



## City of Philomath

980 Applegate Street

PO Box 400

Philomath, OR 97370

Phone: 541-929-6148

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**Mission:** To promote ethical and responsive municipal government which provides its citizenry with high quality municipal services in an efficient and cost effective manner.

# FINANCE/ADMINISTRATION COMMITTEE

City Hall

980 Applegate St., Philomath, OR

## A G E N D A

May 4, 2020

4:00 PM

### 1. ROLL CALL

### 2. APPROVAL OF MINUTES

2.1 Minutes of March 24, 2020

### 3. NEW BUSINESS

3.1 Social service agency supplemental FY2019-20 requests due to COVID-19

### 4. ADJOURNMENT

#### Meeting Access Information

This meeting is being held via video conference. Citizens should use the video link or phone number provided below to listen to the meeting. For residents that do not have a phone or access to the internet, a small number of chairs will be provided at City Hall to comply with public meetings laws and social distancing requirements.

Please use the following link or phone number to access the meeting:

Video: <https://zoom.us/j/2065507670?pwd=eTJqL3Nubk83ODJKTy9LdUQvYXg5Zz09>

Phone: 312-626-6799

Meeting ID: 206 550 7670

Password: Philomath

#### Meeting Conduct

All non-city participant microphones and screens will be muted. Presenters and members of the public will only be unmuted if called on to speak. The chat function will be disabled during the meeting.

NOTICE: Given 2 business days' notice, an interpreter will be made available for the hearing impaired or those with limited English proficiency. Contact person: Ruth Post (541) 929-6148.

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**City of Philomath**  
**Finance & Administration Committee**  
**MINUTES**  
**March 24, 2020**

**1. ROLL CALL**

**1.1 Call to Order** – Chair Low called the meeting to order at 4:04 p.m. Due to the state of emergency because of the COVID-19 virus pandemic, members of the Committee attended by videoconference. The public was also provided with log-in instructions to listen to the meeting electronically. Staff attended from the City Hall Council Chambers, 980 Applegate Street, Philomath, and provided limited seating for the public in compliance with Oregon Governor Executive Order 20-12 and Oregon public meeting laws.

Present:

Chair David Low (via videoconference)  
Councilor Chas Jones (via videoconference)  
Councilor Matthew Lehman (via videoconference)

Staff:

City Manager Chris Workman  
Finance Director Joan Swanson  
City Recorder Ruth Post (via videoconference)

**2. APPROVAL OF MINUTES**

**2.1 Minutes of February 28, 2020**

**MOTION:** Councilor Lehman moved, Councilor Jones second, to approve the minutes of February 28, 2020, as presented. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No: None).

**3. NEW BUSINESS**

**3.1 Labor Negotiations and Employee Salary Schedules** – Mr. Workman reviewed the Agenda Information Summary regarding negotiations with the two City employee unions, beginning with the role of the City Council in setting policy. He reviewed the salary and benefits comparisons for all employee positions that Ms. Swanson compiled and the comparison charts included in Exhibit A of the meeting packet.

Mr. Workman reviewed the specific issues in the schedules that management sought to remedy during the union negotiation process earlier this year, including the salary schedules themselves that have been in place for twenty years and the need for spacing between management and non-management positions. He described how the space between staff pay grades had narrowed down over time. He explained challenges in recruiting police officers in recent years, resulting in changes to the police schedules during negotiations for the last contract three years ago. Mr. Workman explained only the Police Unit schedule was modified at the last union negotiations, amid the implementation of the General Fund Fee and tight revenue constraints.

Mr. Workman reviewed the implementation of schedule steps in the practical sense. There was discussion about the negotiation process, including the introductory negotiation requests from the unions and the response from the management bargaining

1 team. Councilor Jones clarified that the Council did give the bargaining team guidance of  
2 a salary target range for the City's employees. Ms. Swanson explained the different  
3 types of employment opportunities available at larger local cities, compared to the  
4 comparable cities that staff had presented when requesting policy direction from the  
5 Council in late 2019.

6  
7 Ms. Swanson further described the negotiation process. Chair Low questioned if it was  
8 possible to identify the percentage of monetary savings that came out of the  
9 negotiations. Ms. Swanson and Mr. Workman explained that not all of the requests from  
10 the union have a monetary value but most of the negotiations ultimately end up being  
11 about salary.

