

MINUTES

HUMAN SERVICES COMMISSION

Remote/GoToMeeting

January 25, 2021
12:15 p.m.

PRESENT: Marilee Woodrow *Chair*, Shaun Londahl *Vice Chair*, Claire Syrett, Matt Keating, Pat Farr, Laurie Trieger, Members; Erin Fifield City of Springfield Staff, Jason Dedrick, Brooke Freed, and Regan Watjus City of Eugene Staff, Sarai Johnson, Steve Manela, Alex Dreher, Daina Davisson, Lisè Stuart, Lyn Oliver, Lane County Staff; Michelle Hankes, Mike Fleck, Sue Paiement, Lise Schellman, and Tom Mulhern, Guests.

ABSENT: None

I. CALL TO ORDER

Chair Marilee Woodrow convened the meeting at 12:16 p.m. Those present introduced themselves.

II. PUBLIC COMMENT

There was no one wishing to give public comment.

III. CONSENT AGENDA

- Minutes of December 21, 2020
- Statement of Revenue and Expenditures as of December 31, 2020
Claire Syrett moved to approve the Consent Agenda.
Pat Farr provided the second. The motion passed.

IV. OFFICER ELECTIONS

Mr. Manela noted that the Human Services Commission (HSC) selects officers on the calendar year as elected officials are appointed to the Commission by their jurisdictions annually. He explained that the officer positions are Chair and Vice Chair, currently Marilee Woodrow from the Springfield City Council and Shaun Londahl from the Eugene Budget Committee. Historically a third position serves “at large” in order to represent all three jurisdictions. As this is the first meeting for Councilor Matt Keating and Commissioner Laurie Trieger it is suggested to hold your election in the month of February to allow folks to consider the new officers.

Ms. Woodrow said she had served as Chair for the last two years and would like to see someone else serve.

Mr. Londahl said his term on the Budget Committee will end in June so he will not continue as Vice Chair.

Mr. Manela said that elections will be held in February and invited anyone interested in serving as an officer to contact him for more information.

V. MANAGER’S REPORT

Mr. Manela reported that the Human Services Division (HSD) will be receiving \$11.5 million from the Department of Treasury for COVID-19 rental assistance. Additionally the State of Oregon Legislative Emergency Board will be allocating \$50 million for direct rental assistance with the first \$25 million to be sent out this week. That is approximately \$6 to \$7 million of State funding in addition to the Department of Treasury funding. Also the State received a direct allocation of \$197 million for rental assistance with the decisions on policy not yet made. He remarked that when the programs open there will be close to \$20 million of rental assistance to dispense. The HSD is planning to use the infrastructure with the non-profit agencies and the coordination of the HSD office that was established with the previous money received through the State of Oregon that was Federal CRF dollars. There is as yet no update from the State on their allocation of the Emergency Solutions Grant (ESG) funds. Due to the extensive work to implement the additional programs and resources and helping the community during a global pandemic staff is spending much less time on strategic planning. He added that for the short term that is how the HSD is measuring success. He anticipated that for the next two years staff will begin to look at planning and outcomes.

Ms. Fifield in the chatbox: Can a percentage of the \$20 million be used to pay for non-profit staffing costs to deliver the additional rent assistance?

Mr. Manela replied that the Department of Treasury funds allow for direct admin costs of rental assistance can be covered. He reflected on previous HSC discussions around federal and state dollars received that don't come with adequate admin costs. The State of Oregon is considering allowing up to 15 percent of funds to be spent on administration. He noted that often times the HSC general fund dollars are directed strategically against priorities and to shore up the state and federal funding, whereas the COVID-19 funding is specifically narrowed to respond to folks who are impacted by COVID-19.

VI. FINANCIAL UPDATE

Financial Management Analyst Lyn Oliver displayed the *Lane County Human Services Subrecipients* document on the screen noting the detailed documents were included in the meeting packet. Referring members to the first document, *COVID and Winter Warming Response*, she said this indicated the funding and subcontracting projects total of \$119,368.8 million dollars. She remarked that this was not a comprehensive final amount as additional funds were anticipated especially in the area of rent relief and energy assistance. Notification was received that FEMA reimbursement had changed from 75 percent reimbursement to 100 percent so that line item will likely change as well. The majority of funding will expire in December 2021, however there are some longer term projects that extend out into 2022, especially the ESG and CSBG projects.

