

**HUMAN SERVICES COMMITTEE
MINUTES
DECEMBER 4, 2012**

Present

Councilor Jeanne Raymond, Chair
Councilor Mike Beilstein
Councilor Dan Brown

Staff

Jim Patterson, City Manager
Ken Gibb, Community Development Director
Marci Laurent, Management Assistant
Carrie Mullens, City Manager's Office

Visitors

Jennifer Moore, United Way of Benton and Lincoln Counties Executive Director

SUMMARY OF DISCUSSION

	<u>Agenda Item</u>	<u>Information Only</u>	<u>Held for Further Review</u>	<u>Recommendations</u>
I.	2013-2014 Social Service Priorities and Policy Review			Direct staff to schedule the Social Service priorities and policy review to obtain public input at the first Human Services Committee meeting in January 2013.
II.	Other Business	***		

Chair Raymond called the meeting to order at 12:00 pm.

CONTENT OF DISCUSSION

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

Mr. Gibb reported that social service priorities are reviewed each year for the next budget cycle, and the full policy review is conducted every three years. Historically, full policy reviews have included community outreach and public input. Staff suggests scheduling the policy review, including public input, at the first Human Services Committee (HSC) meeting in January 2013. Since the HSC members and meeting date/time for 2013 are not yet known, Mr. Gibb recommended not including the meeting date/time in the initial notice sent the week of December 17, 2012. A reminder notice with the meeting date/time will be sent prior to the scheduled meeting. If necessary, a follow-up HSC discussion can be held during the second meeting in January prior to forwarding a recommendation to Council no later than the first Council meeting in February 2013. The recommendation will include policy amendments, priorities, and estimated allocation.

Mr. Gibb noted that, although the priorities of "emergency and transitional services" have been discussed annually, they have not changed for many years.

Ms. Moore gave a brief overview of the 2012 funding cycle:

- The administrative processes for UWBLC and City allocations merged.
- Agencies completed one application for both funding opportunities.
- One granting committee was formed to process all requests.
- One set of agency presentations was scheduled.
- One comprehensive allocation discussion was held.

Throughout the entire process, all participants were reminded of the two separate funding pools and priorities. During allocation discussions, the granting committee was able to provide better overall funding packages for each agency by having all of the information.

After the completion of the 2012 process, agencies and granting committee members provided feedback about process advantages and disadvantages. UWBLC does not anticipate major process changes for the 2013 allocation cycle.

Ms. Moore reported that UWBLC is working on the next Benton County Needs Assessment document. The previous assessment was initiated in 2008 and finalized in 2010. The 2-1-1 Community Service information and resource referral line is one recommendation from the Needs Assessment that UWBLC initiated.

UWBLC continues to work on other Needs Assessment recommendations. A Vision Council was formed for each impact area: education, financial stability, and health. Using the Needs Assessment report, the Councils will identify available information and services, areas needing UWBLC assistance, and service gaps. That information will be utilized to make a recommendation for three UWBLC priority work areas.

In response to Councilor Beilstein's inquiries, Ms. Moore clarified that information from the next Needs Assessment will not be available until the 2014 funding cycle. She confirmed that members from the three Vision Councils will participate on the granting committee.

Councilor Beilstein said he would prefer to obtain Council Standing Committee appointment information from Mayor Manning early so that notice requesting public input includes the date and time of the meeting.

Mr. Gibb responded that if HSC members can be determined and they agree to a meeting date and time prior to December 18, the first public notice will include the date and time. Otherwise, it will be narrowed to a specific week. A second notice with the correct date and time will be sent.

Mr. Gibb said, depending on public input, staff does not anticipate recommending major amendments to policy language. He announced that HSC can recommend postponing the full policy review until new Needs Assessment information is available.

Ms. Laurent clarified for Councilor Brown that the current policy meets standard formatting requirements.

Chair Raymond said the vision and goal of meeting basic needs and following community desires must be remembered. The City previously allocated approximately \$500,000. That amount has been reduced to \$370,000. She expressed hope that the City's allocation would not be less than the current amount and would prefer it be increased.

Ms. Moore described the UWBLC application and allocation process for Chair Raymond. When agencies submit an application, they request funds from the City, UWBLC, or both. If they choose the City, their next choice is priority area (emergency or transitional). Every agency can apply for up to five programs. If an agency requests an UWBLC allocation, they choose one of three categories: education, health, or shelter. All agencies have an option to request \$10,000 from the City and/or UWBLC for each program.

In response to Chair Raymond's inquiry about allocation amounts, Mr. Gibb said it will ultimately be a recommendation by the Budget Commission for approval by City Council.

Mr. Gibb confirmed for Councilor Brown that the amount also depends on the levy. He noted that the levy allocation for social services was less than expected due to property tax revenue lower than projected.

Councilor Beilstein said the policy states that the total allocation is based on the previous allocated amount plus the current Consumer Price Index. He noted that the City moved away from this section of the policy two years ago. Mr. Gibb confirmed that amendments will be recommended to respond to this issue.

Councilor Beilstein stated support for staff moving forward with scheduling a policy review including public input, as suggested. He prefers the notice include the date and time of the meeting. He opined that the policy can be reviewed without waiting for Needs Assessment information and noted that Council can reopen the policy without waiting for the next review date.

Councilors Beilstein and Brown, moved and seconded to recommend Council direct staff to schedule the Social Service priorities and policy review and to obtain public input at the first HSC meeting in January.

Chair Raymond reiterated that she prefers the allocation not be less than the current amount of \$370,000, and that the fund not be reallocated for any other program.

Chair Raymond moved to amend the motion to also recommend that Council approve the minimum allocation to be no less than the current \$370,000 amount. The motion failed for lack of a second.

The main motion passed two to one with Chair Raymond opposing.

II. Other Business

On behalf of the entire City and staff, Mr. Patterson thanked Chair Raymond for her service to the community. He noted that they will be personally linked forever since she was a member of the Council who helped bring him to the Corvallis City Manager position. He said he has enjoyed the time spent working with Chair Raymond and has a great deal of respect for her compassion of others.

The Human Services Committee meeting scheduled for December 18 has been canceled.

Respectfully submitted,

Jeanne Raymond, Chair