

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, January 5, 2012

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Raymond LaPoint, Angela Manahan Ilori, Elma (Pat) Maye, Marc Meulman, Cory Puterbaugh, Sandra Sheppard, Kyle Huitt (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Nadeem Mirza

STAFF PRESENT: Vicki Georgeau, Director of Community Development

APPROVAL OF MINUTES: December 1, 2011 minutes were approved as submitted, 7-0.

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 also explained the difference in the initial estimated amount available from the CDBG Program, compared to the increased estimate based on information received from the U.S. Department of Housing and Urban Development (HUD) in early December 2011. Staff noted the Board would hold a special meeting on January 19th to score and rank the applications, and would make a funding recommendation to City Council at the February 2, 2012 meeting. Staff noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to Chairperson Meulman via email not later than Thursday, January 12th.
2. Presentations by Applicants: Representatives from Catholic Family Services (the ARK Shelter and ARK Community Services), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs), Gryphon Place (2-1-1/Help Line), 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. 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.
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 HUD planning and reporting requirements for CDBG program grantees, including completion of a Consolidated Plan update every five years (including an Analysis of Impediments to Fair Housing study), an Annual Action Plan and grant application, and a Consolidated Annual Performance Report. Staff provided a detailed overview of housing and community development needs included in the FY 2011-15 Consolidated Plan, key CDBG program activities, and performance measures from FY 2010-11. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. In particular, a draft of the Annual Action Plan and budget would be prepared by mid-February, and a 30-day public comment period would follow with a public hearing on the plan in either late March or early April 2012. There was a brief discussion regarding the timing of the public hearing for the Annual Action Plan. As no further comments from the Board or no public comments 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 8:45 p.m.

Respectfully Submitted,
Vicki Georgeau, Director of Community Development