Ms. Oliver referred to the handout noting that there were a number of vendors only indicated as TBD meaning the projects still in development or in the procurement process. The \$11 million in rent relief Mr. Manela spoke of earlier was not programmed as yet but will be added to that \$19 million. The COVID and winter warming allocation plan to date was 45 percent to go toward rent relief and homeless prevention, 24 percent to alternative and seasonal shelters, 12 percent to energy assistance and to a lesser percent to support housing outreach and basic needs.

Ms. Oliver reviewed the line items with members noting the detailed changes in the Budget by Revenue and Expense from the Technical Budget and through the Supplementals. She drew attention to the new Real Estate and Space Rental line item expense of \$499,000 which is the leasing of a non-congregate motel shelter. Lane County entered into an agreement with the owner for the leasing of this space through June of 2021, with the operations and services subcontracted. Special Projects was the purchase of pallet shelters and an additional \$978,000 of expenses. Ms. Oliver remarked that while it was extremely fortunate for the community to receive this large amount of funding it had come with additional challenges.

Responding to a question about the motel/hotel use, Mr. Manela said that one 47-unit motel was in place. Staff were working on a second one specifically for folks who are prioritized homeless, with chronic health conditions and at risk for COVID-19 and a non-congregate shelter. He clarified that this was not leasing a motel, but putting up families in motel units.

Responding to a question about the use of Human Services reserves, Ms. Oliver said that while they looked healthy they weren't enough to cover the extensive amount of additional funding.

Members discussed additional challenges faced during the pandemic such as access to computers and internet.

Ms. Dreher noted in the chatbox the link for Coronavirus relief funds being used to increase broadband internet access: <https://amp.registerguard.com/amp/5625023002>

VII. OVERVIEW OF PANEL DISCUSSION

Program Services Coordinator Alex Dreher proposed panel discussions of current providers and local agencies in anticipation of the upcoming RFP process. She referred to the previous year's panel discussions which were focused on food insecurity, early childhood intervention and community access centers. This year's panels would be around shelter, homeless prevention, and homeless access centers.

Members discussed how helpful the panels were in the past.

Agreeing, Ms. Woodrow suggested that the panelist information be shared with members before the meeting to allow questions to be submitted to Ms. Dreher which could be incorporated and help to focus the presentations.

Ms. Dreher said she will send members a list of providers for the February meeting.

Ms. Trieger requested to include specific comments of the provider efforts and strategies to serve communities of color, people with physical disabilities and other marginalized or under represented populations.

Members discussed their interest in the panel discussions and ideas for questions.

Ms. Dreher noted the comments and said she would add them to the slate of standard questions sent to the providers. She added the monthly topics to the chatbox: Shelter Providers in February, Homeless Prevention in March, and Access Centers in April.

VIII. PLANNING AND POLICY DISCUSSION

Mr. Manela referred to earlier discussions of the Human Services Commission (HSC) regarding financial policies and the key financial policy issues around the amount of administrative funding for the human services agencies. Historically the amount the HSD provided was up to 15 percent for admin, and often local funds were used to bolster what state and federal didn't provide. Three years ago this amount was reduced, and last year Lane County and the City of Eugene were able to provide a 1.6 percent cost of living increase. The HSD contract team put that into its base allocation, and the City of Eugene Budget Committee approved a one-time expense last year.

Mr. Manela said another item to consider changing is the policy that HSD contracts need to leverage 15 percent of the cost of the projects. This can be through fundraising, volunteers or other means. We've heard from providers that this was extremely difficult, particularly during a recession.

Agreeing, Claire Syrett hoped to hear about this challenge from the panel discussions.

Members discussed temporary relief of "hazard pay" during COVID, and other options to offset the burdens to the non-profits.

Mr. Manela summarized that members were interested in supporting the non-profits and were interested in moving the percentage up to 95 percent, and also to calculate if the admin were to increase back up to 15 percent and what those numbers would look like for the HSD budget.

Mr. Londahl remarked that the previous year's discussion included real budget numbers which significantly enhanced the discussion and decision making.

Referring to onboarding for new members, Mr. Manela said he will work with staff and propose date/time options later in the week.

IX. NEXT MEETING

The next regularly HSC meeting is February 15 which is a holiday. Members agreed to meet on the 4th Monday, February 22, 2021.

