



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, December 4, 2012

12:00 pm

Madison Avenue Meeting Room
500 SW Madison

Discussion/**Possible Action**

I. 2013-2014 Social Service Priorities and Policy Review
(Attachment)

Information

II. Other Business

Next Scheduled Meeting

Tuesday, December 18, 2012 at 12:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

None at this time.

MEMORANDUM

DATE: November 20, 2012
TO: Human Services Committee
FROM: Ken Gibb, Director, Community Development Department 
SUBJECT: FY 13-14 Social Service Priorities and Policy Review

I. Background

The City has for many years provided funds to agencies that assist Corvallis residents with their social service needs. In compliance with Council Policy 00-6.05 (Attachment A):

1. Policy priorities are reviewed annually for the upcoming year's funding; and
2. In accordance with 6.05.20, a full review of the policy is to be processed every three (3) years, with the last full review in 2009.

For many years, the City has contracted with United Way of Benton and Lincoln Counties to manage the City's social service allocations process. As the contract administrator, United Way appoints a citizen based committee to review funding requests including whether or not the proposal meets priorities established by the City and makes recommendations to the City for Council approval. In addition, United Way staff monitors agency performance and prepares semi-annual reports for City review. The current contract was authorized in September 2009 and establishes a 5% fee to United Way for providing this service. The contract provides for a three (3) term with two (2) additional year extensions.

Attachment B provides United Way's summary of the 2012 Grant Cycle as well an update on the Vision Council.

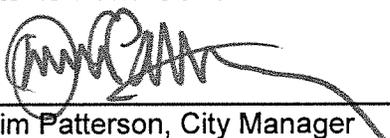
II. Discussion

Consistent with Council Policy 00-6.05, the annual determination of funding priorities is required for FY 13-14, along with a full review of the social services policy. In addition, the calendar for social service allocations must be set and the availability of funds announced.

III. Action Requested

Staff is requesting direction from HSC regarding the full policy review in early 2013. A tentative policy review schedule would include a publically noticed meeting at the first HSC meeting in January. A follow-up meeting would be scheduled for the second meeting in January to forward a recommendation to the City Council regarding the Social Service Policy, funding priorities, the allocations calendar and anticipated funding amount for FY 13-14.

Review and Concur



Jim Patterson, City Manager

CITY OF CORVALLIS

COUNCIL POLICY MANUAL

POLICY AREA 6 - COMMUNITY DEVELOPMENT

CP 00-6.05 Social Service Funding Policy

Adopted January 18, 2000

Affirmed February 5, 2001

Revised February 19, 2002

Affirmed April 7, 2003

Affirmed February 2, 2004

Affirmed February 22, 2005

Revised December 18, 2006

Revised January 22, 2008

Revised November 16, 2009

6.05.010 Purpose

To formally establish a policy for the setting of social service priorities, specify the annual allocation amount and allocation process for funding.

6.05.020 Goal

That all residents have resources to provide for basic needs.

6.05.030 Mission

The social service allocation process is intended to provide support to local social service agencies which assist in improving the mental or physical condition of the people in the City.

6.05.040 Funding Source

a. To provide a stable funding source for social service agencies receiving financial assistance from the City (direct or indirect), the following method which results in the largest amount shall be used:

- 1) 0.01181 mills of projected assessed value shall be allocated for this purpose; or

Council Policy 00-6.05

2) The prior year allocation shall be increased by the December Portland Consumer's Price Index (CPI). The FY 99-00 allocation \$370,720 is used as the base.

b. It is strongly encouraged that all social service funding be requested and distributed through the annual social service program process.

6.05.050 Definitions

The following definitions are written to provide a basis for common understanding in discussing social service needs of the community:

a. *Basic human needs* - The following are some of the basic necessities of life which, when absent or threatened, would be considered to constitute an emergency:

- | | | |
|--------------------------|----------------------|--|
| 1) food | 2) water | 3) shelter |
| 4) warmth | 5) clothing | 6) safety and freedom from fear and violence |
| 7) access to information | 8) acute health care | 9) Transportation |

b. *Emergency services* - Programs or services that provide immediate or short-term assistance to meet any of the above basic human needs when absent.

c. *Transitional services* - Programs or services that provide people with a short or defined period of assistance to sustain their basic human needs in the transition to self-sufficiency.

d. *Long-term services* - Programs or services that provide permanent or on-going services to citizens.

e. *Preventive services* - Programs or services that seek to prevent citizens from needing emergency or transitional assistance.

f. *Social services* - Intended to describe a program(s) designed to improve the mental or physical condition of the people in the community. Such programs may include, but are not limited to:

Council Policy 00-6.05

mental and physical health, child care, drug and alcohol abuse, vocational rehabilitation, aging, and others as permitted.

Since 1992, the City Council has agreed not to fund Long-term or Preventive Services.

6.05.060 Setting Priorities

Annually, Council will review the needs of the community and set priorities for funding, including using broad needs assessment tools that are available. Changes in priorities shall be made by amendments to this Council Policy. The current funding priorities are Emergency and Transitional services.

6.05.070 Eligibility

Organizations applying for City social service funding must be recognized as a non-profit by the Federal Government with a 501(c)(3) tax-exempt status certification or be a governmental or quasi-governmental agency.

