

MINUTES

HUMAN SERVICES COMMISSION

Online GoToMeeting

Monday, July 20, 2020
12:15 p.m.

PRESENT: Marilee Woodrow *Chair*, Shaun Londahl *At Large Officer*; Chris Pryor, Claire Syrett, Gabrielle Guidero, and Joe Berney, Members; Stephanie Jennings, Teresa Kennedy, Jason Dedrick and Brooke Freed City of Eugene Staff; Erin Fifield City of Springfield Staff; Steve Manela, Alex Dreher, Sarai Johnson, Amanda Borta, Lyn Oliver, Robin Scott, Lane County Staff; David Saez, Kelly Sutherland, Lise Schellman, Michelle Hankes, Mike Fleck, Susan Paiement, and Tom Mulhern, Guests.

ABSENT: Pat Farr, Member.

I. CALL TO ORDER

Chair convened the meeting at 12:15 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 June 15, 2020
- Statement of Revenue and Expenditures as of June 30, 2020

Members discussed the preliminary financial report.

Ms. Oliver noted the final report would correct the error in posting in the account number 512712 for food, and 512211 will include the contract payments expected in the next few days.

Claire Syrett moved to adopt the consent agenda.

Chris Pryor provided the second. The motion passed.

IV. MANAGER'S UPDATE

Mr. Manela said that on Monday, July 27, 2020 Joint Housing and Shelter Strategist Sarai Johnson will be presenting to the Joint Elected Officials (JEO) of Lane County and the City of Eugene the *Weather Strategies 20-21 Proposal*, and the *Homelessness Systems Update 2020*. Officials will also discuss the two items approved by the legislature in their special session: 1) Emergency Shelter Siting to provide flexibility around siting shelters for people experiencing homelessness and allow a 90-day window to identify sites for municipalities to consider for shelter siting; and 2) the extension of the Eviction Moratorium through the end of September. Mr. Manela noted that out of the \$933,000 received from the State Funded rental assistance emergency board, agencies have served 240 households and 71 percent has been expended. A portion of the funding is being held back until there is clarification of whether the federal COVID Relief Funds (CRF) can be spent on non-residents.

Ms. Dreher noted that the online rental assistance process opened up Wednesday, July 8 and a little over 1,100 applications were received.

Members discussed the agencies and populations served by them.

Mr. Manela said the HSD began processing the additional Low Income Energy Assistance Program (LIEAP) funds amounting to close to \$1 million. The office is working with Senator Wyden due to its current provision that the funds must be a direct grant to the recipient rather than our regular process of batching checks to the utilities to make payments to the client accounts.

V. EUGENE-SPRINGFIELD CDBG-CV ALLOCATIONS

City of Eugene Senior Management Analyst Stephanie Jennings displayed the memorandum from the Housing Policy Board, *Update on CDBG-CV Allocation and Substantial Amendment Process* which included the *Draft Eugene CDBG-CV Funding Allocation Summary HUD Program Year 2020*. Staff will present these materials to the Eugene City Council on July 27, 2020 and submit the proposed allocation to HUD as a Substantial Amendment to the 2020 Action Plan. Following HUD approval, staff will commence implementation of the proposed activities. Ms. Jennings summarized the process and reviewed the allocation summary.

Community Development Analyst Erin Fifield reviewed the City of Springfield FY 2020-21 CDBG Revenues – substantial amendment and displayed it onscreen. Noting this was approved by the Springfield City Council on July 6, 2020, Ms. Fifield said the process was similar to City of Eugene which included publishing a draft, making it available for public comment and holding public hearings. She said the City Council has directed the City Manager to work with Lane County to implement the funds.

VI. CSBG IMPLEMENTATION PLAN

Accounting Analyst Lyn Oliver displayed onscreen the Draft CARES Community Services Block Grant (CSBG) & Budget Committee Allocation FY 2021. She reviewed the resources and expenses and detailed the basic needs funds.

VII. LANE COUNTY ESG-CV-1 ALLOCATIONS

Program Services Coordinator Amanda Borta reviewed the Draft ESG-CV Community Investment Planning Narrative and displayed the document onscreen. She noted the recommendations for *Street Outreach* system-wide and for emergency health and mental health services; *Emergency Shelter* for single adults which could occur at the River Avenue facility, in sprung structures or modular units, hotel/motel vouchers, a clustered shelter using an existing facility for high medical needs, and a clustered shelter for the general population; *Other Non-Congregate or Alternative Shelter Options* for single adults such as the rest stop/safe sleeping model; *Rapid Rehousing* for single adults and *Homelessness Prevention*.

Members discussed the options, costs and the needs of the populations.

Mr. Manela said this will be presented at the JEO meeting July 27 and the BCC will make the final decision.

