

MINUTES

POVERTY AND HOMELESSNESS BOARD

Executive Committee

Remote/Zoom

November 18, 2021

12:00 – 1:30 p.m.

PRESENT: Kris McAlister *Chair*, Pat Farr *Vice Chair on Poverty*, Lucy Vinis, Mattias Smith, and Sean VanGordon, Executive Committee Members; Erin Fifield, City of Springfield Staff; Steve Manela, Sarai Johnson, Amanda Borta, James Ewell, Lisë Stuart, Maria Cortez, Lane County Staff; Katharine Ryan, PHB Member; Mike Fleck and Dr. Willy Foster, Member Candidates; Dan Bryant, Michelle Hanks, Richard Self, Guests.

ABSENT: Brittany Quick-Warner, Member.

WELCOME AND AGENDA REVIEW

Chair Kris McAlister convened the meeting at 12:05 p.m. Mr. McAlister asked for a moment of silence for an unhoused man who was murdered in the Hwy 99 area.

CONSENT AGENDA

- Approve Minutes from September 16, 2021 Executive Committee meeting
- Accept Financials

Pat Farr moved to approve the consent agenda

Lucy Vinis provided the second. The motion passed.

COORDINATED ENTRY STAKEHOLDER COMMITTEE PROPOSAL

Sr Program Services Coordinator James Ewell displayed the Charter for the Coordinated Entry Stakeholder Committee. The objective is to create and maintain a Committee made up of stakeholders and community partners that will focus on advising the Poverty and Homelessness Board on improvements to the Lane County Coordinated Entry system. The role of the Committee will be to recommend improvements related to the four core elements of Coordinated Entry (CE) and changes to policies and procedures, to advise the PHB on initiatives aimed to address the TAC report recommendations related to CE, to assess existing CE systems utilizing HUD's Coordinated Entry Process Self-Assessment tool to find areas of improvement not previously identified and provide recommendation to the PHB as applicable, and to advise the PHB on alternative/improved assessment tools that address equity issues identified within the VI-SPDAT. Mr. Ewell noted that voting membership will consist of at least one PHB member, at least two individuals with lived experience, as well as a minimum of five and maximum of eleven additional community members to represent a diversity of groups and stakeholders such as Youth, BIPOC, Veterans, and Domestic Violence service providers.

Members discussed other groups that might be included such as families and expressed support for continuous improvement or addressing barriers to system improvement.

Ms. Borta said that in preparation for this meeting, Brittany Quick-Warner wanted to communicate the need and interest for the business community or chamber to participate in this committee— whether as members, guests, or in an advisory capacity.

Action Requested: Approve the Coordinated Entry Stakeholder Committee Charter

Kris McAlister moved to establish the Coordinated Entry Stakeholder Committee effective December 2021.

Pat Farr provided the second. The motion passed.

WINTER STRATEGIES/HAZARDOUS WEATHER STRATEGIES

Hazardous Weather Task Force - Joint Housing and Shelter Strategist Sarai Johnson noted that this Task Force was a result of a recommendation from the Shelter Stakeholder Committee to the PHB which was carried by Pat Farr to the Board of County Commissioners (BCC). The Task Force was convened and being led by the Lane County Emergency Manager Patence Winningham-Melcher. Ms. Winningham-Melcher was able to convene with the City of Eugene and City of Springfield Emergency Managers, as well as other stakeholders including COAD, community organizations and a variety of different service partners. The impetus the Task Force was to ensure the community has a clear plan for

activating during year-round hazardous weather events and that vulnerable populations and people who were unsheltered, in particular, were safe and supported. This focus is an element of the Emergency Management existing strategies to strengthen their emergency support under a unified command structure. In order to provides mass care for vulnerable populations, and explore how to expand from a pure sheltering and feeding mission to a broader function of how to help people Shelter In Place while these events were occurring. This will create an overlay to the overall community emergency management plans with a specific focus on how to organize and coordinate with various organizations who know how to activate or would like to be a part of that effort. Ms. Johnson again invited anyone interested in to contact her or Ms. Winningham-Melcher. Contact information was placed in the chat:

- ◆ Patence Winningham-Melcher; (541) 682-3977; patence.winningham@lanecountyor.gov
- ◆ Sarai Johnson; (541) 682-6503; Sarai.JOHNSON@lanecountyor.gov

Members discussed the service provider network capacity and limitations, and the next steps.