12  
13 Mr. Workman described the development of the proposed salary schedules and the  
14 benefit to the City of the incremental changes to salaries being spread over multiple  
15 budget years. He also described the incentive available to employees to receive a step  
16 increase. He explained the proposed new steps generally being 3% for each step, with  
17 the exceptions of the Finance/Court staff and Police Assistant adjustments.

18  
19 He described the proposals for the Sergeant and Public Works Supervisor positions and  
20 the Department Heads and City Manager positions to re-establish the separation  
21 between positions. Ms. Swanson clarified that the proposal put all of the positions in the  
22 target range established by the Council.

23  
24 Mr. Workman also described the adjustment of combining all of the three Department  
25 Heads into a single salary grade.

26  
27 Mr. Workman reviewed the proposals for the Police Unit and General Unit as of July 1,  
28 2020, with the addition of the proposed steps. He also reviewed the Non-represented  
29 Employee schedule.

30  
31 Councilor Lehman questioned if any staff additions are anticipated due to expected  
32 growth. Mr. Workman stated he didn't believe that would be necessary during the course  
33 of this three-year contract. He explained the coverage capacity with the Police  
34 Department and some of the outsourcing that the Public Works Department does. He  
35 noted the outcomes of increased revenues from utility fees and property taxes that  
36 would ultimately pay for any necessary increased staff beyond this contract period.

37  
38 Mr. Workman explained that the compensation is for employees who are already  
39 performing at a high level. There was discussion about impacts on PERS expenses. Ms.  
40 Swanson reviewed the impact of the PERS side account resulting in a decrease in  
41 PERS expenses in the budget even with the salary adjustments.

42  
43 There was discussion about the accepted offers with the unions and the potential  
44 outcomes of attempting to go back to the bargaining table. Ms. Swanson reviewed the  
45 role of the Council in the negotiations and the purpose of the earlier consultation with the  
46 Council to receive direction prior to negotiations.

47  
48 Councilor Lehman questioned the impact of State legislative changes to the PERS  
49 employee portion. Ms. Swanson reviewed the history of the employee portion and the  
50 effect of the July 1, 2020, legislative changes. She described how the employee portion  
51 will be allocated under the new legislation. Ms. Swanson explained the cost savings to

1 the City to pay the employee's PERS contribution instead of paying it in salary to the  
2 employee when the additional tax payment implications are factored in.

3  
4 Mr. Workman reviewed the Cost of Living Adjustment (COLA) proposal in the negotiated  
5 contracts. He explained the practice of applying the same COLA to both unions and non-  
6 management employees and the effect on the proposed schedules. He noted that the  
7 schedules were developed with the expectation of the proposed COLA being factored in  
8 to reach the target established by the Council. Ms. Swanson further described the  
9 negotiation process.

10  
11 Councilor Jones recommend negotiating a COLA that is based on the actual Consumer  
12 Price Index (CPI) instead of estimating. Mr. Workman agreed that the direction on the  
13 use of the CPI would be a fair process to consider in the next contract negotiation. He  
14 discussed the competition for employees, but the revenue has to exist to pay the  
15 salaries; and if it doesn't, any comparison target is irrelevant. Councilor Jones described  
16 being trapped into the decisions presented and suggested having Corvallis salaries  
17 presented for review.

18  
19 Ms. Swanson reviewed the impact of the Supreme Court Janus decision on the  
20 contracts and the differences between the needs of the Public Works employees and  
21 Accounting/Finance staff positions. She explained that the Accounting/Finance staff  
22 requested to leave the union as a result, and were consequently added to the Non-  
23 represented Employee schedule. Mr. Workman explained the recommendation of adding  
24 the non-represented staff to the positions eligible for longevity pay after ten years of  
25 employment. Ms. Swanson reviewed the longevity policy history and reasons for not  
26 including longevity in the union contracts versus the types of positions in the Non-  
27 represented Employee schedule. There was further discussion about cities that offer  
28 longevity.

29  
30 Mr. Workman reviewed the benefits comparison that was performed with 14 other  
31 comparable cities, including health and dental insurance. He noted that Philomath is in  
32 the middle of the comparable cities for total city contribution towards health and dental  
33 insurance coverage. There was discussion about the City not providing a vision  
34 insurance option. In reviewing the comparison of paid holidays, Mr. Workman noted that  
35 Philomath does not offer a personal day, but holidays are not a typical area of contention  
36 in negotiations.

37  
38 Mr. Workman noted that all of the cities that responded on the comparable list are  
39 paying the the City and employee portions of PERS.

