9,047,730.80	(2,106,529.20)	81.11%
512214	Client Support Fund	2,899,276.00	220,919.51	2,810,188.42	(89,087.58)	96.93%
512216	Agency Payments Prior Year	19,610.00	-	14,712.46	(4,897.54)	75.03%
512341	Refuse & Garbage	1,357.00	247.23	1,075.40	(281.60)	79.25%
512343	Light, Power & Water	17,920.00	936.85	11,151.13	(6,768.87)	62.23%
512344	Telephone Services	26,923.00	1,150.85	18,160.92	(8,762.08)	67.46%
512345	General Liability	12,388.00	1,032.32	12,388.00	-	100.00%
512354	Maintenance Of Equipment	40.00	-	-	(40.00)	0.00%
512357	Maintenance Agreements	-	1,583.81	5,849.52	5,849.52	100.00%
512366	Real Estate & Space Rentals	3,383.00	282.99	4,589.23	1,206.23	135.66%
512531	Fleet Equipment/Vehicle Svcs.	4,260.00	149.11	3,672.70	(587.30)	86.21%
512536	Copier Charges	13,802.00	123.31	4,700.21	(9,101.79)	34.05%
512537	Mail Room Charges	6,824.00	127.10	5,531.44	(1,292.56)	81.06%
512551	License Replacement	11,152.00	929.35	11,152.20	0.20	100.00%
512552	TS Indirect	215,358.00	-	197,091.40	(18,266.60)	91.52%
512553	Infrastructure Replacement	6,232.00	519.33	6,231.96	(0.04)	100.00%
512554	County Indirect Charges	571,425.00	47,618.75	571,425.00	-	100.00%
512556	Dept Support/Direct	100,969.00	8,414.12	100,969.00	-	100.00%
512611	Office Supplies & Expense	22,353.00	2,020.19	16,865.89	(5,487.11)	75.45%
512613	Professional Licenses	23,914.00	65.00	17,984.41	(5,929.59)	75.20%
512614	Printing & Binding	12,165.00	32.00	7,570.43	(4,594.57)	62.23%
512615	Advertising & Publicity	10,540.00	-	5,185.00	(5,355.00)	49.19%
512617	Photo/Video Supplies & Svcs	4,945.00	1,245.00	3,320.00	(1,625.00)	67.14%
512618	Postage	1,480.00	15.00	1,134.25	(345.75)	76.64%
512619	Radio/Communic Supplies & Svcs	5.00	-	4.31	(0.69)	86.20%
512620	Dues & Memberships	-	-	16,512.99	16,512.99	100.00%
512621	DP Supplies And Access	142,703.00	644.94	127,852.68	(14,850.32)	89.59%
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	429.97	24,177.72	(1,022.28)	95.94%
512712	Food	800.00	23,696.00	55,312.68	54,512.68	6914.09%
512713	Clothing	-	-	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	-	13,744.63	(6,758.37)	67.04%
512815	Committee Stipends & Expense	8,100.00	-	4,771.01	(3,328.99)	58.90%
512821	Outside Education & Travel	46,881.00	(500.00)	33,425.83	(13,455.17)	71.30%
512822	County Training Classes	1,867.00	-	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	-	657.47	(227,731.53)	0.29%
512914	Parking	648.00	-	648.00	-	100.00%
	<b>Materials and Services</b>	<b>16,401,296.00</b>	<b>1,196,533.07</b>	<b>13,609,935.63</b>	<b>(2,791,360.37)</b>	<b>82.98%</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	25,494.01	305,929.00	-	100.00%
532900	Intrafund Transfer	500,737.00	-	413,560.57	(87,176.43)	82.59%
	<b>Other Expenditures</b>	<b>806,666.00</b>	<b>25,494.01</b>	<b>719,489.57</b>	<b>(87,176.43)</b>	<b>89.19%</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>22,931,858.00</b>	<b>1,676,609.49</b>	<b>18,198,996.76</b>	<b>(4,732,861.24)</b>	<b>79.36%</b>
	<b>Revenues Over (Under) Expenditures</b>	<b>-</b>	<b>(1,127,016.09)</b>	<b>(369,945.21)</b>	<b>(369,945.21)</b>	