

CITY OF  
**PORTAGE**  
*A Place for Opportunities to Grow*

**HUMAN SERVICES  
BOARD**

**August 4, 2011**

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, August 4, 2011**

**(6:30pm)**

**Conference Room #1**

### **APPROVAL OF MINUTES:**

- \* May 5, 2011

### **OLD BUSINESS:**

- \* 1. Human Services Fair –
  - Board review of City Council action
  - Event planning and preparation

### **NEW BUSINESS:**

- \* 1. Metro Transit ADA Advisory Committee – Update by Board member Lenehan

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

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

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, May 5, 2011

 **DRAFT**

**CALL TO ORDER:** 6:40 p.m.

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

**MEMBERS EXCUSED:** Angela Manahan Ilori

**MEMBERS ABSENT:** Genna Nichols

**STAFF PRESENT:** Vicki Georgeau, Deputy Director of Neighborhood Services, Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** April 11, 2011 minutes were approved as submitted, 6-0.

**OLD BUSINESS:**

1. Human/Public Services Public Education – Community Forum – Board discussion: Meulman reviewed the draft proposal for the forum included in the agenda, and indicated the event could be held at PCC, as Diane Schrock had suggested their facility could be made available. Existing city grantees (i.e. PCC, YWCA, Housing Resources, Catholic Family Services, Gryphon Place) and other service providers such as the Portage Senior Center, Prevention Works, etc. could kick off the forum with a very brief overview of services provided to Portage residents. After presentations, agencies would be available at booths/tables to provide additional information to attendees. As previously discussed, the target audience would be primarily local employers and citizens that come into daily contact with residents in need, such as: school counselors, principals, teachers, PTA members, church pastors and social justice committee members, day care providers, emergency and non-emergency medical providers, neighborhood watch groups/associations, elected and appointed officials (school board, city advisory boards, substance abuse task force members, etc.), amongst others as determined by the Board. Sheppard suggested the forum be held in conjunction with another event such as a Summer Entertainment Series event. Gilchrist and Meulman expressed concern that the event would get lost within a larger festival. Maye suggested the forum be held in the late afternoon/early evening if the target attendees were not general public. If the general public is the target audience, evening hours with services or “give-aways” such as food baskets, etc. may be helpful. Lenehan expressed concern regarding ways in which the Board would get attendance from the general public. Meulman indicated the Portager newsletter and the Kalamazoo Gazette could be utilized, in addition to targeted mailings. Huitt suggested two events, one for the general public with services geared towards kids, and one for employers and citizens in a position to refer persons in need of services. Gilchrist suggested developing a brief guide to services for Portage residents as a hand out at any event. Staff noted that whatever the Board decides to do, a recommendation to City Council to obtain authorization to proceed with planning for and hosting the event is necessary. In addition, prior to transmittal of a recommendation to Council, additional event details (date, time, location, expenses, if any) should be flushed out. Meulman noted that he would work with staff and the Ad Hoc Committee members to finalize additional details, and that further event preparations could take place during, and outside of, the regular Board meetings scheduled for August and September. After further discussion, a motion was made by Maye, supported by Lenehan, that the Board recommend to City Council that a Human Services Fair be held at the Portage Community Center in the fall 2011. Sheppard noted concern that the goal of the fair and target audience did not seem clearly defined by the Board. Upon voice vote, the motion was approved 5-1.

**NEW BUSINESS:**

1. Board Meeting Schedule – Summer 2011: A motion was made by Gilchrist, supported by Maye to cancel the regular Board meetings scheduled for June 2, 2011 and July 7, 2011. The motion was approved 6-0.
2. Metro Transit ADA Advisory Committee–Member report: Lenehan indicated the Committee had not met recently and had nothing new to report. Meulman noted that City Council accepted the Board recommendation that he serve on the Committee starting in October 2011.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,  
Vicki Georgeau, Deputy Director of Neighborhood Services

**CITY OF PORTAGE**

**COMMUNICATION**

---

---

**TO:** Honorable Mayor and City Council

**DATE:** July 21, 2011

**FROM:** Maurice S. Evans, City Manager



**SUBJECT:** Human Services Board – Human Services Fair

**ACTION RECOMMENDED:** That City Council direct the Human Services Board to further review aspects of the proposed Human Services Fair and report back to the City Council prior to confirming an event date to ensure a successful, sustainable, well attended and productive Human Services Fair.

Attached is a communication from Community Development Director Georgeau regarding the Human Services Fair proposed by the Human Services Board.

At this time, the City Administration recommends additional planning and research be undertaken by the Board regarding the event prior to proceeding. Once additional event details have been determined, it is recommended that the Board provide Council with an update prior to setting a date and location for the event.

