



HUMAN SERVICES COMMITTEE

Agenda

Tuesday, January 8, 2013
12:00 pm

Madison Avenue Meeting Room
500 SW Madison

- | | |
|------------------------------------|--|
| Discussion/ Possible Action | I. 2013-2014 Social Services Policy Review, Funding Priorities, and Allocation Calendar (Attachment) |
| Information | II. Other Business |

Next Scheduled Meeting

Tuesday, January 22, 2013 at 12:00 pm
Madison Avenue Meeting Room, 500 SW Madison Ave

Agenda

None at this time

MEMORANDUM

DATE: December 31, 2012
TO: Human Services Committee
FROM: Ken Gibb, Director, Community Development Department
SUBJECT: Social Service Policy and Funding Priorities Review

I. Background

At the December 17th meeting, the Council directed staff to schedule a review of the Social Service priorities and policy at its first meeting in January based on a recommendation from HSC at their 12/4/12 meeting (Attachment A). Staff was also directed to provide notice of the opportunity to provide public input at the HSC meeting.

II. Discussion

Community Development has notified 47 local social service agencies of this policy review and invited their representatives to participate in this process by providing written comments to the Committee and/or attending the January 8th meeting to provide oral comments. No written comments were received prior to preparing this report.

Policy Section 6.05.060 requires that during the priority setting review the Council review the needs of the community, including using a broad needs assessment tools that are available. United Way has developed a page on its website that provides information on the community needs. That page may be accessed by typing the following address into your browser <http://www.unitedwayblc.org/needs-assessment-benton-county>

Attachment B provides staff (City and United Way) recommended revisions to the Social Service Policy, identified by underlined (add) and ~~strikethrough~~ (remove) text amendments. These revisions are intended to reflect the current processes for funding and reporting along with clarifications and other edits. Staff notes the following:

- Section 6.05.040 is proposed to be changed to reflect the current funding process for social service allocations. The existing language presents two alternatives, one based on a dedicated amount based on assessed value and a second option (which was used in more recent years) that bases the annual funding amount on Consumer Price Index adjustments to the FY 99-00 base amount of \$370,720. The annual allocation funding amount grew to \$432,250 by FY 09-10. However, in FY 10-11 the annual CPI adjustment process was suspended and the social service allocation funding amount was reduced to due to city budget constraints. Since that time, the allocation has been based on overall city budget priorities with the City Manager making a recommendation to the Budget Commission. The total social service funding amount for FY 12-13 is \$344,590 of which \$106,840 is generated by the May 2011 levy approved by Corvallis voters.

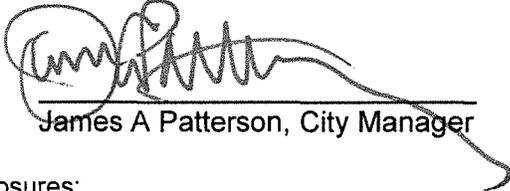
- Section 6.05.100 includes extensive language regarding reporting sanctions for agencies that do not provide timely progress reports. The issues that caused this specific language to be added to the policy several years ago have been successfully addressed. Therefore, this section is proposed to be changed to reflect the need to provide regular reports on a timely basis and implications for future funding should reports be incomplete or late.

Attachment C includes United Way's draft Grants Program calendar. This timeline assumes Council action on the policy and priorities at the January 22nd City Council meeting.

III. Action/Recommendation Requested

Accept public written and oral input from social service organization representatives regarding the City's social service policy; recommend to the City Council the 1) allocations calendar 2) funding priorities for FY 13-14 and 3) other changes to the policy that the Human Services Committee believe are appropriate.

Review and Concur



James A Patterson, City Manager

Enclosures:

- A. HSC 12.4.12 Minutes
- B. Staff Proposed Revisions to the Social Service Policy
- C. Allocations Calendar

**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	***		

(AP)

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

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 an annual stable funding source for social service agencies receiving financial assistance from the City (direct or indirect). The City Manager shall recommend a funding amount in the City's Proposed Budget. the following method which results in the largest amount shall be used:

Council Policy 00-6.05

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

Council Policy 00-6.05

- 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: 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.