40  
41 Mr. Workman described the effect of the COVID-19 pandemic on the community but  
42 noted that the union contracts were negotiated prior to the outbreak of the pandemic. He  
43 reviewed the process that was used in reaching the proposals that were being presented  
44 and thanked Ms. Swanson for an excellent job in completing the thorough salary and  
45 benefits survey in-house at a substantial savings to the City. He reviewed the pros and  
46 cons of the proposal as listed in the Agenda Information Summary.

47  
48 Mr. Workman reviewed the Committee's options. There was discussion about the  
49 potential impact of the pandemic on the CPI. There was discussion about what  
50 constituted a substantial reason to request renegotiation of the contracts. There was  
51 discussion about whether perception constituted a substantial reason to renegotiate.

1 Councilor Jones stated he did not like hearing that the increase could be afforded and  
2 had concerns about the 3% COLA. Councilor Lehman noted that he agreed that having  
3 the actual COLA being tied to the CPI would be better but it could actually be higher than  
4 the 3%. Ms. Swanson reviewed the expectations going into the union negotiations and  
5 Mr. Workman noted the differences in the City's position from three years ago.  
6

7 Councilor Jones stated concerns about all of the levers added into the formula that  
8 obscure the ultimate cost. Ms. Swanson noted that the budget is detailed to ensure that  
9 there is full transparency. Mr. Workman described some of the differences between the  
10 transparency of public sector salaries and the private sector.  
11

12 Councilor Lehman questioned the impact of the stock market slide on PERS returns. Ms.  
13 Swanson explained that PERS looks out over an extended period and rates are reset  
14 every two years.  
15

16 Chair Low described the need to establish the proposed salary structure and that it will  
17 need to be explained to the public but is justifiable. He recommended going forward with  
18 the proposal as prepared.  
19

20 Mr. Workman summarized the proposed Police Unit contract language clarifications and  
21 special assignment pay for specific assignments that require additional training based on  
22 the needs of the department. There was discussion about the impact on retention and all  
23 officer positions.  
24

25 There was discussion about the step differences between the two contracts. Mr.  
26 Workman described the spread of the proposed police contract over subsequent years  
27 due to officers who are currently at the lower step levels.  
28

29 Ms. Swanson provided budget impacts if the proposed schedules are approved being  
30 \$72,000 in the General Fund and \$35,000 allocated over the Public Works funds. Mr.  
31 Workman reviewed the Council responsibilities in setting the policy and schedules and  
32 the Budget Committee's role in determining the amount of money to be spent in each  
33 budget.  
34

35 Mr. Workman described the vetting that the proposal has been through. Councilor Jones  
36 stated he believes the contracts should be renegotiated to establish the COLA equaling  
37 the CPI. Chair Low disagreed and felt that the negotiations that have been performed  
38 were the best they could be at that time. There were concerns about the impact of the  
39 COVID-19 virus.  
40

41 Ms. Swanson described the impacts of using the CPI from the prior year and a  
42 preference to look forward.  
43

44 Mr. Workman described potential impact of renegotiations and the potential of coming  
45 out with a less desirable result. He described the actual CPI results compared to the  
46 prior three-year contracts that were in the City's favor. He described the uncertainties  
47 that exist in the coming months post-virus. Ms. Swanson noted that renegotiations would  
48 start at the beginning again with everything on the table.  
49

1 Councilor Jones recommended that an additional check-in with the Committee be  
2 implemented prior to reaching contract agreements in the future. Councilor Lehman  
3 agreed. Councilor Low described reservations for that recommendation.  
4

5 Councilor Jones described the philosophical needs to have another conversation before  
6 reaching this point in negotiations. Councilor Lehman agreed with the benefits of a mid-  
7 negotiation update. Mr. Workman reviewed the pre-negotiation concerns that were  
8 presented to the Council. He suggested being more specific during that pre-negotiation  
9 executive session, and he is now hearing about concerns that weren't identified by the  
10 Council. He noted that a more thorough conversation could be held three years down  
11 the road.  
12

13 Councilor Jones stated that he didn't think the outcome would be to the City's benefit if  
14 negotiations were reopened at this point in the process. Chair Low stated respect for  
15 Councilor Jones' position as stated and agreed that the Executive Session didn't contain  
16 the level of details that would have created the type of questions that would address  
17 some of these concerns. He stated those suggestions should be incorporated into future  
18 discussions.  
19

