

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

# HUMAN SERVICES BOARD

March 1, 2012



# **CITY OF PORTAGE HUMAN SERVICES BOARD**

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

**Thursday, March 1, 2012  
(6:30pm)**

**Conference Room #1**

### **APPROVAL OF MINUTES:**

- \* February 2, 2012

### **NEW BUSINESS:**

1. Overview of Kalamazoo County Public Transportation Issues and Portage Bus Route Changes- William Schomisch, Metro Transit
2. Metro Transit ADA Advisory Committee- Member Report

### **OLD BUSINESS:**

- \* Human Service Public Education Proposal- Update

### **STATEMENT OF CITIZENS:**

### **ADJOURNMENT:**

### **MATERIALS TRANSMITTED**

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



**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, February 2, 2012

**DRAFT**

**CALL TO ORDER:** Meeting called to order at 6:40 p.m. by Marc Meulman, Chair

**MEMBERS PRESENT:** Diane Durian, Angela Manahan Ilori, Raymond LaPoint, Marc Meulman, Nadeem Mirza, Sandra Sheppard, Kyle Huitt (Youth Advisory Committee Liaison)

**MEMBERS EXCUSED:** Cody Dekker, Elma (Pat) Maye

**MEMBERS ABSENT:** Cory Puterbaugh

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

**APPROVAL OF MINUTES:** A motion was made by Durian, supported by Mirza, to approve the January 19, 2012 minutes as submitted. Upon voice vote, the motion passed 5-0.

**OLD BUSINESS:**

**FY 2012-2013 Human/Public Service Funding Board application scores and rankings:** Based on the established process, Meulman indicated the Board needed to make a decision on the ranking of applications prior to deliberations on agency funding levels. Meulman reviewed the mean scores for the General Fund applications (as provided in the final agenda of the January 19<sup>th</sup> special meeting), which were as follows: Portage Community Center-223; Housing Resources, Inc.-218; Catholic Family Services-214; YWCA-204; and Gryphon Place-196. With regard to the single application for CDBG Program funding, the Board provided Portage Community Center with a mean score of 219. Mirza indicated the Board did not previously rank applicants due to questions for absent members. With regard to the Gryphon Place application, Meulman explained his score reflected an emphasis on applicants that provide direct services compared to referrals to services. Ilori indicated her score also reflected this sentiment. Georgeau noted the City Administration provided a similar score for Gryphon Place. Huitt noted prior year discussions that focused on reducing Portage Community Center dependence on city funding. Georgeau explained the city previously established that city funding not exceed 30% of the Portage Community Center operating budget. Staff also noted additional funding was provided to Portage Community Center for a three-year period to assist the non-profit with fund development activities. After further discussion of individual Board member scores, the Board mean scores for all applicants, and in comparison to the City Administration scores and ranking of applicants, a motion was made by Ilori, supported by Mirza, to adopt rankings based on the Board mean scores of applicants, which are as follows: 1) CDBG Program application: Portage Community Center-1<sup>st</sup>; 2) General Fund applications: Portage Community Center-1<sup>st</sup>; Housing Resources, Inc.-2<sup>nd</sup>; Catholic Family Services-3<sup>rd</sup>; YWCA-4<sup>th</sup>; and Gryphon Place-5<sup>th</sup>. Upon voice vote, the motion passed 6-0.

**NEW BUSINESS:**

**FY 2012-2013 Human/Public Service Funding Board recommendation:** Meulman inquired if any Board members had prepared funding recommendations. As no specific recommendations were provided, Meulman suggested that the Board focus on how much the program requested for funding costs to provide to Portage residents. In addition, the Board should review how much of that cost is covered by funding currently or previously provided by the city. Based on this rationale, Meulman offered that the city currently funds the applicant's cost of service to Portage residents at the following rates: Portage Community Center-22%; Housing Resources, Inc.-12%; Catholic Family Services-7%; YWCA-9%; Gryphon Place-3%. Meulman indicated that utilizing current funding levels may perpetuate previous inequitable distribution of funding awards. In addition, Meulman indicated that applicants with a higher ranking should receive a higher percentage of their cost of service. Sheppard noted the proposal seemed to negate the applicant scores and rankings, and that the evaluation criteria the Board set forth already took into consideration how many people were served. Mirza suggested reviewing the criteria and working to make changes for the following year. LaPoint agreed a review of the criteria was needed but clarified he did not believe Meulman was creating a new ranking but reviewing how the funding recommendation aligned with the Board ranking. Board discussion continued in order to clarify ranking compared to current and proposed funding allocations. After further discussion, Meulman recommended General Fund grant allocations, which represented slight adjustments to the City Administration funding

recommendation as follows: Portage Community Center-\$80,513, Housing Resources, Inc.-\$17,400, Catholic Family Services-\$8,480, YWCA-\$8,570, and Gryphon Place-\$2,600. Meulman further explained that under this scenario, Catholic Family Services grant would be reduced by 7% instead of 9%, and the YWCA grant would be reduced 9% instead of 7%, with all other funding amounts being consistent with those recommended by the City Administration. Meulman indicated these funding levels are more in alignment with Board rankings and the cost of providing program services to Portage residents. Ilori expressed concern regarding the 2-1-1 application submitted by Gryphon Place, the agency's lack of application the previous year, and provision of indirect services. Meulman concurred with comments by Ilori. Georgeau reviewed previous funding awards to Gryphon Place and other applicants. Meulman and LaPoint noted that the reduced funding level for the 2<sup>nd</sup> ranked applicant, Housing Resources, Inc. would still cover a similar percentage of the agency's cost of service to Portage residents. There was Board consensus that historical funding levels may have been skewed, and that some applicants were receiving more funding, and some were receiving less funding, in comparison to their ranking and costs to provide services to Portage residents. Ilori recommended that funding be reduced for Gryphon Place and be allocated to Catholic Family Services, the 3<sup>rd</sup> ranked applicant, which received smaller city grants in comparison to the cost of service to Portage residents. LaPoint suggested the Board also review next year if a minimum threshold score is appropriate to receive funding from the city. After further review, a motion was made by Sheppard, supported by Mirza, to recommend the following funding allocation to City Council: CDBG Program: Portage Community Center-\$36,000; General Fund: Portage Community Center-\$80,513, Housing Resources, Inc.-\$17,400, Catholic Family Services-\$9,080, YWCA-\$8,570, and Gryphon Place-\$2,000. Upon voice vote, the motion passed 6-0.

