

CITY OF
PORTAGE
A Place for Opportunities to Grow

**HUMAN SERVICES
BOARD**

August 6, 2009

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, August 6, 2009
(6:30pm)**

Conference Room #1

APPROVAL OF MINUTES:

- * June 4, 2009

OLD BUSINESS:

Human/Public Service Funding – Annual Funding Process

- Summary Review of Process will be provided by Chairwoman Tuley.

NEW BUSINESS:

Interfaith Strategy for Advocacy and Action in the Community (ISAAC) Presentation

- * Review of FY 2009-10 Advisory Board Goals

Metro Transit ADA Advisory Board Committee – Update by Board Member Lenehan

- * Letters of Resignation - Jason Sims and Cameron Lambe

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

Star (*) indicates printed material within the agenda packet.

HUMAN SERVICES BOARD
Minutes of Meeting, June 4, 2009

 **DRAFT**

CALL TO ORDER: 6:35 p.m.

MEMBERS PRESENT: Diane Durian, Ron Lambe, Bill Lenehan, Elma (Pat) Maye, Marc Meulman, Jason Sims, Mike Thomspson, Amy Tuley, Joanne Willson, Logan Wessendorf (Youth Advisory Committee Liaison)

STAFF PRESENT: Vicki Georgeau, Deputy Director of Neighborhood Services

APPROVAL OF MINUTES: Minutes of the May 7, 2009 meeting were approved as submitted, 9-0.

OLD BUSINESS:

Human/Public Service Funding – Annual Process – Board Discussion: Tuley summarized the discussion at the last Board meeting and noted that City Council reviewed human/public service funding allocations for FY 2009-10 at the May 12th City Council meeting. Tuley indicated that Council recognized the efforts of the Board and requested the City Administration to provide the Board with its funding recommendation, which will be accomplished during the next funding round. Lambe expressed frustration that applicants that were not to be funded had not yet been formally notified by the City Administration. Staff explained that while the City Council deliberated on the matter on May 12th, the FY 2009-10 budget was not formally approved until May 26th. In addition, staff advised that all agencies to be funded have been notified and contracts have been drafted for City Attorney review and approval. In addition, letters to applicants that were not funded would be sent out by the end of the week. Lambe announced his resignation effective immediately. Tuley expressed regret with regard to Lambe's resignation, and indicated his service on the Board was appreciated and would be missed.

Tuley noted the next Board discussion item regards Step 4 of the CQI process proposed by Meulman, which includes: 1) whether a different process should be established for Portage Community Center; 2) how to assess and determine proposals that will, and will not be funded; 3) once applicants are scored, how do the scores impact funding recommendations. Meulman suggested that with the additional review meeting after applicant presentations, and the consensus decision making model to be utilized, the three remaining issues may not be relevant. Lenehan indicated the Board should review current funding, funding requested, funding available and have a variety of methods for making funding recommendations available for consideration. Tuley suggested that similar to the Board member scores for applications, each Board member should prepare and provide funding recommendations for consideration prior to the regular Board meeting in February for deliberations. After further discussion, the Board determined the process improvements discussed should be sufficient for the next funding round. If additional discussion is warranted, time can be provided on the August meeting agenda.

NEW BUSINESS:

Metro Transit ADA Advisory Board Committee / County Transit Authority – Update by Board Members Lenehan and Lambe: Lenehan indicated that Metro-Van and Care-A-Van ridership continues to increase and that the system is preparing for the next millage within the City of Kalamazoo in November 2009.

STATEMENT OF CITIZENS: Tuley reminded the Board that there would be no meeting in July 2009 unless an action item was needed by the Board. The next regular Board meeting is August 6, 2009.

ADJOURNMENT: The Board meeting was adjourned at approximately 7:25 p.m.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services

RECEIVED

JUN 10 2009


CITY OF PORTAGE

COMMUNICATION

COMMUNITY DEVELOPMENT

TO: Advisory Board Chairperson*

DATE: June 10, 2009

FROM: Adam D. Herringa, Deputy City Clerk 

SUBJECT: Approved 2009/2010 City Goals & Objectives

Attached is a copy of the 2009/2010 Goals and Objectives approved by City Council at the June 9, 2009, City Council Meeting. Please note the following important dates that are included in the attached Goals and Objectives.

- | | |
|--|----------------------------|
| 1. Recommended Goals for Fiscal Year 2010-2011 | Due in early November 2009 |
| 2. First Goals Update 2009-2010 | Due in early November 2009 |
| 3. Second Goals Update 2009-2010 | Due in early April 2010 |

Please contact the City Clerk Office at (269) 329-4511 if you need assistance or further information.