VIII. SOCIAL SERVICE COVID-19 RECOVERY PLANNING

Mr. Manela said that as part of the COVID-19 recovery planning each of the jurisdictions have a social service element. One of the elements in the Lane County planning is workforce development which is putting services in place and working with the Workforce Development Board to assist people who lost employment due to COVID-19. Another collaboration with the Human Services Division (HSD) is with Lane County Behavioral Health Management Group and Senior & Disability Services to assist vulnerable and mentally ill people, and seniors to ensure that they have a better outcome should they need to isolate or if they are unhoused. Mr. Manela related that he will present a PowerPoint presentation to the group for an overall look at the services and strategies.

IX. NEXT MEETING

The next regularly HSC meeting is Monday, August 17, 2020.

Mr. Manela remarked that while the HSC has historically recessed during August, at this time with the COVID-19 pandemic and funding allocation decisions it would be best to have an August meeting to make sure your input is captured as we move forward prior to implementing. The office will send out an e-mail determining the availability of HSC members.

X. ADJOURNMENT

The meeting adjourned at 12:37 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 September 30, 2020

**Percent
of Year**
25.21%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	747,929.00	85,932.16	72,550.16	(675,378.84)	9.70%
451301	Fema	-	-	2,500.00	2,500.00	100.00%
451351	Health & Human Services	4,811,007.00	197,820.48	468,138.96	(4,342,868.04)	9.73%
451369	SAMHSA	411,212.00	-	-	(411,212.00)	0.00%
451401	Housing & Comm Development	3,622,311.00	73,265.62	(35,655.35)	(3,657,966.35)	-0.98%
451901	Miscellaneous Federal	7,219,844.00	83,141.11	40,163.76	(7,179,680.24)	0.56%
453120	Community Services Block Grant	1,036,577.00	20,057.00	29,893.00	(1,006,684.00)	2.88%
453143	Coordinated Care Org-CCO	200,000.00	-	(100,000.00)	(300,000.00)	-50.00%
453144	Coronavirus Relief Fund	-	64,717.34	103,255.52	103,255.52	100.00%
453190	Miscellaneous State	1,291,023.00	207,261.43	8,548.08	(1,282,474.92)	0.66%
453403	Homeless Shelters	3,614,681.00	1,234,671.00	985,680.00	(2,629,001.00)	27.27%
453830	Veterans Affairs	252,597.00	-	-	(252,597.00)	0.00%
453910	Miscellaneous State Revenue	1,724,423.00	94,476.77	96,074.77	(1,628,348.23)	5.57%
455120	Eugene	2,566,738.00	173,808.00	-	(2,566,738.00)	0.00%
455160	Springfield	554,870.00	-	-	(554,870.00)	0.00%
456120	Community Law Enforcement	-	26,648.00	26,648.00	26,648.00	100.00%
466740	Trillium/OHP FEES	315,566.00	74,788.85	74,788.85	(240,777.15)	23.70%
466910	Miscellaneous Svc Charges	30,327.00	1,194.00	3,448.00	(26,879.00)	11.37%
466915	Special Projects	38,331.00	-	-	(38,331.00)	0.00%
466950	Private Donations	183,055.00	-	90,000.00	(93,055.00)	49.17%
466980	Refunds & Reimbursements	-	-	42.30	42.30	100.00%
496110	Fund Balance Carryover	2,067,975.00	2,488,275.51	2,488,275.51	420,300.51	120.32%
498510	Transfer Fr General Fund (100)	866,800.00	216,700.00	216,700.00	(650,100.00)	25.00%
498515	Transfer fr General Fd Ongoing	1,565,171.00	391,292.75	391,292.75	(1,173,878.25)	25.00%
498900	Intrafund Transfer	586,943.00	81,526.98	81,526.98	(505,416.02)	13.89%
	Total Revenues	33,707,380.00	5,515,577.00	5,043,871.29	(28,663,508.71)	14.96%
	Personnel and Fringe	4,934,886.00	323,212.60	868,926.76	(4,065,959.24)	17.61%
512111	Professional & Consulting	28,288.00	16,508.19	37,440.11	9,152.11	132.35%
512173	Training Services	252,500.00	36,573.78	38,474.51	(214,025.49)	15.24%