Winter Shelter Investment Out of the Cold Funds (WSI-OOTC) - Shelter Program Services Coordinator Maria Cortez displayed her slide presentation on the meeting screen. She explained that this was the third wave of funds with the prior two waves received last winter. She noted the Scope of Need: 3,754 people actively experiencing homelessness in Lane County; 856 shelter beds in Lane County (both emergency and alternative); 113 beds available with 503 individuals on a wait list for COVID Emergency Shelter Motel Program. The COVID emergency shelter motel program started about a year ago prioritizing folks who were more susceptible to COVID-19 complications. Over 1,074 applications have been received since the program began. –

Lane County was allocated \$1.1 million out of the \$10 million statewide general funds through HB 5011 in the 2021 legislative session. The purpose was to support infrastructure, operation and service support for emergency shelters and the supportive services directly related to them. The Key Components were street outreach, emergency and transitional shelter operations which could include alternative shelter such as pallets, shelter resident financial assistance such as first and last month’s rent, transportation and other barriers to accessing shelter, acquisition for free standing units such as a Conestoga hut or pallet shelter, rehabilitation or conversion of a shelter facility, and data collection.

A key requirement is to partner with Culturally Specific Organizations and Federally Recognized Tribal. Earlier this year the HSD adopted a new Strategic Plan for Human Services with a goal of promoting equity and decreasing disparities. Lane County Health & Human Services (H&HS) employed an equity lens to discuss how decisions were made and policies created. HSD is also increasing outreach and engagement to marginalized communities, and earlier this year this board agreed to include an equity framework for the contract process. Ms. Cortez said that the deadline to expend the funds is April 30, 2022. The funding priorities were to maintain shelter operations, support winter warming, services to alternative shelters and support of pallet shelter expansion.

Ms. Cortez displayed the Estimated Allocation on the meeting screen:

Winter Shelter Operations	Support Winter Warming	Support to Alternative Shelter	Support Pallet Shelter Expansion	Administrative
\$374,228 to expand and maintain existing shelter	\$164,684 to support winter warming sites	\$363,548 for set up support for Safe Sleeping	\$169,967 for Pallet Shelter set up and logistics	\$38,000 for personnel and In house expenses

The next steps will be to reach out to CBOs for needs assessment, evaluate current contracts, finish the allocation plan by the end of November to submit a draft to the State, procurement for new projects and determine if balances exist to consultant with shelter stakeholders to determine need.

Navigation Strategies – Sarai Johnson offered a brief update on the efforts that began last year as winter strategies and became focused on creating as many non-congregate shelter options as possible and building up the network as we entered into the first year of COVID-19. The goal was to increase the ability of people to navigate from unsheltered to being housed, and look at opportunities to help folks get where they wanted to go and the available resources. One of the major goals was to improve how the system worked and help people navigate from being unsheltered or unhoused to use our Coordinated Entry system to meet them at their point of need. Coordinated Entry will be a much larger part of this along with the Navigation Center which was very specifically a 75-bed low-barrier shelter meant to help people navigate to Permanent Housing. The services at the Center will help remove barriers for people such as document retrieval and increasing their income. Ms. Johnson referred to the extremely low vacancy rate in the community with much of it due to the low housing stock. She again encouraged anyone interested in this topic to contact her and join the meetings, and to get the word out that the RFP is currently up for proposals due on December 3.

SAFE SLEEP SITES

City of Eugene Sr Program Supervisor Peter Chavannes said the City of Eugene was working to set up safe sleep sites to help save the lives of people living outside in partnership with Lane County. The City funding was focused on deployment of the sites with infrastructure development such as ground prep, providing water, electricity and sanitation as well as site management, intake, site security, resident policies and procedures and general site coordination. The County was focused on negotiating with non-profits to provide services such as medical, mental and behavioral health services, housing navigation, and basic needs supplies.