Attachment: July 19, 2011 communication from Director Georgeau  
June 8, 2011 memo from Marc Meulman  
May 5, 2011 Human Services Board draft meeting minutes

## CITY OF PORTAGE

## COMMUNICATION

---

**TO:** Maurice S. Evans, City Manager

**DATE:** July 19, 2011

**FROM:** Vicki Georgeau, Director of Community Development

**SUBJECT:** City of Portage Human Services Fair

During the July 12, 2011 Council meeting, Chairperson Meulman, on behalf of the Human Services Board, requested Council authorization to plan and host a Human Services Fair to improve the knowledge of human services available to Portage residents within the community. Mr. Meulman indicated that the Portage Community Center has offered to host the event and a tentative date has been set for September 27, 2011. In addition, while the general public would be invited, the target audience includes individuals and organizations that may come in contact with residents in need (such as religious organization staff, school counselors, neighborhood watch groups, etc.) who may be in a position to refer citizens to appropriate service providers. It is understood that the intent of the Board is to improve information and referral systems amongst organizations and individuals that are not traditional or main stream human service providers.

The proposed Human Services Fair is not specifically included in the Council approved goals for this Advisory Board. However, a 2009 amendment to Section 2-272 of the City Code that pertains to the Human Services Board "Purpose" indicates the "board shall seek to facilitate the satisfaction of the basic human needs of Portage citizens by advising the city council, and as may be directed by city council, educating human service agencies and the community at large." In this regard, the Human Services Fair proposal is consistent with the City Code, and can be recommended.

With regard to the planning and promotion of this event, additional research by the Board is necessary prior to confirming the event date to ensure a successful, sustainable, well attended and productive Human Services Fair. In particular, attention in planning the event should be focused on ways to standardize and/or repeat the informative/educational objective of the activity, as a one-time event is not viewed as being an optimal way in which to establish /improve a referral system. The following actions are recommended, but not limited to:

- Confirmation that Board members are able to commit to assisting with the planning of the event;
- Confirmation that Board members are available to attend the proposed city-hosted event;
- Development of agenda for the event, including agencies to speak and topics to be covered;
- Development of a targeted invitation list for the event that captures non-traditional or main stream human service providers. In this regard, the Board is encouraged to seek assistance from the Portage Community Center, the Greater Kalamazoo United Way and the Gryphon Place (the latter two agencies have extensive experience with information and referral systems, outreach and training).
- Further evaluation by the Human Services Board of opportunities for partnering with Portage Community Center or Greater Kalamazoo United Way in establishing reference materials for regular distribution and an annual referral event.

Provided the event details noted above are further developed and confirmed by the Board, the proposed Human Services Fair can be recommended by the City Administration. At this time, it is recommended that the Board further review this matter and report back to Council prior to confirming an event date.

**CITY OF PORTAGE  
HUMAN SERVICES BOARD**

**MEMO**

---

**TO:** The Honorable Mayor Strazdas  
City Council

**DATE:** June 8, 2011

**FROM:** Marc T. Meulman, Human Services Board Chairman

**SUBJECT:** City of Portage Human Services Fair

---

The Human Services Board (HSB) has spent some time considering how to assist the citizens of Portage with finding the services available to them when they have a need. The research completed indicates a majority of people seeking services find out about the service through an informal network of family and friends or through a referral from another organization with which they are already connected. With that in mind the HSB is planning to host a Human Services Fair to increase the knowledge of programs and services that are available to Portage citizens.

The Human Services Fair will take place on Tuesday, September 27, 2011 beginning at 6:30 PM. Portage Community Center has agreed to host the event. The HSB will invite a variety of service providers including the current Human Services grantees as well as other organizations that provide services to Portage residents. The HSB will compile a complete list of organizations to invite at the regular August meeting.

The target audience for the event includes the general public with plans to target potential referral sources such as religious leaders, counselors, etc. The HSB is working to compile a list of individuals and organizations that should receive a personal invitation. The HSB has discussed utilizing the Portager, the Portage Gazette, and direct mailings to promote the event.

The plan for the event is to have service provider booths/tables where they can provide information about services and answer questions. Those that attend the event will be able to gain valuable information about resources available within the community and will have the opportunity to ask specific questions of the agency representatives.

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, May 5, 2011

**DRAFT**

**CALL TO ORDER:** 6:40 p.m.

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

**MEMBERS EXCUSED:** Angela Manahan Ilori

**MEMBERS ABSENT:** Genna Nichols

**STAFF PRESENT:** Vicki Georgeau, Deputy Director of Neighborhood Services, Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** April 11, 2011 minutes were approved as submitted, 6-0.

