

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, January 6, 2011

**CALL TO ORDER:** 6:30 p.m.

**MEMBERS PRESENT:** Diane Durian, Pamela Gilchrist, Angela Manahan Ilori, Bill Lenehan, Elma (Pat) Maye, Marc Meulman, Genna Nichols, Sandra Sheppard, Kyle Huitt (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Amy Tuley

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

**APPROVAL OF MINUTES:** December 2, 2010 minutes were approved as submitted, 8-0.

**OLD BUSINESS:** None

### **NEW BUSINESS:**

1. Memorandum regarding Human/Public Service funding, Human/Public Service Funding Application Booklet and Evaluation Criteria Forms: Staff summarized the funding applications received, current year funding and amount of funds available through the Community Development Block Grant (CDBG) Program and General Fund. Staff noted the Board would hold a special meeting on January 20th to score and rank the applications, and would make a funding recommendation to City Council at the February 3, 2011 meeting. Board member Maye noted that as she works for a sub-recipient of CDBG funding (the Fair Housing Center of Southwest Michigan), she would abstain from discussion and voting on human/public service funding and the CDBG program. Meulman noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to him via email not later than Wednesday, January 12<sup>th</sup>. In addition, Lenehan moved, and Ilori supported, that the Board consider the scores of Huitt, even though he does not vote on the Board, as he is a Youth Advisory Committee Liaison. The motion carried 8-0.
2. Presentations by Applicants: Representatives from Catholic Family Services (the ARK Shelter and ARK Community Services), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs) Housing Resources, Inc. (Housing Stabilization Program), and the Portage Community Center (Program Coordination and Development, Youth Development, and Emergency Assistance Programs) made presentations regarding their grant requests from the General Fund and CDBG Fund. The Board had a number of questions and comments for the applicants regarding services provided to Portage residents, coordination between agencies, program participant characteristics, and other funding to support agency services.
3. Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Chairman Meulman opened the public hearing. Staff provided an overview of the U.S. Department of Housing and Urban Development (HUD) planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years, an Annual Action Plan and grant application, and an Analysis of Impediments to Fair Housing study update. Staff indicated that a one-year extension to the Consolidated Plan update requirement was granted in FY 2009-10, and that new U.S. Census and HUD data released in December 2010 were utilized to update the plan. Staff then summarized the data in the community profile and housing and market analysis, and explained the Board would receive a draft of the Housing, Homeless and Community Development Needs Assessment, and Strategic Plan portion of the document at the February 3<sup>rd</sup> Board meeting, that a complete draft of the Plan, along with the Analysis of Impediments to Fair Housing study, would be completed by early March 2011. A 30-day public comment period would follow with a public hearing on the plan in early April 2011. Finally, while the CDBG entitlement grant is not yet known, staff estimates a five percent reduction from current year funding. Meulman asked for clarification on the affordability of rental housing units. Staff reviewed data in Tables 10-13, indicating that median gross rent increased over the past nine years, yet more rental units were offered at or below the HUD-established Fair Market Rent. In addition, there are more rental units available at affordable rates for low-income households in comparison to owner-occupied housing units. However, as will be shown in the data provided in the next section of the Plan, there are still unmet needs with regard to both affordable renter-occupied and owner-occupied housing. As no comments from the Board or public were received, the hearing was closed.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at about 8:50 p.m.

Respectfully Submitted,  
Vicki Georgeau, Deputy Director of Neighborhood Services