Council Policy 00-6.05

- g. The Human Services Committee will review the Allocations 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.
- 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 Requirements Sanctions

- a. Service providers are required to provide regular reports to the Administrator and City. Reports shall include a progress narrative and financial records. Additional reporting may be requested at the discretion of the City. who report late are subject to the following sanctions

Council Policy 00-6.05

<p>1st Time Semi-Annual Report is Late</p>	<p>1. Automatic letter to Agency Director 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.</p>
<p>2nd Time Semi-Annual Report is Late</p>	<p>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.</p>
<p>3rd Time Semi-Annual Report is Late (in consecutive years)</p>	<p>1. Suspension from the next year's allocation process.</p>

- b. In addition to the above sanctions, Late or incomplete 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 future allocations to that agency's *program(s)*.

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

Council Policy 00-6.05

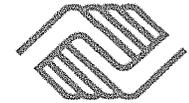
service provider. Any funds distributed and not used for the services purchased shall be reimbursed by the provider to the City.

3) Unused or returned funds may be, in accordance with Council direction, carried over to the next fiscal year for re-allocation.

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.

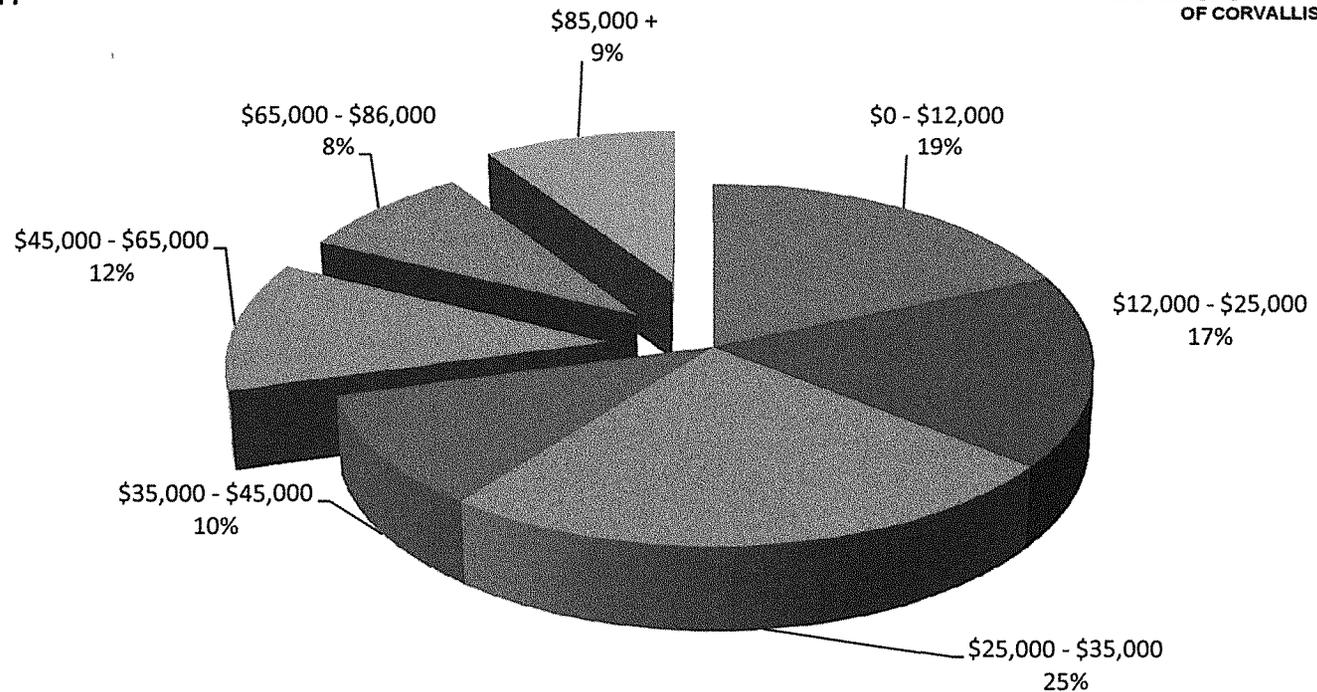
BGCC – who we serve
for afterschool & non-
school day care