6.05.080 Annual Process

- a. Council shall evaluate and set the annual social service priorities.
- b. Council shall review and approve the annual calendar for allocations.
- c. The availability of funds shall be advertised.
- d. Agency proposals shall be received.
- e. Agency presentations shall be scheduled.
- f. A Committee of community members knowledgeable in social service needs shall be formed. They shall:
 - 1) meet to review agency proposals and funding requests; and
 - 2) make recommendations to Council.
- g. The Human Services Committee will review the Social Services Committee recommendations and forward an allocation recommendation for full Council review and approval.
- h. Council shall appropriate the funds for the program in the annual budget.

Council Policy 00-6.05

- i. Contracts shall be executed with service providers.
- j. Funds shall be distributed to service providers.
- k. Contracts shall be monitored and programs of the social service providers evaluated.
- l. Semi-Annual reports on the work performed by service providers shall be submitted.
- m. Council shall review and approve the semi-annual reports of service providers.

6.05.090 Administration of Social Services

- a. The City may chose to issue Request for Proposals on a triennial basis for administration of its social service program and funds. The successful administrator must demonstrate knowledge of the social service needs of the community and advise Council. A contract between the City and the Administrator will be executed and renewed on an annual basis.
- b. Should the City decide not to utilize the services of an administrator, this provision of the Policy shall be invalidated.

6.05.100 Reporting Sanctions

- a. Service providers who report late are subject to the following sanctions

1 st Time Semi- Annual Report is Late	<ol style="list-style-type: none">1. Automatic letter to Agency Director with a copy to the President outlining ramifications if late again.2. Phone call follow-up.3. If report is submitted within a 20-day grace period, then there is no monetary penalty.4. If report not submitted within 20-day grace period, the agency loses 50% of that month's allocation amount.5. For every additional 30 days the report is not received, the agency will lose another 50% of one month's allocation.
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Council Policy 00-6.05

2 nd Time Semi-Annual Report is Late	<ol style="list-style-type: none"> 1. Letter written directly to the President of the Agency's Board of Directors with a copy to the Agency Director. 2. If report is submitted within a 20-day grace period, then there is no monetary penalty. 3. If report not submitted within 20-day grace period, the agency loses that month's annual allocation amount. 4. For every additional 30 days the report is not received, the agency will lose another month's allocation.
3 rd Time Semi-Annual Report is Late (in consecutive years)	<ol style="list-style-type: none"> 1. Suspension from the next year's allocation process.

- b. In addition to the above sanctions, late reporting will be reported to the Allocations Committee and the Committee will be encouraged to weigh an agency's accountability with regard to reporting when deciding about allocations to that agency's programs.

6.05.110 Return of Funds

- a. In the event a social service provider cannot or chooses not to perform the services purchased by the City, either due to a change in circumstances or to monetary sanctions applied as stated above, the following should occur:
- 1) The City or its Administrator will reconvene the Allocations Committee to evaluate use of the funds. The Committee will make a recommendation to Council. Council shall review the recommendation for approval.
 - 2) The unused funds will be deducted from the monthly allocation to the service provider. Any funds distributed and not used for the services purchased shall be reimbursed by the provider to the City.

6.05.120 Review and Update

Funding priorities shall be reviewed annually prior to the commencement of the social service allocation process. A full review of the social service funding policy shall be conducted prior to the 2010 allocation process and every three years thereafter. Council, upon request or significant change in the general and economic well-being and prosperity of the community, may decide to review this policy sooner.

United Way of
Benton & Lincoln Counties

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Phone: (541) 265-5812



Memo

DATE: Nov 19, 2012
TO: Human Service Committee, City of Corvallis
FROM: Jennifer Moore, United Way

Summary of 2012 Grants cycle and update on Vision Council progress

2012 Grants cycle

Annually, United Way reviews the overall effectiveness and efficiency of its Grants process. At the close of the 2011 cycle, that review recommended United Way combined both the City's Social Service Fund and United Way's grants program into one process. This provided one agency RFP—preserving the distinction between UW/City priority areas, one Granting Committee, one set of agency presentations, and one allocation conversation—preserving the distinction between UW/City priority areas. These changes were implemented for the 2012 cycle.

At the close of the 2012 cycle, we surveyed service providers and volunteers about the revised process. Overall, the feedback was positive. In general, service providers felt the process more effective and efficient. Volunteers appreciated the combined review, and thought the allocation meeting to be a better quality discussion. As expected, there were also several recommendations for improvement, which we are currently addressing.

Vision Council progress

United Way is conscious of becoming more proactive in our approach to working with the community. We are committed to continue building on work started w/ most recent Needs Assessment; in fact, we are developing mechanism(s) to continue nurturing the knowledge base gleaned from that Assessment. To that end, United Way is developing three Vision Councils—in each of our priority areas of education, financial stability and health. We believe this will impact both our community's ability to care for those in need (efficiency), as well as provide additional "return on investment" to community members and donors (effectiveness).

We currently have a total of 16 members across the three Councils. Each Council Chair is continuing to recruit additional members. The agenda for first series of meetings over the next year will be to identify the issues, causes, trends and resources by Council. Additionally, each Council will work to identify the scope and scale of identified issues. The deliverable for this first phase is a draft recommendation of three goals for each priority area.