- 310 Garfield: The land was being leased from LTD and the site was operated by St. Vincent de Paul (SVDP). It opened on October 4 and has a capacity for 55 vehicles. That site was currently full with an extended waiting list.
- 410 Garfield: This was a warehouse being leased from a private entity and will be operated by SVDP. It will have a capacity of 86 tents inside the building, and a yet to be determined number of RVs and Pallet Shelters outside the building. SVDP has an opportunity to explore a new type of structure that landed at 410, and are working to determine how that will affect the site plan and outside capacity.
- 1250 Bailey Hill: This is a property owned by Arlen Rexius who leased the site to Everyone Village at no cost for five years. Mr. Chavannes noted this was a dynamic example of the private sector stepping in and taking an active and productive role. The site has capacity for 17 RVs and 15 structures which might be Pallet Shelters, Conestoga Huts, or another innovative build occurring in our community. It is anticipated that this will have a capacity for 15 people.

Mr. Chavannes said there was early optimism with an added 100 alternative tent locations and 75 to 80 vehicles locations, on top of the 100 additional alternative shelter sites through the Rest Stop program. The City has been working to expand opportunities for people to have a more stable living environment.

The City Council has approved an additional 4 sites to come online before the end of the year:

- Rosa Site: This was at the corner of Bethel Dr. and Roosevelt Blvd. owned by SquareOne Villages and will be the primary contractor for operations and working to partner with other providers for additional services. This will provide capacity for 40 structures such as Pallet Shelters or Conestoga Huts.
- Chase Commons Park: A small safe sleep site which is approved but a contractor has not been located.

Mr. Chavannes said the City continues to look for additional locations as well as explore with providers was to increase capacity to operate sites.

COUNTY UPDATES

Outreach Efforts - Sr Program Services Coordinator James Ewell said that the HSD was continuing outreach efforts for full geographic coverage of Lane County. A contract with Carry It Forward provided outreach in east and south Lane County, and the HSD outreach staff handled the west and north portions. HSD had some staffing issues as all providers were facing, but since September we are back to full outreach. The contract with HIV Alliance provided health focused outreach for mobile medical care for folks in the field. Our Coordinated Entry outreach team, although not a traditional outreach team, work closely with folks on the Coordinated Entry Wait List (CWL) to ensure that they were prepared for referral. A contract with Sheltercare also provides a non-traditional approach with the Rapid Resolution Diversion team working to engage folks who have found themselves newly homeless or anticipate becoming homeless soon. They focus on helping folks to rapidly resolve their homelessness or divert out of the homeless system by accessing family supports or other resources that they just need help with connecting to avoid becoming homeless. Additionally the HSD is

working with the City of Eugene to form a partnership around a metro Eugene street outreach team. The details of that provider contract are being finalized now. Mr. Ewell said he was also working with the City of Springfield for a metro-based street outreach team. The last two months the HSD had been hosting a bi weekly case conferencing with street outreach providers; all the ones mentioned previously as well as a variety of other providers doing street outreach. The meetings are utilized to help identify the highest vulnerable folks on the street and how to best serve them as a network of outreach providers while not duplicate services in any part of the county.

ARPA Allocation - Steve Manela said Lane County and Program Services Coordinator Alex Dreher worked with legislators to help shepherd 22 proposals that were funded as a part of budget from the State with federal American Rescue Plan (ARP) funds. He referred to the documents in the meeting packet which were funds allocated to the HSD office.

Project #1: Lane County Land Acquisition for Homeless Housing in Springfield SD1

This project will utilize \$1,500,000 State of Oregon ARPA allocation to acquire land assets in Lane County for housing development to serve people currently experiencing homelessness.

Project Budget: \$1,500,000 Oregon ARPA (Sen. Beyer), \$85,000 Lane County

Total Revenue: \$1,585,000

Project #2: Lane County Pallet Shelters SD2

Lane County Human Services Division will implement this project with \$750,000 State ARPA allocation

Project Budget: \$750,000 Oregon ARPA (Sen. Beyer)

Total Revenue: \$750,000

Project #3: Lane County HHS Nonprofit Capacity Building SD3

This project will utilize \$100,000 State of Oregon ARPA allocation to assist non-profit organizations impacted by the COVID-19 pandemic to build their operational capacity to recruit, retain and train staff to respond to the needs of residents who have been economically impacted. This assistance will be in the form of grants, training opportunities, and workforce development consultation to the non-profits.

