

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, February 3, 2011

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

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

**MEMBERS EXCUSED:** Genna Nichols

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

**APPROVAL OF MINUTES:** January 20, 2011 minutes were approved as submitted, 8-0.

**OLD BUSINESS:** None

**NEW BUSINESS:**

1. FY 2011-12 Human/Public Service Funding Board recommendation: Chairman Meulman opened the discussion, and Board member Maye indicated that due to a conflict of interest, she would abstain from discussion and voting. Lenehan shared his funding recommendation, which included flat funding for the Portage Community Center (PCC), a 10% increase for Housing Resources, Inc. (HRI), and the same funding level of approximately \$9,100 for the YWCA and Catholic Family Services (CFS). Lenehan noted that HRI spends a significant amount of money each year directly to help Portage residents, well beyond what is received from the city, and that PCC needs to diversify its funding base. Gilchrist recalled the Board previously discussed that higher ranked applicants should get a higher level of funding. Meulman made a recommendation that funding be based not current funding levels, but rather what the agencies spend serving Portage residents through the programs for which they have requested city support. Accordingly, Meulman suggested that PCC receive 65% of their "Portage investment", HRI receive 11.9%, CFS receive 8.9% and the YWCA receive 6.7%. Meulman noted, however, that this allocation method results in funding levels similar to the City Administration funding options report. Lenehan reiterated a funding increase to PCC does not seem appropriate. Huitt noted that while PCC provides youth tutoring and other services, CFS provides more critical services to homeless youth. Meulman acknowledged these viewpoints, but noted PCC is the only human service agency in the city. Sheppard noted many services provided by PCC are early intervention, which may prevent failure and crisis in youth and families later on. Gilchrist noted that PCC is heavily staffed by volunteers and is a small agency that Portage residents in need first turn to as a place for help. In addition, Gilchrist noted PCC is limited in its eligibility for larger grants in comparison to the other applicants. In response to Durian, staff noted that PCC did demonstrate a level of success with its recent fund development efforts, that PCC has retained the Fund Development staff position since city funding was eliminated, and has recently reduced staff through attrition. However, the PCC Capital Campaign did fall short, and the agency had to obtain a mortgage to pay for the new facility. In addition, while the goal of holding city funding to 30% of the operating budget has been met, the PCC operating budget has grown over the past five years. In response to Meulman, staff confirmed that for the General Fund there is \$2,230 of funding available to distribute to applicants above current funding levels. Based on Board established applicant rankings, Meulman recommended that PCC receive 40%, HRI receive 30%, and both CFS and the YWCA receive 15% of the available \$2,230. After further discussion, and consistent with the recommendation by Meulman, Lenehan made a motion, supported by Gilchrist, to recommend to City Council the following funding levels from the General Fund: PCC-\$79,109; HRI-\$19,504; YWCA-\$9,405; CFS-\$9,109. Upon voice vote, the motion carried 7-0, Maye abstained. With regard to the CDBG Fund, a motion was made by Lenehan, supported by Durian, to fund PCC at 100% of the funding available (estimated at \$47,334), as PCC is the only applicant. Upon voice vote, the motion carried 7-0, Maye abstained.
2. FY 2011-2015 CDBG Program Draft Consolidated Plan: Housing, Homeless and Community Development Needs Assessment and Strategic Plan: Staff provided an overview of the needs assessment data and the draft Strategic Plan. In response to Maye, staff summarized data regarding the racial and ethnic composition of Portage. Meulman commented that in regard to housing problem data by race and ethnicity, the text should highlight that certain racial/ethnic groups have very high percentages of need in comparison to other groups. Ilori noted that the data is surprising in that extremely low-income groups seem to have fewer housing problems than low-income households with higher income levels. Staff concurred and noted that the data used is either 3-year or 5-year data estimates collected from the Census Bureau, and that detailed 2010 Census data is not yet available. Ilori noted perhaps some households receive housing subsidies or other support that result in a lower housing needs. Lenehan noted concern with the administrative costs of compiling and analyzing data for the plan, and that resources could be better utilized to directly assist Portage residents. Staff agreed that the planning and reporting requirements associated with the entitlement grant program are considerable, especially given that the City of Portage is a very

small entitlement grantee. Staff noted Lenehan may wish to share his concerns with his federal elected officials. However, without completing the HUD-required planning documents, the city would not be able to receive any CDBG funding. As there were no further comments, staff noted that additional materials, including the Analysis of Impediments to Fair Housing study, and a complete draft of the Consolidated Plan, including the Annual Action Plan, would be provided to the Board on March 3, 2011. In addition, the Board rescheduled their April 7, 2011 meeting to Monday, March 28, 2011 to ensure there was a quorum for the required public hearing on the complete draft Consolidated Plan, and to ensure the document was prepared in time for the annual City Council budget review process.

3. Metro Transit ADA Advisory Committee – Member report: Lenehan noted no significant changes in the demand response services, and that the administration was still evaluating ways in which the service could be modified to assist riders in adjacent counties, such as Allegan residents traveling to Kalamazoo, and Kalamazoo residents traveling to Calhoun. Staff noted the annual report from the Kalamazoo County Transportation Authority will be presented to City Council on February 8<sup>th</sup> and was included for Board information only.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Vicki Georgeau, Deputy Director of Neighborhood Services