20 Ms. Swanson stated that staff should be trusted to have the expertise to negotiate the  
21 contracts and the pre-negotiation discussion with the Council was to establish where the  
22 City staff should fall compared to comparable cities. She explained that the expectation  
23 of the City's bargaining team in negotiations is to be fair but not overly generous; and in  
24 the end, you hope to reach a fair contract. She described the outcomes should the  
25 impact of the virus have long-lasting effects.  
26

27 Councilor Lehman described the pressure he felt to make a decision because of the lack  
28 of time to thoroughly review the materials. Mr. Workman described the higher  
29 engagement level of the current Council and their desire to understand the process  
30 better. He explained the need to roll the information into the budget but there was still  
31 time to schedule a subsequent meeting. He stated understanding of the Committee's  
32 concerns and need for a certain comfort level in making decisions.  
33

34 Ms. Swanson agreed that the Committee hasn't had an opportunity to review the  
35 material in-depth and that the Committee could take that time and schedule a  
36 subsequent meeting. Chair Low suggested holding another meeting to continue the  
37 decision process and take up the social service funding program issue.  
38

39 There was discussion about whether additional time to review the materials would have  
40 an impact on final decisions. Mr. Workman described the continual effort to adapt and  
41 change and provide more information. He apologized for the delay in providing the  
42 information, noting that the Police Union had only just accepted the negotiated contract  
43 shortly before the beginning of the meeting.  
44

45 **MOTION:** Councilor Jones moved, Councilor Lehman second, to approve the three year  
46 labor contract with Oregon AFSCME Council 75 representing City of Philomath General  
47 Unit for the period beginning May 1, 2020 through April 30, 2023, incorporating those  
48 requests made by the unit during formal contract negotiations, and recommend it to the  
49 City Council for approval. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No:  
50 None).  
51

1 **MOTION:** Councilor Jones moved, Councilor Lehman second, to approve the three year  
2 labor contract with the Police Unit, representing City of Philomath police employees for  
3 the period beginning May 1, 2020 through April 23, 2023, incorporating those requests  
4 made by the unit during formal contract negotiations, and recommend it to the City  
5 Council for approval. Motion APPROVED 3-0 (Yes: Jones, Lehman and Low; No: None).  
6

7 **MOTION:** Councilor Lehman moved, Councilor Low second, to approve the Salary  
8 Schedule for Unrepresented and Management Positions effective July 1, 2020, including  
9 a cost of living adjustment of 3% for the 2020-2021 fiscal year, and recommend it to the  
10 City Council for approval. I further move that the position of Finance/Court Staff be  
11 added to the list of positions eligible for longevity pay. Motion APPROVED 3-0 (Yes:  
12 Jones, Lehman and Low; No: None).  
13

14 **3.2 Social Service Agency Funding Program Discussion** – Ms. Swanson  
15 reviewed the current social service agency funding program process, including a  
16 meeting in April where the agencies made in-person presentations to the Committee.  
17 Due to the current emergency situation, she proposed instructing the agencies to submit  
18 their requests, having staff compile them and having the Council make the allocation  
19 decisions in July. Councilor Lehman noted a possible conflict of interest due to his wife's  
20 employment by one of the agencies. Mr. Workman offered to review that with the City  
21 Attorney. There was discussion about the submission requirements and the timing of the  
22 meeting to hear the proposals.  
23

24 There was discussion about other potential agencies that serve Philomath citizens who  
25 could submit requests. Ms. Swanson requested that the names of any other eligible  
26 organizations be submitted to her. Ms. Swanson reviewed the Council policy to allocate  
27 35% of state revenue sharing dollars to contribute to local social service agencies that  
28 provide services to City residents.  
29

30 It was agreed by consensus to proceed as proposed by Ms. Swanson.  
31

#### 32 **4. ADJOURNMENT**

33 **4.1 Adjournment** – Seeing no further business, Chair Low adjourned the meeting at  
34 7:04 p.m.  
35

36 Minutes recorded by Ruth Post, MMC, City Recorder



**PHILOMATH FINANCE DEPT.**  
980 APPLGATE ST / PO BOX 400 PHILOMATH, OR  
(541) 929-3001

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**MEMORANDUM**

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**DATE:** April 29, 2020  
**TO:** Finance/Administration Committee  
**FROM:** Joan Swanson  
**RE:** Additional 2019-20 Social Service Funding

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The City has allocated \$26,800 to social service agencies for fiscal year 2019-20. These agencies provide services to our citizens that the City does not have the ability to provide.

There is a concern that some service organizations might be facing financial hardship due to the COVID-19 outbreak. We have reached out to the following organizations and asked them to send us a letter detailing how they have been impacted by service requests related to COVID-19, and if additional resources are needed.