X. ADJOURNMENT

The meeting adjourned at 1:28 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 January 31, 2021

Percent
of Year
58.90%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	747,929.00	-	204,886.94	(543,042.06)	27.39%
451301	Fema	375,000.00	-	2,500.00	(372,500.00)	0.67%
451351	Health & Human Services	4,069,006.00	91,150.00	957,275.74	(3,111,730.26)	23.53%
451369	SAMHSA	411,212.00	-	60,831.13	(350,380.87)	14.79%
451401	Housing & Comm Development	6,545,532.00	138,331.00	1,050,986.12	(5,494,545.88)	16.06%
451901	Miscellaneous Federal	7,347,156.00	11,518,059.31	11,787,154.59	4,439,998.59	160.43%
453120	Community Services Block Grant	1,015,320.00	14,125.00	244,804.00	(770,516.00)	24.11%
453143	Coordinated Care Org-CCO	200,000.00	-	(23,991.81)	(223,991.81)	-12.00%
453144	Coronavirus Relief Fund	2,998,404.00	698,463.91	1,527,593.78	(1,470,810.22)	50.95%
453190	Miscellaneous State	1,516,404.00	60,271.34	341,095.07	(1,175,308.93)	22.49%
453403	Homeless Shelters	4,216,887.00	359,257.00	6,716,977.00	2,500,090.00	159.29%
453444	Immune Action & Babies 1st	742,001.00	-	-	(742,001.00)	0.00%
453830	Veterans Affairs	249,596.00	-	62,399.00	(187,197.00)	25.00%
453910	Miscellaneous State Revenue	213,049.00	372,001.00	1,360,008.77	1,146,959.77	638.35%
455120	Eugene	3,016,738.00	479,809.68	1,331,027.95	(1,685,710.05)	44.12%
455160	Springfield	584,870.00	106,284.18	186,410.18	(398,459.82)	31.87%
456190	Miscellaneous Cities	-	(1,500.00)	23,500.00	23,500.00	100.00%
466740	Trillium/OHP FEES	315,566.00	38,625.53	175,800.31	(139,765.69)	55.71%
466910	Miscellaneous Svc Charges	30,327.00	3,230.00	9,669.25	(20,657.75)	31.88%
466915	Special Projects	38,331.00	5,760.32	12,624.04	(25,706.96)	32.93%
466950	Private Donations	183,055.00	-	90,000.00	(93,055.00)	49.17%
466980	Refunds & Reimbursements	792.00	-	47,330.30	46,538.30	5976.05%
486100	Investment Earnings	-	524.69	4,589.67	4,589.67	100.00%
496110	Fund Balance Carryover	2,488,277.00	-	2,488,275.51	(1.49)	100.00%
498510	Transfer Fr General Fund (100)	2,000,912.00	783,756.00	1,217,156.00	(783,756.00)	60.83%
498515	Transfer fr General Fd Ongoing	1,565,171.00	391,292.75	1,173,878.25	(391,292.75)	75.00%
498900	Intrafund Transfer	586,943.00	115,062.05	282,909.26	(304,033.74)	48.20%
Total Revenues		41,458,478.00	15,174,503.76	31,335,691.05	(10,122,786.95)	75.58%
Personnel and Fringe		4,944,687.00	353,850.87	2,401,818.15	(2,542,868.85)	48.57%
512111	Professional & Consulting	50,710.00	252.81	34,916.55	(15,793.45)	68.86%
512173	Training Services	292,500.00	25,436.56	116,256.67	(176,243.33)	39.75%
512178	Support Services	-	1,013.90	40,529.41	40,529.41	100.00%
512179	Subscriptions	600.00	-	-	(600.00)	0.00%
512181	On The Job Training - Services	235,000.00	9,189.75	59,014.43	(175,985.57)	25.11%
512211	Agency Payments	25,468,546.00	1,818,656.36	11,776,097.06	(13,692,448.94)	46.24%
512214	Client Support Fund	5,240,751.00	490,144.14	3,247,395.65	(1,993,355.35)	61.96%
512216	Agency Payments Prior Year	-	-	176,346.04	176,346.04	100.00%
512341	Refuse & Garbage	1,750.00	(405.70)	(193.85)	(1,943.85)	-11.08%
512343	Light, Power & Water	22,100.00	1,555.45	7,059.06	(15,040.94)	31.94%
