

HUMAN SERVICES BOARD
Minutes of Meeting, May 20, 2009

CALL TO ORDER: 6:35 p.m.

MEMBERS PRESENT: Diane Durian, Marc Meulman, Jason Sims, Amy Tuley, Joanne Willson, Logan Wessendorf (Youth Advisory Committee Liaison)

MEMBERS ABSENT: Ron Lambe, Bill Lenehan, Elma (Pat) Maye, Mike Thomson

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: Minutes of the May 7, 2009 meeting were approved as submitted, 5-0.

OLD BUSINESS:

Human/Public Service Funding – Annual Process – Board Discussion: With regard to the May 12th City Council meeting, Tuley summarized scenario A and B in the communication from the City Administration, and that Council approved funding under scenario B. Tuley noted Council recognized the efforts of the Board and requested the City Administration provide the Board with its funding recommendation to improve the process. With regard to scoring of applications, and assessing inter-rater reliability, Wessendorf and Willson proposed methods of scoring that would eliminate extraneous scores and average the remaining figures. Meulman compared the proposals to a standard deviation calculation. Sims suggested that if the Board had a special meeting to discuss scores after the applicant presentations, perhaps there would be no need to eliminate very high and very low applicant scores. Meulman agreed with Sims, and noted the Board should focus instead on scoring applications based on a consensus model. Tuley noted such process would require that all Board members come to the meeting with an open mind and ability to adjust. After further discussion, Meulman recommended, and there was Board consensus on the following process, which would involve three meetings: during the first meeting, the Board would hear applicant presentations and ask questions regarding proposals; prior to the second (special) meeting, the Board would evaluate and score applications; during the second meeting, the Board would use a consensus model to review the content of the applications, applicant scores, and develop final scores which may be based on an average or median if determined appropriate; during the third meeting, based on the applicant scores and rankings, the Board would make a funding recommendation to City Council. Tuley noted the importance of ensuring the Board reviews the applications prior to the presentations and be prepared to ask relevant questions, and further the importance of all Board members preparing applicant scores. Additionally, Tuley indicated that Board members should submit their scores to the Chair one week prior to the special meeting so the scores can be compiled and included in the agenda. With regard to the June 4th meeting, Tuley indicated the Board would discuss the remaining bullets of part 4 of the process.

NEW BUSINESS:

Public Hearing for FY 2008-09 Community Development Block Grant Program (CDBG) Proposed Annual Action Plan Substantial Amendment: Tuley opened the public hearing. Staff provided an overview of the proposed Substantial Amendment to the FY 2008-09 Annual Action Plan, which is required for additional CDBG funding through the American Recovery and Reinvestment Act. The grant proposal is to utilize \$57,194 to carry out additional housing program activities consistent with the Recovery Act. In particular, housing project activities will include emergency repairs, housing rehabilitation, and down payment assistance. Also included in the budget is up to 10% for program planning and administration, which involves tracking and reporting of job retention/creation, quarterly reports to HUD, and fair housing planning activities to assist with the update of the Analysis of Impediments to Fair Housing study. Willson inquired regarding how many projects will be completed in total and how many down payment assistance projects will be assisted with the \$9,000 budgeted. Staff indicated it is estimated that 10 total projects will be completed, including three down payment assistance and seven housing rehabilitation projects. In addition, some flexibility within the budget is permitted if additional demand is received to complete one or two additional down payment assistance projects. Meulman inquired how the city will leverage weatherization funds. Staff explained that the city has had initial conversations with the Kalamazoo County Community Action Agency regarding the additional \$4.4 million in weatherization funds to be received through the Recovery Act, and that there is an expectation of HUD that CDBG-R funds be leveraged to the extent possible with other Recovery Act funds available in the community. While specific arrangements have not been finalized with Kalamazoo County, the city will continue to pursue opportunities to use such funds as part of rehabilitation project activities. Meulman asked for a clarification regarding the low-income neighborhood map, in particular, how census tract, block group 20.03-2 qualified. Staff explained that the target areas shown on the map are those with the highest concentration of low-income households, and that there are often smaller areas within each census tract block group that contribute to the overall median household income. In addition, areas with a checkered pattern are those that were target areas based

on previous census data, and those with median house values that program participants may find affordable. Meulman also inquired about program income. Staff explained approximately \$50,000 in program income is received annually through the repayment of housing program loans, which is used to carry out additional CDBG program activities, most often housing program activities. No citizens were present at the Board meeting. As no other written or verbal public comments were received, the public hearing was closed. A motion was made by Willson, supported by Meulman, that the City Council review and approve the proposed FY 2008-09 Annual Action Plan Substantial Amendment as proposed. The motion carried 5-0.

STATEMENT OF CITIZENS: None.

ADJOURNMENT: The Board meeting was adjourned at approximately 7:50 p.m.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services