We Care, Bob Loewen  
Strengthening Rural Families, Paul Smith  
Vina Moses Center, Christine Duffney  
PYAC, Ed VanVlack  
ABC House, Jennifer Gilmore-Robinson  
Philomath Community Services, Jean Goul  
Meals on Wheels, Anita Lengacher

Attached are the responses that we have received. Philomath Community Services is going to send a request, and I will forward that as soon as we receive it.

If the Committee feels that funding these agencies is appropriate, we have available General Fund contingency dollars. \$100,000 was appropriated for contingencies in the 2019-20 budget. Any additional amount used to fund the social service agencies would reduce the 2020-21 budgeted cash carryforward balance.

If that is what the Committee would like to do, I would then prepare a resolution to transfer the funds. The resolution could go to the City Council for consideration at the May 11<sup>th</sup> City Council meeting.

Suggested Motion:

I move the Finance and Administration Committee recommend \$\_\_\_\_\_ be transferred from General Fund contingencies to support local social service agencies in response to the COVID-19 pandemic.

City of Philomath  
2019-20 Social Service Funding

\$7,000 PYAC

\$6,100 Philomath Community Services

\$3,000 ABC House, Jennifer Gilmore-Robinson

\$1,500 Meals on Wheels

\$1,200 Strengthening Rural Families

\$5,000 We Care

\$3,000 Vina Moses Center

\$26,800

**From:** We Care <wecare.corvallis@gmail.com>  
**Sent:** Wednesday, April 22, 2020 2:47 PM  
**To:** David Low  
**Cc:** Joan Swanson  
**Subject:** Re: Philomath financial donation to We Care

Correction to last email. \$300,000 amount I mentioned is their current allocation. Loss of funds could be \$75,000 with a 25% reduction (rental assistance funding will be greater than the 20% reduction due to how some funds must be allocated - a bond issue).

BL

**From:** We Care <wecare.corvallis@gmail.com>  
**Sent:** Wednesday, April 22, 2020 2:43 PM  
**To:** David Low  
**Cc:** Joan Swanson  
**Subject:** Re: Philomath financial donation to We Care

Hi David,

Please excuse my delayed response; I was inundated with new information yesterday and needed time to absorb it all.

At the moment, We Care is doing OK. I'm hearing locally and at the state level, that May is going to be challenging. I will get back to you by mid-May on our situation (sooner if things change). I would anticipate asking for \$2500 in funding, if available, but anything will help.

A key date to watch is May 20th, when the state revenue report is released. I received an email yesterday that due to the expected results of that report, social service agencies may have their typical allocations reduced by 20%. For one of our local agencies, it could mean a reduction of \$300,000 in rental assistance funds to be used in Benton County.

Thank you very much for reaching out.

Take care, stay safe and healthy.

Bob Loewen  
We Care, chair



City of Philomath  
Attn: Finance Department  
P.O. Box 400  
Philomath, OR 97370  
April 21<sup>st</sup>, 2020  
Attn: Joan Swanson  
Re: Covid 19

I had a conversation with David Low this morning regarding the current crisis and its impact on our programs, services and the community members that we serve. This letter serves as a follow-up to that conversation. Obviously, any additional support that could be offered would be appreciated.

Strengthening Rural Families is being significantly impacted by the current situation while still attempting to be flexible and adaptive to the current environment. As many of you know our main office is in the Clemens Primary School building and many of our programs or services are co-located within the school or with other community partners, such as the library or the Philomath Youth Activity Center which were all shut down in March. This has resulted in a serious impact on our operation and capacity as many of our staff are now home with school-aged or younger children being asked to do a level of childcare, homeschooling and remote work that would be a stretch at the best of times.

The closures meant an abrupt end to the classes and services that we were offering prior to what would have been the Spring Break. We used some of that time to assess what might be possible to reasonably offer in terms of supports and programming that was no longer in-person. Our early childhood educators are offering supplemental activities and contacts and we were able to work with partner programs to offer to online parenting education programs.