- * Mark Janke, Pres., EDC/TIFA and Brownfield Redevelopment Authority
- M. Denise Clegg, Chair, Environmental Board
- Mark Reile, Chair, Historic District Commission
- Amy Tuley, Chair, Human Services Board
- Mark Anthony Martin, Chair, Park Board
- Thomas Fox, Chair, Planning Commission
- Lawrence Smith, Chair, Senior Citizens Advisory Board

c Maurice S. Evans, City Manager

- Staff Liaison:
- Jeff Erickson, EDC/TIFA and Brownfield Redevelopment Authority
 - Christopher Barnes, Environmental Board
 - MaryBeth Block, Historic District Commission
 - Vicki Georgeau, Human Services Board ✓
 - William Deming, Park Board
 - Chris Forth, Planning Commission
 - Jason Horan, Senior Citizens Advisory Board

ADVISORY BOARDS AND COMMISSIONS RECOMMENDED 2009-2010 GOALS AND OBJECTIVES

ECONOMIC DEVELOPMENT CORPORATION/TIFA

1. Maintain a leadership role and active participation in encouraging a cooperative approach to economic development.
2. Evaluate and emphasize broad tax base growth.
3. Develop an infrastructure improvement and industrial park development strategy to ensure the continued strength of the central business area of the city as well as its industrial suburbs.
4. Maintain effective planning and development programs to promote orderly, attractive and environmentally sound growth.
5. Maintain the financial health of the city.
6. Continue to plan and implement cost-effective improvements to move traffic safely and effectively through the community.
7. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

ENVIRONMENTAL BOARD

1. Continue to implement the City Council approved Purple Loosestrife bio-control plan:
 - a. Release additional beetles at appropriate surveyed sites as beetle supplies are available.
 - b. Provide oversight to the work group.
 - c. Submit an annual progress report to City Council.
2. Promote general environmental awareness to the public. Possibilities include organizing Earth Day activities, increasing the use of the city's website for environmental education, published articles in the *Portager*, updating the public sign in Lakeview Park and/or collaborating with other organizations for public environmental programs.
3. Communicate with City Council on environmental issues and periodically discuss the Summary Environmental Activity report with the city staff liaison.
4. Continue to expand relationships with other environmental groups such as Kalamazoo Environmental Council, Sustainable Business Forum, Watershed Council and Portage area lake associations as time permits.
5. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

HISTORIC DISTRICT COMMISSION

1. Safeguard the heritage of the city through the exterior preservation of the historic district by evaluating and considering applications for Certificates of Appropriateness. Identify and evaluate historically significant structures in the City of Portage.
2. Increase visibility and public awareness of the Portage Historic District.
 - a. Continue to interview and transcribe select interviews with historic homeowners and other people knowledgeable about Portage's history.
 - b. Continue with book sales of *Where the Trails Crossed*.
 - c. Continue to support the historic educational programs in the Portage Schools.
 - d. Continue to have communication and cooperation with similar organizations in the local community.
3. Maintain a Library exhibit wall of framed photos representing the history of Portage. Continue to add new material throughout the year. This exhibit will be on display at the Portage District Library.
4. Present a Preservation Award to a citizen who has met the criteria as established by the Portage Historic Commission.
5. Continue the biannual newsletter called *Picket Fences* to be distributed to homeowners of Portage historic homes, council members and other supporters.
6. Observe National Preservation Week in May by presenting a special event in the community.
7. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

HUMAN SERVICES BOARD

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
 - a. To make recommendations regarding the Community Development Block Grant (CDBG) Program.
 - b. To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
 - Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
 - Hear appeals from the CDBG Housing Program Guidelines.
 - Review fair housing activities.
 - Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.

2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
 - a. Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
 - Review public transportation needs within the City of Portage.
 - Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
 - a. To take appropriate action on projects as assigned by City Council
 - b. Identify and educate City Council on emerging human service issues in Portage.
 - Continue to serve on Metro Transit ADA Advisory Committee.
 - Assist City Council with Red Ribbon Week activities.
 - Review use of community survey to evaluate human service needs.
4. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

PARKS BOARD

1. Continue to participate in Portage cultural and special events as event volunteers and to distribute program informational flyers. Possible venues include:
 - a. Concerts.
 - b. Festivals.
 - c. Recreation programs special events.
2. Continue promotion and coordination of the 4-Season Photo Contest initiated during current year. The contest will continue through December 2009 with final judging in January 2010.
3. Continue sponsorship and coordination of a Bicycle Road Rally through city park facilities.
4. Investigate the opportunity to implement a Kayak Race using Ramona Park as the staging area. The Board would like to enlist support from local vendors to assist with a new event that hopefully will become an annual regional attraction.
5. Investigate the opportunity to implement a Fishing Contest using the many community water front access sites. The Board would like to explore options to work with local fishing clubs and vendors to further develop and promote fishing in the community.
6. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

