

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, January 19, 2012

CALL TO ORDER: Meeting called to order at 6:35 p.m. by Sandra Sheppard, Vice-Chairperson

MEMBERS PRESENT: Cody Dekker, Diane Durian, Angela Manahan Ilori, Elma (Pat) Maye, Nadeem Mirza, Cory Puterbaugh, Sandra Sheppard

MEMBERS EXCUSED: Raymond LaPoint, Marc Meulman

MEMBERS ABSENT: Kyle Huitt (Youth Advisory Committee Liaison)

STAFF PRESENT: Vicki Georgeau, Director of Community Development, and Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: January 5, 2012 minutes were approved as submitted, 6-0.

OLD BUSINESS:

1. **Human Services Public Education:** Georgeau provided a brief history of the development of education efforts, the draft brochure and cover letter, and read the December 2011 minutes and motion regarding proposed educational efforts. The Board discussed the cover letter and recommended changes. There was also discussion on sending brochure to organizations outside the city but, as additional brochures will be printed, it was determined Board members could hand deliver copies as determined appropriate and desired. A motion was made by Maye, supported by Dekker, that the proposed education efforts as recommended on December 1, 2011, which includes a direct mailing of the Human Services Information and Referral Resources brochure (including changes noted to the cover letter), be recommended to Council for review and approval. Upon voice vote, the motion passed 7-0.

NEW BUSINESS:

1. **Memorandum regarding FY 2012-2013 Human/Public Service Applications:** Board member Maye excused herself from the Human/Public Service Funding discussion due to a conflict of interest as she works for a sub-recipient of CDBG funding (the Fair Housing Center of Southwest Michigan). Georgeau reviewed ranking procedure for applicants, how staff ranked the applications as provided in the memorandum and the review and recommendation process for the Board.
2. **FY 2012-2013 Human/Public Service Funding Board application scores and rankings:** Sheppard began the discussion with review of Board member scores and ranking as included in the final agenda. Discussion ensued on how individual Board members scored the applicants and how the scores need to be reviewed to establish rankings, which are used to make a recommendation regarding funding in FY 2012-13. Sheppard noted that Gryphon Place did not request funding this year, but indicated funding was needed next year due to cuts in other funding sources. Ilori noted the nature of services provided by Gryphon Place compared to other applicants that provide direct client services versus information and referral. Durian noted the help line provides suicide prevention services. Dekker noted many grantees should increase use of volunteers. Georgeau noted the criteria allows for extra points for programs that find a need to limit volunteers due to the sensitivity or and/or confidentiality needs of their programs (e.g. YWCA sexual assault program, The ARK youth clientele). Dekker expressed concern that some faith-based grantees may discriminate in the provision of services. Mirza requested an overview of the staff scoring of the YWCA, which received a higher score than the mean Board score for the YWCA. Other applications with varying scores amongst Board members were also discussed. As three Board members were absent and could not respond to questions regarding their respective scores, there was a consensus amongst the Board to postpone ranking the applications until the next meeting on February 2, 2012. Sheppard and staff further explained the process and that during the next meeting, the Board would need to make a funding recommendation to City Council for review and consideration

STATEMENT OF CITIZENS: None.

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 8:05 p.m.

Respectfully Submitted,
Elizabeth Money, Neighborhood Program Specialist