One of the reasons our organization exists and is focused on prevention work, such as parenting and early childhood education, is that it is better for the community

P.O. Box 1528  
535 S. 19<sup>th</sup> Street, #147  
Philomath, OR 97370  
Phone: 541/929-2535 [www.ruralfamilies.org](http://www.ruralfamilies.org)

...working together to build stronger families and communities in rural Benton County

when children are nurtured and protected, even more so in the stressful times. One of our concerns is that as families feel the economic and isolative impacts from this current crisis we will be experiencing some of the negative consequences that occur with our neighbors, such as, increased domestic violence and child abuse. We know that both direct tangible i.e. food, rent and utilities, as well as, less direct social-emotional supports help to moderate these effects. We believe this is important as having families and children connected and with some resources lessens the potential isolation and its negative impacts and allows us to continue to have some contact with our families. We are starting to see and hear about the struggles that are occurring in regards to basic needs and emotional well-being. We have been working with some of our partner programs and coalitions to have some responsive money and supports for individuals and families in addition to the other help we can provide.

A secondary concern of ours is around our own capacity and our position to be prepared to come back online as things begin to reopen over time. The current Center for Disease Control Guidance is that pre-k and childcare programs will be part of the first wave of opening, however in order for us to return to "normal" we would need to have our staff and their families be in a position that is reasonably risk-managed and stable; with the appropriate supplies and cleaning resources. We are also finding our own resources somewhat hampered by our infrastructure, particularly our teleconferencing abilities as none of our current workstations have cameras or microphones, so we are currently doing our own conferencing, as needed, on our phones which works, but is sometimes less than ideal.

We thank you for the interest and hope you are all well in these uncharted times.

Sincerely,



Paul Smith  
Executive Director,  
Strengthening Rural Families

P.O. Box 1528  
535 S. 19<sup>th</sup> Street, #147  
Philomath, OR 97370  
Phone: 541/929-2535 [www.ruralfamilies.org](http://www.ruralfamilies.org)

...working together to build stronger families and communities in rural Benton County



# Vina Moses Center

Joan Swanson  
City of Philomath  
PO Box 400  
Philomath OR 97370

April 22, 2020

Dear Ms Swanson:

The Vina Moses Center's FISH Emergency program serves a number of families in Philomath throughout the year. We currently serve approximately 400 Philomath families. The FISH program assists with rent, utilities, transportation, prescriptions and miscellaneous other expenses.

So many people are now not able to work because of the COVID 19 pandemic I am sure we will have an increase in request. The amounts requested will very likely be greater particularly if a household goes 1,2 or 3 months without paying or making partial payment to utilities or rent.

Your generous funding to Vina Moses has helped and continues to help many families. I recently had a conversation with David Low that the city may have funds to distribute to help families in financial distress due to the Covid-19 pandemic. Any amount available to Vina Moses for the benefit of those families will be greatly appreciated.

Thank you for considering our program for this special funding. Please feel free to call me with any questions you may have.

Sincerely,

Christine Duffney  
Executive director

## Joan Swanson

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**From:** Ed VanVlack <pyac@peak.org>  
**Sent:** Wednesday, April 22, 2020 11:32 AM  
**To:** Chris Workman  
**Cc:** Joan Swanson  
**Subject:** Covid impacts on PYAC

Joan (I've included Chris because I wasn't 100% sure I had your correct email) thanks so much for reaching out to us on behalf of the council and their concern with how this situation is impacting the social service organizations in our community. As you may expect this has had a very adverse impact on our organization. We have laid off 10 or our 12 employees for over a month now while suspending all of our programming. We have submitted a SBA PPP loan/grant application in hopes of securing funding to bring back our staff and resume programming once the restrictions are lifted. As I am sure you are aware of those funds were diminished very quickly so we are unsure of the likelihood of receiving them. Even without staff here we are losing approximately \$4,500 each month 😞 If we are unable to offer our summer programs (Baseball/Softball/Fun in the sun/Safety Town) it could be devastating to our organization. Another concern that we have is how this situation has and will impact the economy thus making our fundraising efforts over the next several years even more challenging than it already is. ANY help that the City can provide our organization would be GREATLY appreciated. Please let me know if you should have any further questions or concerns. Sincerely Eddie



Philomath Youth Activities Club  
P.O. Box 1358  
421 S. 19th St  
Philomath, Or 97370

**Ed VanVlack**  
**Executive Director**

Direct 541-929-4040  
Cell 541-760-3600  
Fax 541-929-4281  
Email [pyac@peak.org](mailto:pyac@peak.org)

## Joan Swanson

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**From:** Jenny Gilmore-Robinson <jgilmore-robinson@abchouse.org>  
**Sent:** Tuesday, April 28, 2020 12:09 PM  
**To:** David Low (lowd@ci.philomath.or.us); Joan Swanson  
**Subject:** ABC House request for funding  
**Attachments:** City of Philomath request\_ABC House.pdf

Dear David and Joan,

Thank you so much for the opportunity to request possible support from the City of Philomath's contingency funds. Please find attached ABC House's request. If there is any other information we can provide, please let us know.