PLANNING COMMISSION

1. Explore neighborhood areas that might benefit from low-impact nonresidential uses by expanding home occupation regulations and/or other mixed-use options.
2. Prioritize the three Commercial Revitalization areas and consider a revitalization program covering appropriate rezonings, public infrastructure improvements and financial assistance and incentive programs.
3. Create a friendly walkable “downtown” City Centre Area that integrates with existing commercial/retail district along South Westnedge Avenue.
4. Continue to guide development to appropriately planned area of the community.
5. Consider and act appropriately upon site-specific rezonings in the context of the 2008 Comprehensive Plan and the 2008 City Centre Area Plan to encourage residential, commercial, industrial, planned development and high-tech development opportunities, as appropriate.
6. During project plan review, consider parking lot interconnection, driveway consolidation, access from adjacent local/collector street or other methods intended to improve traffic flow and safety.
7. Review and recommend the annual Capital Improvement Program.
8. Annual review/update of the Major Thoroughfare Plan components of the Comprehensive Plan, where necessary.
9. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

SENIOR CITIZEN ADVISORY BOARD

1. Help to increase membership to 2,500 or more.
2. Help to increase funding for operational support: investigate new sources of funding in cooperation with the Friends of the Portage Senior Center.
3. Continue development of innovative programming.
4. Conduct strategic planning on specific senior center topics in cooperation with the Friends Board and the City Council on the results of the Portage Visioning Project.
5. Assist with the self assessment in preparation for re-accreditation of the Portage Senior Center.
6. Continue to develop a working relationship with the Portage Community Center to explore the potential for new opportunities for volunteers, services and other interactions.
7. Forward recommended goals for FY 2010-11 (November 2009) and update to goals for FY 2009-10 (November 2009 and April 2010).

Victoria Georgeau - Jason Sims....Hopefully you recieve this email.

From: Jason Sims <sims0745x@yahoo.com>
To: Victoria Georgeau <georgeav@portagemi.gov>
Date: 7/30/2009 10:04 PM
Subject: Jason Sims....Hopefully you recieve this email.

Vicki,

As per our conversation earlier today, please accept this letter as my resignation of the Human Services Board effective July 28, 2009.

Unfortunately, with my new job I will be working out of town which will lead to a conflict of time with attending the Meeting.

In my short tenure, I have found value in serving on the board and when/if my working schedule permits I will be back in touch.

Thank you again for the opportunity to serve on the Human Services Board.

Yours truly,

Jason Sims

From: Victoria Georgeau <georgeav@portagemi.gov>
To: sims0745x@yahoo.com
Sent: Thursday, July 30, 2009 8:07:21 AM
Subject: Letter of Resignation from Human Services Board

Good morning Jason:

As discussed, I am sorry to hear you have to resign from the Human Services Board. I wish you luck with your new job.

For your information, I have not yet received your letter of resignation, and had a concern that it may be stuck in cyberspace. Can you please email me the letter we discussed as a reply to this email? A response by Friday morning would be appreciated.

Thanks,

Vicki Georgeau, AICP
Deputy Director of Neighborhood Services
Department of Community Development
City of Portage

ASB 

June 8, 2009

Amy Tuley, Chairperson
Victoria Georgeau, Ex Officio
Human Services Board
City of Portage

RECEIVED

JUN 09 2009

COMMUNITY DEVELOPMENT

Dear Amy and Vicki:

It is with regret that I resign my position on the Human Services Board, effective June 4, 2009.

As you know, I have become increasingly disappointed with the criteria and evaluation processes, as well as outcomes for human services agency funding related to our board, the administration and the city council.

Over nearly four years of my involvement, we have invested a great deal of time as a board, committee of the whole, and two committees in an effort to develop objective procedures for the best possible recommendations to the city administration and council. Our advice seems to be less than relevant to the final budget.

At the board meeting last week, I shared that the applicant agencies denied grant funding for the new fiscal year had not received letters from the city, informing them of those denials. These agencies, in fact, learned this decision via a Portage Gazette article in the May 23, 2009 edition. I found this lapse to be disappointing, as well. To date, the subject agencies have still not received official notification from the city.

As another review of the board's deliberation process is currently underway, I feel I can offer little new constructive input that I haven't already provided. Although my term expires in October, it is my belief that leaving now and making room for a new member with fresh ideas is my most prudent course of action at this time.

Thank you for the opportunity to serve on the Human Services Board. I wish you all well and nothing but the best in your future deliberations.

Sincerely,


CAMERON J. LAMBE