Project Budget: \$100,000 Oregon ARPA (Rep. Nathanson), \$48,500 Lane County Workforce Services

Total Revenue: \$148,500

Project #4: Lane County HHS Landlord Engagement Program SD4

This project will utilize \$75,000 State of Oregon ARPA allocation for Lane County HHS development and operation of a Landlord Engagement Program (LEP). The LEP will be a much needed linkage between landlords and property managers. With vacant units, and households currently experiencing homelessness or at-risk of homelessness as a result of the COVID-19 pandemic economic circumstance, helping to create a housing supply where demand generally far exceeds supply.

Project Budget: \$75,000 Oregon ARPA (Rep. Nathanson), \$52,159 Lane County

Total Revenue: \$127,159

Project #8: Lane County Shelter (Brooklyn Ave) SD8

This project will utilize \$500,000 State of Oregon ARPA allocation to contribute to the rehabilitation of an existing facility to make it into an emergency shelter for literally homeless single adults. The building located on Brooklyn Ave will be used as emergency shelter for people with compromised health at risk of COVID-19, while they await Permanent Housing. The Lane County owned property is located at 15445 Brooklyn Avenue in Eugene. The site consists of approximately 0.50 acres (21,780 square feet) in total on one tax lot.

Project Timeline and Schedule: June 2021 demolition, permits architectural; July 2021 finish samples/cost estimates, August 2021 mechanical/electrical/plumbing subcontractors design and documentation

Project #9: Lane County Mobile Crisis Response SD9

This project will utilize \$400,000 State of Oregon ARPA allocation to stabilize and expand mobile crisis services in Western Lane County, Southern Lane County, and the Eugene/Springfield metro area. As these are one-time funds, we are proposing using the funds for one-time purchases rather than creating program activities that would require ongoing funding.

Project Budget: \$400,000 Oregon ARPA (Sen. Prozanski \$65,000, Sen. Beyer \$125,000, Rep. Nathanson \$210,000)

Total Revenue: \$400,000

Staffing Updates – Mr. Manela referred to the last page of the meeting packet for the HSD staffing organizational chart and the two new hires:

- Kate Budd will arrive November 29, 2021 to serve as the HSD Program Manager for housing and homeless services.
- Hillary Moran from the HSD Workforce Programs was serving in the PSC position formerly held by Alex Dreher.

PUBLIC COMMENT

There was no one wishing to give public comment.

- *Richard Self* expressed his appreciation for the continued work to assist the unhoused community. He referenced the CoC PIT Count and the changes being made so that the process works for the people we are serving. He noted the work continued on system mapping to determine a Point A for people who were unfamiliar with homeless systems and for agencies to have real time information. He expressed his interest in the Coordinated Entry Committee and volunteered to serve on the Committee.

WRAP UP/ AGENDA SETTING

The next PHB Executive Committee meeting is January 20, 2022.

ADJOURNMENT

The meeting adjourned at 1:30 p.m.

*Recorded by Diana Alldredge
Human Services Division 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, 2021

