

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, March 4, 2010

**CALL TO ORDER:** 6:45 p.m.

**MEMBERS PRESENT:** Diane Durian, Pat Maye, Mike Thompson, Amy Tuley, Joanne Willson, and Logan Wessendorf (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Sandra Sheppard, Mike Thompson, Angela Manahan Ilori

**MEMBERS ABSENT:** Bill Lenehan

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

**APPROVAL OF MINUTES:** February 4, 2010 and February 11, 2010 minutes were approved as submitted, 5-0.

**OLD BUSINESS:** Joanne questioned date for April meeting. Staff reported that we do have a quorum and that the meeting will be held April 1<sup>st</sup> as scheduled.

### **NEW BUSINESS:**

1. Human/Public Service Funding – Review of Evaluation Criteria – Board discussion: Tuley recommended due to the absence of several Board members, the discussion be postponed. Willson asked for clarification on the conflict of interest practice of serving on a board that is a fund recipient. Staff responded that HUD has regulations for conflict of interest that people disclose conflicts and abstain from discussion and voting. It was moved by Tuley, seconded by Meulman, and approved 5-0, that further discussion be postponed until April 1st meeting.
2. Human/Public Services Available to Portage Citizens – Public Education – Board discussion: Continuation of discussion of October 2009 Board meeting - Discussed the process of educating Portage citizens on the services provided and how we proceed. Willson suggested that Portage have a web link for 2-1-1 similar to City of Kalamazoo's web-site. Staff indicated the city has reviewed services already offered. There was further discussion regarding possible city web site links to 2-1-1, PCC, Kalamazoo County Health and Community Services. Staff suggested potential use of city web site and the Portager in similar ways. Meulman suggested getting input from people “survey users to guide us to regarding how to meet their needs. The Board discussed how to reach the users. Suggestions: HSB and PCC hold a joint focus group or develop surveys to determine best ways to deliver information; Form a subcommittee to work on focus group. Willson discussed using the Library to post information. Dianne Schrock agreed to partner with the Board to do a survey. Willson suggested if a person clicked on the 2-1-1 website, they'd be asked to complete a survey. Willson suggested we could hold a public meeting combined with Portage Senior Center. Discussion of goals. Willson questioned if this fit with Goals and Objectives of HSB. Tuley stated it fit the HSB mission statement. Durian motioned to establish an Ad-Hoc committee to determine how to inform Portage City residents on Human Services, seconded by Meulman motion carried 5-0. Committee will be appointed at April meeting. Durian and Dianne Schrock volunteered to serve.
3. Metro Transit ADA Advisory Committee – Update by Board member Lenehan: As Lenehan was absent, no formal report. Willson will attend KVCC Board meeting to express concern regarding lack of express bus service to KVCC; concerns regarding the numbers of transfers and time frame available for transfers; and timeliness of buses and problems presented that may be late for class.

**STATEMENT OF CITIZENS:** Diane Schrock – PCC is hosting the H1N1 Clinic every Wednesday from 3:00 pm to 6:00 pm through April. PCC will also be the questionnaire center for Census 2010 from March 19<sup>th</sup> through April 19<sup>th</sup> for those who did not get form in the mail or for those needing help. Meulman indicated Kalamazoo County will billboards throughout the city about the Willson questioned if PCC would get any ads in the Portager. Staff responded that PCC should submit a formal request to the Office of the City Manager. While “ads” are not provided in the Portager, articles relevant to new development and other current events and services are provided. In addition, staff noted the publication of the Portager has been scaled back to six issues per year. Maye expressed concerns regarding the Senior Center classes ending at 5pm and no evening activity. Tuley announced ISAAC Annual Banquet March 20<sup>th</sup> Tickets \$35 for dinner and \$75 for full evening. Staff announced the 30-day for public comment period for the CDBG FY 2010-11 Annual Action Plan runs from February 27-April1, 2010, and the draft plan is on the city website. However, the exact grant amount is not yet known.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:40 p.m.

Submitted by Pat Maye, Human Services Board Secretary