At David's suggestion, we requested a specific amount of funding; that said, please know that any amount would be welcome and greatly appreciated. There are many nonprofit organizations doing great work who need help right now. Assuming funding is available, if each of us receiving less means an additional organization can be funded, I am fully supportive.

Thank you again!  
Jenny

Jenny Gilmore-Robinson  
*Executive Director*  
ABC House – The Child Abuse Intervention Center Serving Benton & Linn Counties  
(541) 926-2203  
(541) 926-1378 (fax)  
jgilmore-robinson@abchouse.org  
(Pronouns: she/her/hers)

### ***Reporting Abuse and Neglect***

*If a child's life is in danger, you should call 911 immediately. To report any type of abuse, including child abuse or elder abuse, please call the 24/7 statewide hotline: **1-855-503-SAFE (7233)***

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**ABC House**

PO Box 68  
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Fax: 541-926-1378  
www.abchouse.org

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*ABC House is the  
Child Abuse  
Intervention  
Center serving  
Benton and Linn*

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Community Partner



April 28, 2020

Joan Swanson  
Finance Director  
City of Philomath  
P.O. Box 400  
Philomath, OR 97370

Dear Ms. Swanson and Finance Committee Members:

Thank you so much for the opportunity to submit the following COVID-19 request to the City of Philomath to fund emergent child abuse assessment and support services during the extended pandemic and its aftermath. Funding from the City of Philomath will help ensure that children impacted by abuse or neglect have the specialized care and support from child abuse professionals when they need it most. ABC House is respectfully requesting \$5,000 in emergency funds to replace lost revenue and meet the expected increase in demand. Funding in any amount will make a difference.

ABC House continues to deliver emergency child abuse assessments and consultation services, as well as family support and trauma counseling via tele-mental health. Our physicians in particular are working around the clock on emergency medical consultations so that law enforcement and child protective services workers can make real-time decisions about whether children can remain safely in their homes.

Based on CDC recommendations and State mandates, ABC House scaled back on-site assessment services to emergent cases only (i.e. cases that cannot safely wait) and is serving all other assessment and mental health clients remotely wherever possible. This results in a significantly lower insurance reimbursement. We are also making unanticipated expenditures for technology to provide services remotely, sterilization equipment and personal protection equipment. Lastly, we were forced to cancel our biggest fundraising event of the year, Celebrate Hope. Last year, Celebrate Hope netted more than \$111,000. Our goal this year was to net \$115,000.

Without these funds, ABC House will have limited resources for the coming fiscal year and will struggle to meet the on-going demand for child abuse assessments and support services.

Further, we anticipate an increase in the number of children who will need our help as a result of COVID-19. Child abuse doesn't stop during times of crisis; in fact, right now at-risk children are more vulnerable than ever. For many children, home is not a safe place, especially when stressors like job security and health are included. Each year, we see an uptick in the number of children needing abuse assessments following periods of isolation or time away from supportive adults, such as holiday breaks or summer vacation. We believe the current mandate of school closures and social distancing will produce the same results, for a greater number of children. We are anticipating a surge in referrals, especially after public health restrictions are relaxed.

Our recovery plan includes approaching funders like the City of Philomath, as well as appealing to private donors who have attended Celebrate Hope in the past or supported us in other ways. We have also applied for and received a Payroll Protection Program loan to fund payroll for April and May. Our immediate goal is to raise \$140,000 needed for the fiscal year ahead. To date, we have raised nearly half this amount and there is more work to be done.

In 2019, we provided child abuse assessment, consultation and support services to 164 children from Benton County, including 18 children from the Philomath area. The number of children served from Philomath is likely greater, given the number of medical consultations referred by physicians, Benton County Sheriff's Office and DHS case workers in which the child's residence was not provided.

**At ABC House, no child is ever turned away due to their family's inability to pay, and families pay no out of pocket costs for services.** Although every county in Oregon is required to be served by a child abuse intervention center, ABC House and its counterparts throughout the state do not receive tax-dollar funding. Community support of our mission is critical, especially at this time. We hope the City of Philomath will renew its support this year with a COVID-19 response grant of \$5,000. Funding in any amount would be helpful and greatly appreciated.

Please feel free to contact me with any questions or concerns at (541) 926-2203 or via email at [director@abchouse.org](mailto:director@abchouse.org). Thank you very much for your kind consideration of our request.