512178	Support Services	-	9,505.41	11,489.88	11,489.88	100.00%
512179	Subscriptions	600.00	-	-	(600.00)	0.00%
512181	On The Job Training - Services	325,500.00	-	3,500.00	(322,000.00)	1.08%
512211	Agency Payments	18,641,545.00	1,472,900.20	2,627,583.40	(16,013,961.60)	14.10%
512214	Client Support Fund	5,785,629.00	261,188.34	780,864.13	(5,004,764.87)	13.50%
512216	Agency Payments Prior Year	-	176,346.04	176,346.04	176,346.04	100.00%
512341	Refuse & Garbage	1,750.00	75.56	1,269.31	(480.69)	72.53%
512343	Light, Power & Water	22,100.00	1,036.92	1,036.92	(21,063.08)	4.69%
512344	Telephone Services	31,805.00	4,250.08	4,918.28	(26,886.72)	15.46%
512345	General Liability	14,498.00	1,208.18	3,624.54	(10,873.46)	25.00%
512366	Real Estate & Space Rentals	15,396.00	390.99	1,064.97	(14,331.03)	6.92%
512531	Fleet Equipment/Vehicle Svcs.	5,482.00	1,971.41	2,178.37	(3,303.63)	39.74%
512536	Copier Charges	11,475.00	172.01	319.10	(11,155.90)	2.78%
512537	Mail Room Charges	5,438.00	185.95	357.80	(5,080.20)	6.58%
512551	License Replacement	11,479.00	956.59	2,869.77	(8,609.23)	25.00%
512552	TS Indirect	224,810.00	18,734.18	56,202.54	(168,607.46)	25.00%
512553	Infrastructure Replacement	5,875.00	489.58	1,468.74	(4,406.26)	25.00%
512554	County Indirect Charges	537,047.00	44,753.92	134,261.76	(402,785.24)	25.00%
512555	TS Direct	93.00	9.25	27.75	(65.25)	29.84%
512556	Dept Support/Direct	138,703.00	34,675.77	34,675.77	(104,027.23)	25.00%
512558	PC Replacement Services	9,375.00	781.24	2,343.72	(7,031.28)	25.00%
512611	Office Supplies & Expense	19,897.00	1,746.70	3,002.94	(16,894.06)	15.09%
512613	Professional Licenses	36,476.00	8,344.00	17,880.00	(18,596.00)	49.02%
512614	Printing & Binding	6,900.00	151.71	325.67	(6,574.33)	4.72%
512615	Advertising & Publicity	5,400.00	-	-	(5,400.00)	0.00%
512617	Photo/Video Supplies & Svcs	7,445.00	-	-	(7,445.00)	0.00%
512618	Postage	300.00	80.20	144.95	(155.05)	48.32%
512619	Radio/Communic Supplies & Svcs	5.00	-	-	(5.00)	0.00%
512621	DP Supplies And Access	129,931.00	107,118.41	109,987.99	(19,943.01)	84.65%
512622	DP Equipment	2,700.00	58.48	4,522.90	1,822.90	167.51%
512626	Small Office Furniture	2,850.00	-	193.99	(2,656.01)	6.81%
512712	Food	500.00	-	-	(500.00)	0.00%
512716	Miscellaneous Supplies	2,400.00	-	-	(2,400.00)	0.00%
512721	Special Supplies	6,100.00	-	-	(6,100.00)	0.00%
512727	Safety Supplies	300.00	-	-	(300.00)	0.00%
512751	Medical Supplies	-	38.10	38.10	38.10	100.00%
512811	Business Expense & Travel	17,757.00	28.63	247.57	(17,509.43)	1.39%
512815	Committee Stipends & Expense	9,800.00	-	40.00	(9,760.00)	0.41%
512821	Outside Education & Travel	38,009.00	897.00	996.00	(37,013.00)	2.62%
512822	County Training Classes	100.00	-	-	(100.00)	0.00%
512823	Training Services & Materials	11,289.00	-	6,735.45	(4,553.55)	59.66%
512911	Miscellaneous Payments	144,351.00	-	-	(144,351.00)	0.00%
512914	Parking	500.00	648.00	648.00	148.00	129.60%
	Materials and Services	26,512,398.00	2,201,824.82	4,067,080.97	(22,445,317.03)	15.34%
	Capital Projects/Outlay	-	-	-	-	100.00%
	Debt Service	-	-	-	-	100.00%
532125	Transfer to Spec RevFd Ongoing	325,071.00	81,267.75	81,267.75	(243,803.25)	25.00%
532900	Intrafund Transfer	586,944.00	81,526.98	81,526.98	(505,417.02)	13.89%
	Other Expenditures	912,015.00	162,794.73	162,794.73	(749,220.27)	17.85%
992920	Operational Reserves	1,348,081.00	-	-	(1,348,081.00)	0.00%
	Reserves	1,348,081.00	-	-	(1,348,081.00)	0.00%
	Total Expenditures	33,707,380.00	2,687,832.15	5,098,802.46	(28,608,577.54)	15.13%
	Revenues Over (Under) Expenditures	-	2,827,744.85	(54,931.17)	(54,931.17)	