**Percent
of Year**
50.41%

Account	Description	Budget	MTD Actual	YTD Actual	Variance Over (Under)	Percent of Budget
451251	Department Of Energy	840,830.00	152,088.00	235,786.00	(605,044.00)	28.04%
451301	Fema	920,437.00	-	(1,604,014.40)	(2,524,451.40)	-174.27%
451351	Health & Human Services	3,944,492.00	545,141.00	1,120,354.11	(2,824,137.89)	28.40%
451369	SAMHSA	401,216.00	-	17,232.73	(383,983.27)	4.30%
451401	Housing & Comm Development	10,491,635.00	17,475.69	206,852.54	(10,284,782.46)	1.97%
451825	American Rescue Pln Fedrl	12,501,366.00	-	-	(12,501,366.00)	0.00%
451901	Miscellaneous Federal	29,170,533.00	-	(2,430,589.71)	(31,601,122.71)	-8.33%
453120	Community Services Block Grant	1,129,985.00	-	(14,546.00)	(1,144,531.00)	-1.29%
453143	Coordinated Care Org-CCO	200,000.00	12,247.14	73,293.29	(126,706.71)	36.65%
453144	Coronavirus Relief Fund	320,251.00	-	-	(320,251.00)	0.00%
453145	American Rescue Pln State	7,014,115.00	-	-	(7,014,115.00)	0.00%
453190	Miscellaneous State	3,647,078.00	71,997.00	762,531.18	(2,884,546.82)	20.91%
453403	Homeless Shelters	3,662,565.00	301,342.92	(2,493,876.47)	(6,156,441.47)	-68.09%
453830	Veterans Affairs	284,712.00	-	71,178.10	(213,533.90)	25.00%
453910	Miscellaneous State Revenue	5,165,070.00	15,957.00	5,236,535.00	71,465.00	101.38%
455120	Eugene	2,777,649.00	-	191,349.63	(2,586,299.37)	6.89%
455160	Springfield	309,452.00	-	40,063.00	(269,389.00)	12.95%
466740	Trillium/OHP FEES	415,356.00	-	80,487.66	(334,868.34)	19.38%
466910	Miscellaneous Svc Charges	95,096.00	791.00	4,745.00	(90,351.00)	4.99%
466915	Special Projects	39,540.00	-	-	(39,540.00)	0.00%
466950	Private Donations	223,940.00	-	36.00	(223,904.00)	0.02%
466980	Refunds & Reimbursements	-	-	(642,790.26)	(642,790.26)	100.00%
486100	Investment Earnings	-	1,951.35	20,754.13	20,754.13	100.00%
496110	Fund Balance Carryover	21,126,013.00	-	21,126,012.63	(0.37)	100.00%
498510	Transfer Fr General Fund (100)	100,000.00	100,000.00	300,000.00	200,000.00	300.00%
498515	Transfer fr General Fd Ongoing	3,063,139.00	765,784.75	2,297,354.25	(765,784.75)	75.00%
498900	Intrafund Transfer	654,827.00	(42,306.87)	128,209.20	(526,617.80)	19.58%
Total Revenues		108,499,297.00	1,942,468.98	24,726,957.61	(83,772,339.39)	22.79%
Personnel and Fringe		6,368,578.00	720,565.87	2,578,277.58	(3,790,300.42)	40.48%
512111	Professional & Consulting	65,228.00	109.71	22,604.82	(42,623.18)	34.66%
512173	Training Services	610,489.00	25,807.08	179,989.49	(430,499.51)	29.48%
512178	Support Services	-	3,129.43	11,195.41	11,195.41	100.00%
512179	Subscriptions	600.00	17.95	17.95	(582.05)	2.99%
512181	On The Job Training - Services	330,500.00	23,978.85	58,929.60	(271,570.40)	17.83%
512211	Agency Payments	60,826,386.00	3,567,488.90	25,759,938.30	(35,066,447.70)	42.35%
512212	DD/PSRB Diversion Pmts	-	-	49.09	49.09	100.00%
512214	Client Support Fund	9,238,338.00	644,972.16	3,586,121.34	(5,652,216.66)	38.82%
512216	Agency Payments Prior Year	-	-	320.00	320.00	100.00%
512341	Refuse & Garbage	1,750.00	579.35	2,206.15	456.15	126.07%
512343	Light, Power & Water	17,399.00	1,290.41	16,130.02	(1,268.98)	92.71%
512344	Telephone Services	52,617.00	3,880.25	18,399.18	(34,217.82)	34.97%