512344	Telephone Services	32,693.00	1,968.52	14,079.20	(18,613.80)	43.06%
512345	General Liability	14,498.00	1,208.08	8,457.28	(6,040.72)	58.33%
512366	Real Estate & Space Rentals	515,396.00	372,080.16	396,280.01	(119,115.99)	76.89%
512531	Fleet Equipment/Vehicle Svcs.	5,482.00	170.47	3,077.68	(2,404.32)	56.14%
512536	Copier Charges	11,475.00	159.26	994.41	(10,480.59)	8.67%
512537	Mail Room Charges	5,438.00	248.29	1,334.24	(4,103.76)	24.54%
512551	License Replacement	11,479.00	956.59	6,696.13	(4,782.87)	58.33%
512552	TS Indirect	224,810.00	18,734.18	131,139.26	(93,670.74)	58.33%
512553	Infrastructure Replacement	5,875.00	489.58	3,427.06	(2,447.94)	58.33%
512554	County Indirect Charges	537,047.00	44,753.92	313,277.44	(223,769.56)	58.33%
512555	TS Direct	93.00	9.25	64.75	(28.25)	69.62%
512556	Dept Support/Direct	138,703.00	11,558.59	80,910.13	(57,792.87)	58.33%
512558	PC Replacement Services	9,375.00	781.24	5,468.68	(3,906.32)	58.33%
512611	Office Supplies & Expense	17,897.00	474.46	6,585.85	(11,311.15)	36.80%
512613	Professional Licenses	36,476.00	-	17,880.00	(18,596.00)	49.02%
512614	Printing & Binding	6,300.00	28.70	2,524.60	(3,775.40)	40.07%
512615	Advertising & Publicity	5,400.00	3,865.00	3,940.00	(1,460.00)	72.96%
512617	Photo/Video Supplies & Svcs	7,445.00	-	-	(7,445.00)	0.00%
512618	Postage	300.00	-	254.95	(45.05)	84.98%
512619	Radio/Communic Supplies & Svcs	5.00	2.10	2.62	(2.38)	52.40%
512620	Dues & Memberships	-	4,822.41	4,822.41	4,822.41	100.00%
512621	DP Supplies And Access	129,931.00	2,191.56	113,737.63	(16,193.37)	87.54%
512622	DP Equipment	13,229.00	(836.84)	15,895.58	2,666.58	120.16%
512626	Small Office Furniture	2,892.00	-	383.98	(2,508.02)	13.28%
512712	Food	500.00	-	-	(500.00)	0.00%
512716	Miscellaneous Supplies	2,400.00	50.94	50.94	(2,349.06)	2.12%
512721	Special Supplies	6,100.00	3,397.66	5,797.26	(302.74)	95.04%
512727	Safety Supplies	300.00	38.10	38.10	(261.90)	12.70%
512751	Medical Supplies	-	(38.10)	-	-	100.00%
512811	Business Expense & Travel	17,757.00	1,633.21	2,481.68	(15,275.32)	13.98%
512815	Committee Stipends & Expense	9,800.00	-	40.00	(9,760.00)	0.41%
512821	Outside Education & Travel	36,139.00	-	2,277.71	(33,861.29)	6.30%
512822	County Training Classes	100.00	-	35.00	(65.00)	35.00%
512823	Training Services & Materials	15,589.00	-	6,735.45	(8,853.55)	43.21%
512911	Miscellaneous Payments	123,994.00	(9.00)	162,633.96	38,639.96	131.16%
512914	Parking	650.00	4.00	652.00	2.00	100.31%
Materials and Services		33,257,525.00	2,814,585.60	16,769,397.01	(16,488,127.99)	50.42%
522830	Special Projects	978,300.00	-	978,300.00	-	100.00%
Capital Projects/Outlay		978,300.00	-	978,300.00	-	100.00%
Debt Service		-	-	-	-	100.00%
532125	Transfer to Spec RevFd Ongoing	325,071.00	27,089.25	189,624.75	(135,446.25)	58.33%
532900	Intrafund Transfer	586,944.00	115,062.05	282,909.26	(304,034.74)	48.20%
Other Expenditures		912,015.00	142,151.30	472,534.01	(439,480.99)	51.81%
992920	Operational Reserves	1,365,951.00	-	-	(1,365,951.00)	0.00%
Reserves		1,365,951.00	-	-	(1,365,951.00)	0.00%
Total Expenditures		41,458,478.00	3,310,587.77	20,622,049.17	(20,836,428.83)	49.74%
Revenues Over (Under) Expenditures		-	11,863,915.99	10,713,641.88	10,713,641.88	