Sincerely,



Jenny Gilmore-Robinson  
Executive Director

*Thank you!*

## Joan Swanson

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**From:** David Low  
**Sent:** Tuesday, April 28, 2020 11:11 AM  
**To:** Joan Swanson  
**Subject:** Special award to social service agencies

Hi Joan,

Just to catch you up. I spoke with Anita from Meals on Wheels. She was very honest and said they have not seen an increase in need from the current situation, so they she will not be submitting a request for the special consideration. However, she will for the revenue sharing round.

I responded to Jean's e-mail from PCS. For obvious reasons, I want to be impartial with them. I'll discuss my thoughts of recusing myself from a vote on whatever the other councilors wish to do for PCS.

As for ABC House, I'll reach out but have not done so at this point.

Thanks

David

# FW: 100 kits 4 100 families

Joan Swanson

Mon 5/4/2020 10:59 AM

To: David Low <David.Low@philomathoregon.gov>; Chas Jones <Chas.Jones@philomathoregon.gov>; Matt Lehman <Matt.Lehman@philomathoregon.gov>;

Cc: Chris Workman <Chris.Workman@philomathoregon.gov>; Ruth Post <ruth.Post@philomathoregon.gov>;

 2 attachments

COPY (1) of 100 (4) 100 Flyer .jpg; 2019-20 contributions.docx;

Good Morning –

I believe that Jean Goul from Philomath Community Services talked to Lori Paul from Maxtivity. Jean told her that we were going to consider some additional social service funding at the Finance Committee meeting this afternoon.

Lori has sent over the attached request. I have not yet received a request from Philomath Community Services.

In addition, I have attached a sheet showing the 2019-20 contributions that were sent out in July 2019.

See you this afternoon. Joan

**From:** Lori Paul <maxtivitycreativespace@gmail.com>

**Sent:** Monday, May 4, 2020 10:20 AM

**To:** Chris Workman <Chris.Workman@philomathoregon.gov>; Shelley Niemann <director@philomathchamber.org>; Joan Swanson <Joan.Swanson@philomathoregon.gov>

**Subject:** 100 kits 4 100 families

Good morning Chris and Joan,

I hope you got my message on Friday. I am just following up with a little more info on the campaign Maxtivity is working on right now. 100 art kits for 100 families. I am really excited about the opportunity to get art supplies into the hands of kids in Philomath and possibly Benton County. I feel that having something creative to do right now is especially important in light of what children are struggling with at home.

<https://www.maxtivitycreative.space/creativekits>

For full funding the projects needs \$1,850. I would be happy with any amount the city of Philomath might be able to contribute. I understand you have a finance meeting this evening. I would be happy to present a short ask if that would be helpful.

Maxtivity has been wanting to make a difference during this difficult time and this is a way we can partner with the community to let people know we care. This project would not only help individuals but Maxtivity as well, as we struggle to make it through Covid-19. Unfortunately because we are so small we did not get any funding from the Small Business administration or the PPP forgivable loan.

If you can think of any other business, or individuals who might be interested in supporting this project please pass on the info and have them contact me. All the best and Gods peace be with you

*Lori Paul*

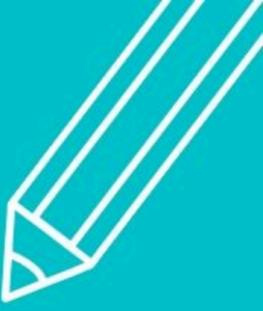
541-714-3443

[maxtivitycreativespace@gmail.com](mailto:maxtivitycreativespace@gmail.com)

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*Lori Paul*

[www.maxtivitycreative.space](http://www.maxtivitycreative.space)

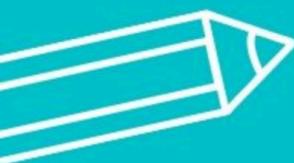


**Maximize Creativity  
at Home!**

# 100 Kits (4) 100 Families



A campaign to get Art  
supplies into the hands  
of kids & individuals



**Drawing**

**Painting**

**Friday, May 15, 2020**

Sign up for a kit for yourself  
Gift one to another family  
Register and/or Donate  
@ [maxtivitycreative.space](https://maxtivitycreative.space)

**Creating**

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Philomath, OR 97370  
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[maxtivitycreativespace@gmail.com](mailto:maxtivitycreativespace@gmail.com)



**ARTS & CRAFTS  
CREATIVE SPACE**