

**HUMAN SERVICES BOARD**  
Minutes of Meeting, April 20, 2009

**CALL TO ORDER:** 6:35 p.m.

**MEMBERS PRESENT:** Carrie Healy, Bill Lenehan, Elma (Pat) Maye, Marc Meulman, Jason Sims, Mike Thomspson, Amy Tuley, Logan Wessendorf (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Ron Lambe, Joanne Willson

**STAFF PRESENT:** Vicki Georgeau, Deputy Director of Neighborhood Services

**APPROVAL OF MINUTES:** Minutes of the April 2, 2009 meeting were approved as submitted, 7-0.

**OLD BUSINESS:**

Human/Public Service Funding – Annual Process – Board Discussion: Tuley explained the task was to review part 1) of the Continuous Quality Improvement (CQI) process recommended by Meulman, which involves the evaluation criteria. After lengthy discussion, a motion was made by Thompson, supported by Meulman, to accept the existing evaluation criteria. The motion was approved 7-0. A motion was made by Healy, supported by Maye, to add three questions to the application that were recommended in the February 26, 2009 staff communication. The motion was approved 7-0. Tuley requested information regarding the annual RFP process, and staff explained its more of a Notice of Funding Availability (NOFA), as opposed to a request for proposals for a specific activity. Healy commented that parts 2) and 3), development and distribution of the RFP or NOFA, are not as critical as development of a good process for part 4), review of proposals and funding allocations. There was consensus that the Board should focus on part 4) and Tuley suggested creation of a subcommittee. Thompson recommended that the Board work together on this activity before forming a subcommittee. To ensure a productive discussion, Tuley recommended the Board review the bulleted items in Meulman's CQI process for part 4), and come prepared with specific recommendations. Healy inquired regarding the City Administration process and recommendation to City Council. Staff explained that the City Administration utilized the evaluation criteria and ranked applicants consistent with the Board. The City Administration also concurred with the Board regarding CDBG and fund development activity funding for the Portage Community Center, and the Prevention Works application. With regard to the remaining applications, the following were considered: current funding; grantee performance; the amount of funding requested; and if proposed programs would address critical needs and provide core services such as emergency assistance. Lenehan expressed frustration the Board was not provided a copy of the recommendation. Staff explained the recommendation was provided to City Council on April 14<sup>th</sup>, will be discussed at the May 5<sup>th</sup> budget work session, and that a copy can be provided to the Board. Lenehan noted there are too many parties involved in the process. Staff noted recommendations by the City Administration and Board are provided to provide a diversity of perspectives and that City Council considers both recommendations in making a final decision. After further discussion, Tuley recommended the discussion be tabled until the May 7<sup>th</sup> meeting.

**NEW BUSINESS:**

Public Hearing for MSHDA – Neighborhood Stabilization Program Grant Application: Tuley opened the public hearing. Staff provided an overview of the Neighborhood Housing Stabilization Program application for funding to the Michigan State Housing Development Authority (MSHDA). In particular, the City of Portage is requesting a \$290,000 one-year grant to provide homebuyer and rehabilitation assistance for the purchase of foreclosed and/or abandoned houses within a target area of northeast Portage, that includes neighborhoods with higher Foreclosure and Abandonment Risk scores, as determined by data generated by the U.S. Department of Housing and Urban Development. The city proposes to complete 10 projects and will provide up to \$25,000 in assistance per household through a deferred loan that is forgivable after a 10 year time period. In addition, for each project completed, the city is eligible to receive a \$4,000 developer fee for administration of the grant. Healy inquired if participants have to be first time homebuyers. Staff indicated no, and household incomes can range up to 120% of the area median income, which for a family of four is \$75,400. Maye inquired if the funds can be used for the two foreclosed apartment complexes in the Lexington Green neighborhood. Staff indicated no, but other funding may be available through MSHDA and/or HUD to assist with renovations of multiple-family developments. Maye also inquired if funding can be used for ramps on rental properties. Staff indicated that funding requested is for houses that will be owner-occupied, and if a household has accessibility needs, such improvements would be eligible. Healy inquired if the city has a list of foreclosed properties. Staff indicated yes, the Office of City Assessor tracks foreclosed properties and this list, in combination with data available through realtors, will be utilized for program implementation. As no other written or verbal public comments were received, the public hearing was closed. A motion was made by Maye, supported by Lenehan, that the City Administration submit the grant application to MSHDA by the April 23, 2009 deadline as proposed. The motion was approved 7-0.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** The Board meeting was adjourned at approximately 8:05 p.m.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services