**OLD BUSINESS:**

1. Human/Public Services Public Education – Community Forum – Board discussion: Meulman reviewed the draft proposal for the forum included in the agenda, and indicated the event could be held at PCC, as Diane Schrock had suggested their facility could be made available. Existing city grantees (i.e. PCC, YWCA, Housing Resources, Catholic Family Services, Gryphon Place) and other service providers such as the Portage Senior Center, Prevention Works, etc. could kick off the forum with a very brief overview of services provided to Portage residents. After presentations, agencies would be available at booths/tables to provide additional information to attendees. As previously discussed, the target audience would be primarily local employers and citizens that come into daily contact with residents in need, such as: school counselors, principals, teachers, PTA members, church pastors and social justice committee members, day care providers, emergency and non-emergency medical providers, neighborhood watch groups/associations, elected and appointed officials (school board, city advisory boards, substance abuse task force members, etc.), amongst others as determined by the Board. Sheppard suggested the forum be held in conjunction with another event such as a Summer Entertainment Series event. Gilchrist and Meulman expressed concern that the event would get lost within a larger festival. Maye suggested the forum be held in the late afternoon/early evening if the target attendees were not general public. If the general public is the target audience, evening hours with services or “give-aways” such as food baskets, etc. may be helpful. Lenehan expressed concern regarding ways in which the Board would get attendance from the general public. Meulman indicated the Portager newsletter and the Kalamazoo Gazette could be utilized, in addition to targeted mailings. Huitt suggested two events, one for the general public with services geared towards kids, and one for employers and citizens in a position to refer persons in need of services. Gilchrist suggested developing a brief guide to services for Portage residents as a hand out at any event. Staff noted that whatever the Board decides to do, a recommendation to City Council to obtain authorization to proceed with planning for and hosting the event is necessary. In addition, prior to transmittal of a recommendation to Council, additional event details (date, time, location, expenses, if any) should be flushed out. Meulman noted that he would work with staff and the Ad Hoc Committee members to finalize additional details, and that further event preparations could take place during, and outside of, the regular Board meetings scheduled for August and September. After further discussion, a motion was made by Maye, supported by Lenehan, that the Board recommend to City Council that a Human Services Fair be held at the Portage Community Center in the fall 2011. Sheppard noted concern that the goal of the fair and target audience did not seem clearly defined by the Board. Upon voice vote, the motion was approved 5-1.

**NEW BUSINESS:**

1. Board Meeting Schedule – Summer 2011: A motion was made by Gilchrist, supported by Maye to cancel the regular Board meetings scheduled for June 2, 2011 and July 7, 2011. The motion was approved 6-0.
2. Metro Transit ADA Advisory Committee–Member report: Lenehan indicated the Committee had not met recently and had nothing new to report. Meulman noted that City Council accepted the Board recommendation that he serve on the Committee starting in October 2011.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,  
Vicki Georgeau, Deputy Director of Neighborhood Services

consolidation. Mr. Sackley congratulated the three administrators as well as township leaders and pointed out that consolidations have been going on long before the current administration in Lansing took office. Mayor Strazdas concurred and referenced the listing of past consolidation efforts in the report.

Councilmember Randall also complimented the administrators and inquired if other items could be added to the list should there be a public demand or need. Mayor Strazdas responded that the administrators felt that this report was a start and that other topics could be added should circumstances dictate.

Councilmember Reid discussed the amount of time and effort needed to implement these efforts and opined that we must be judicious on what we collaborate on. Mayor Strazdas commended the three administrators on their ability to work together. Discussion followed. Upon a roll call vote, motion carried 7 to 0.

**COMMUNICATION FROM MARC MEULMAN, HUMAN SERVICES BOARD CHAIRMAN, REGARDING A HUMAN SERVICES FAIR:** Mayor Strazdas invited Marc Meulman to discuss the proposed Human Services Fair. Mr. Meulman stated that the Human Services Board has been looking for ways to improve the knowledge of the community about available services. He offered that the Portage Community Center is a crown jewel but cannot do everything for our citizens. He informed City Council that the Human Services Board has determined that citizens find out about services primarily through a loose network of family, friends and contacts. The Human Services Board is proposing to, at the Portage Community Center, hold a fair and invite organizations that provide services to Portage residents to increase community knowledge of available services. Mr. Meulman stated that the Human Services Board is hoping to finalize details of the event in early August for a planned September 27<sup>th</sup> event.

Mayor Strazdas commended the Human Services Board on their efforts and on this concept. Councilmember Reid asked about the target audience and Mr. Meulman indicated that the target audience is those who come in contact with residents in need. Members of City Council commended Mr. Meulman and the Human Services Board and offered suggestions for event participants. Motion by Bailes, seconded by Sackley, to refer the request of the Human Services Board to plan and host a Human Services Fair to City Administration for review and comment. Upon a roll call vote, motion carried 7 to 0.

\* **MINUTES OF BOARDS AND COMMISSIONS:** City Council received the minutes for the following boards and commissions:

Portage Zoning Board of Appeals of May 9, 2011.

Portage Park Board of June 1, 2011.

Kalamazoo County Board of Commissioners Regular and Committee of the Whole of June 21, 2011.

**BID TABULATION:**

\* **CHANGE ORDER NO. 1 FOR RESURFACING OF ANGLING ROAD:** Motion by Sackley, seconded by Bailes, to execute Change Order No. 1 with Michigan Paving and Materials Company of Kalamazoo, Michigan, for the resurfacing of Angling Road (Romence Road to West Milham Avenue) in the not-to-exceed amount of \$221,489.04 and authorize the City Manager to execute all documents on behalf of the city.