512345	General Liability	19,205.00	1,752.73	8,688.60	(10,516.40)	45.24%
512366	Real Estate & Space Rentals	923,833.00	517,706.26	1,601,633.64	677,800.64	173.37%
512531	Fleet Replacement	215,445.00	-	50.48	(215,394.52)	0.02%
512536	Copier Charges	7,001.00	225.21	1,127.50	(5,873.50)	16.10%
512537	Mail Room Charges	5,584.00	312.75	2,303.86	(3,280.14)	41.26%
512551	License Replacement	23,554.00	1,962.85	11,777.10	(11,776.90)	50.00%
512552	TS Indirect	297,983.00	24,831.93	148,991.58	(148,991.42)	50.00%
512553	Infrastructure Replacement	7,095.00	591.24	3,547.44	(3,547.56)	50.00%
512554	County Indirect Charges	563,032.00	46,919.33	281,515.98	(281,516.02)	50.00%
512556	Dept Support/Direct	173,664.00	28,943.98	86,831.94	(86,832.06)	50.00%
512558	PC Replacement Services	11,050.00	920.83	5,524.98	(5,525.02)	50.00%
512611	Office Supplies & Expense	22,681.00	612.21	6,915.34	(15,765.66)	30.49%
512613	Professional Licenses	38,725.00	375.00	375.00	(38,350.00)	0.97%
512614	Printing & Binding	6,538.00	-	3,760.46	(2,777.54)	57.52%
512615	Advertising & Publicity	3,231.00	-	91.03	(3,139.97)	2.82%
512618	Postage	250.00	8.70	182.90	(67.10)	73.16%
512619	Radio/Communic Supplies & Svcs	-	-	0.10	0.10	100.00%
512620	Dues & Memberships	-	-	1,160.00	1,160.00	100.00%
512621	DP Supplies And Access	147,048.00	423.35	114,474.13	(32,573.87)	77.85%
512622	DP Equipment	35,929.00	1,255.40	8,227.47	(27,701.53)	22.90%
512626	Small Office Furniture	26,328.00	-	99.99	(26,228.01)	0.38%
512712	Food	500.00	-	-	(500.00)	0.00%
512713	Clothing	-	-	4,312.62	4,312.62	100.00%
512716	Miscellaneous Supplies	2,400.00	-	92.93	(2,307.07)	3.87%
512721	Special Supplies	2,400.00	1,349.70	1,477.85	(922.15)	61.58%
512727	Safety Supplies	300.00	-	-	(300.00)	0.00%
512811	Business Expense & Travel	20,680.00	68.36	1,668.26	(19,011.74)	8.07%
512815	Committee Stipends & Expense	20,878.00	460.00	960.00	(19,918.00)	4.60%
512821	Outside Education & Travel	54,952.00	347.96	1,907.24	(53,044.76)	3.47%
512822	County Training Classes	350.00	-	120.00	(230.00)	34.29%
512823	Training Services & Materials	38,932.00	-	-	(38,932.00)	0.00%
512911	Miscellaneous Payments	18,448,697.00	(50,060.39)	25,632.14	(18,423,064.86)	0.14%
512914	Parking	650.00	-	683.80	33.80	105.20%
Materials and Services		92,262,222.00	4,850,261.49	31,980,035.71	(60,282,186.29)	34.66%
522120	Architectural Services	-	-	159,306.73	159,306.73	100.00%
522523	Permits & System Development	-	-	9,608.77	9,608.77	100.00%
522830	Special Projects	1,350,000.00	233,568.13	465,648.74	(884,351.26)	34.49%
Capital Projects/Outlay		1,350,000.00	233,568.13	634,564.24	(715,435.76)	47.00%
Debt Service		-	-	-	-	100.00%
532125	Transfer to Spec RevFd Ongoing	465,767.00	77,627.84	232,883.52	(232,883.48)	50.00%
532140	Transfer To Capital Fund (400)	5,000,000.00	-	-	(5,000,000.00)	0.00%
532900	Intrafund Transfer	654,827.00	(42,306.87)	128,209.20	(526,617.80)	19.58%
Other Expenditures		6,120,594.00	35,320.97	361,092.72	(5,759,501.28)	5.90%
992920	Operational Reserves	2,397,903.00	-	-	(2,397,903.00)	0.00%
Reserves		2,397,903.00	-	-	(2,397,903.00)	0.00%
Total Expenditures		108,499,297.00	5,839,716.46	35,553,970.25	(72,945,326.75)	32.77%
Revenues Over (Under) Expenditures		-	(3,897,247.48)	(10,827,012.64)	(10,827,012.64)	