BOYS & GIRLS CLUB
OF CORVALLIS

**2012-13
Clubhouse
Family Income
71% < \$45K**

N=818 members



- BGCC provides critical services for ~580 low-income youth nearly 300 days/year
- Supports economic development and self sufficiency goals for working families
- Provides a safe, supervised place for youth age 5-18
- Prevent/reduce juvenile crime, gang involvement
- Provide over 600 meals a day at all our locations
- Addressing community gap for teen programming through pilot expansion
- BGCC needs help to sustain our community youth center moving forward



BOYS & GIRLS CLUB
OF CORVALLIS

Formula for Impact

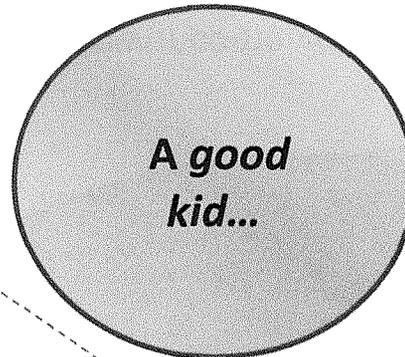
Meeting Essential Needs

Safe, fun, & affordable to all
300+ days/year
860+ kids served daily
80+ youth development staff
Johnson Dental Clinic
600 healthy meals each day

BGCC's Core

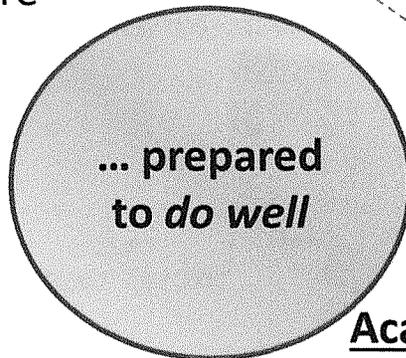
Life Readiness

Hands on job training
Supporting career pathways
Help with access to higher ed.
A plan for their future



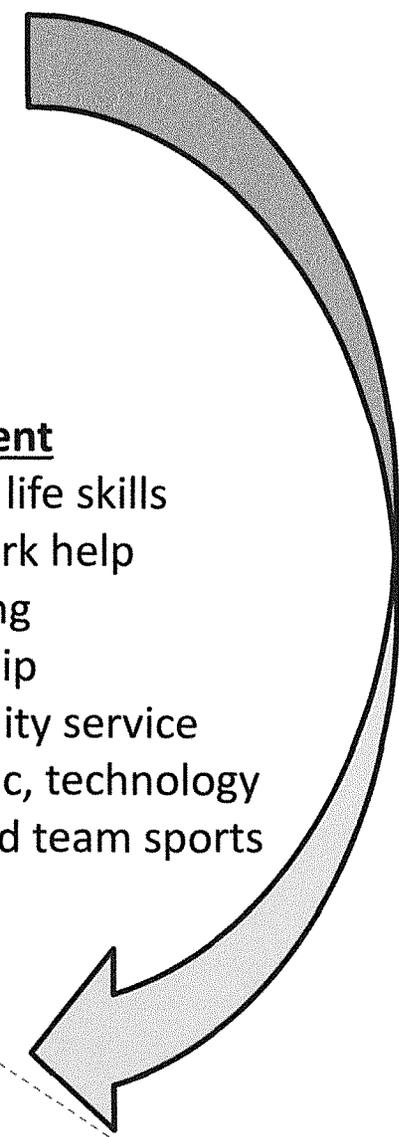
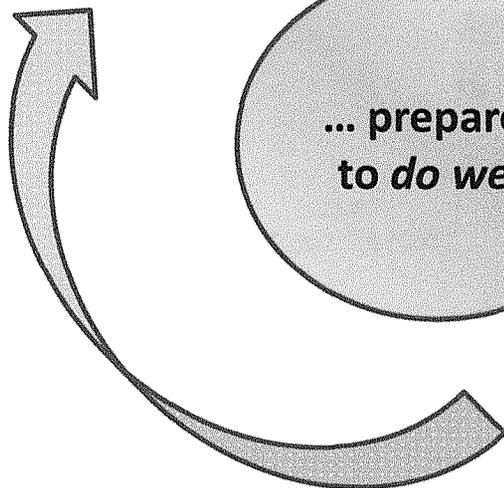
Enrichment

Essential life skills
Homework help
Mentoring
Leadership
Community service
Art, music, technology
Organized team sports



Academics

Getting youth to grade level
Tutoring, goal setting
100% graduation goals



BGCC exploring our role in supporting.....