Metro Transit ADA Advisory Committee- Member report: Meulman indicated due to illness he missed the last meeting and therefore had nothing to report.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** Meulman noted that due to conflicts for several Board members on April 5, 2012, the regular April 2012 Board meeting would be re-scheduled to Wednesday, March 28, 2012. There being no further business before the Board, the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

## CITY OF PORTAGE

## COMMUNICATION

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**TO:** Human Services Board

**DATE:** February 24, 2012

**FROM:** Vicki Georgeau, <sup>VG</sup> Director of Community Development

**SUBJECT:** Human Service Public Education Proposal- Update

The Portage City Council on February 14, 2012 approved the Human Service Public Education proposal as outlined in a February 3, 2012 memo from the Board to Council (attached). As a result of Council approval, the following actions have been taken or will be taken by city staff:

1. the brochure was finalized and 1,000 brochures have been printed for distribution;
2. the direct mailing will be accomplished by the end of February 2012;
3. brochures will be distributed to various city buildings, the Portage District Library, Portage Senior Center, and Portage Community Center;
4. an article will appear in the May edition of the *Portager*;
5. the brochure will be uploaded to the city website with an accompanying press release;
6. a public service announcement will be developed for Cable Access.

Neighborhood Program Specialist, Elizabeth Money, will be available at the March 1<sup>st</sup> Board meeting to respond to any questions or comments regarding this matter from the Board.

**CITY OF PORTAGE**

**COMMUNICATION**

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**TO:** Honorable Mayor and City Council

**DATE:** February 6, 2012

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



**SUBJECT:** Human Services Board – Human Service Public Educational Proposal

**ACTION RECOMMENDED:** That City Council approve the Human Services Board proposal for human service public education.

Attached is a communication from Community Development Director Georgeau that summarizes the Human Services Board proposal for human service public education efforts. In July 2011, the Board presented a proposal to Council to host a Human Services Fair. After additional review, the Board has recommended several alternative actions which include: a direct mailing regarding human services information and resources; publication of articles in the *Portager*; posting of relevant information on the city website; and use of cable access to enhance public education regarding human services available to Portage residents in the community.

The City Administration recommends approval of the proposal by the Human Services Board.

Attachment: February 6, 2012 communication from Community Development Director Georgeau

## CITY OF PORTAGE

## COMMUNICATION

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

**DATE:** February 6, 2012

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

**SUBJECT:** Human Services Board – Human Service Public Education Proposal

Attached is a communication from Marc Meulman, Chair of the Human Services Board (HSB), which summarizes the HSB proposal for human service public education efforts. As you may recall, in July 2011, the Board presented a proposal to Council to host a Human Services Fair. After additional review, the Board has recommended several alternative actions which include the following:

1. The city, in collaboration with the HSB Chair, accomplish a direct mailing of the Human Services Information and Referral Resources brochure to approximately 220 Portage organizations including: day care centers, public and private schools, medical providers, and religious organizations.
2. The city includes at least one article annually in the *Portager* highlighting existing human service information and referral resources.
3. The city utilizes cable access to broadcast public service announcements regarding human service programs and assistance.
4. The city provides human services information on the City of Portage website with links to 2-1-1, Portage Community Center, Kalamazoo County Health and Community Services Department, and other appropriate organizations. Additionally, links to resource material such as the Emergency Services Guide developed annually by the Gryphon Place and Greater Kalamazoo United Way, the Navigating Health Care Guide, Youth out of School Time Guide, Youth Mentoring Guide, and other relevant resources are posted on the website. This item can be accomplished by posting the Human Services Information and Referral Resources brochure on the city website, which will include direct links to the organizations and resources listed above.

The actions proposed will increase citizen knowledge regarding human services available within the community. As such, approval of the proposed activities is recommended. Funding for printing of the brochure and the direct mailing are minimal, and can be provided for in the Community Development Department operations budget.

I am available to further discuss this matter with you at your convenience.

**Attachments:** February 3, 2012 communication from Marc Meulman  
December 1, 2011 and January 19, 2012 approved Human Services Board minutes

**TRANSMITTAL FROM  
HUMAN SERVICES BOARD**

**DATE:** February 3, 2012

**TO:** Honorable Mayor and City Council

**FROM:** Marc Meulman, Chair, Human Services Board



**SUBJECT:** Human/Public Services Education Proposal - Revised

In July 2011, the Human Services Board (HSB) requested City Council approval to plan a Human Services Fair to improve knowledge of human services available throughout the community to Portage residents. On July 26, 2011, Council directed the HSB to further review aspects of the proposed event, and report back to Council prior to confirming an event date.

The HSB subsequently completed research and planning for the fair. As recommended by the City Administration, the HSB consulted with the Greater Kalamazoo United Way, which presented information to the Board regarding existing educational resources, such as annual forums, service maps, the 2-1-1 information and referral helpline and on-line database, and several service guides (e.g. Emergency Services Guide), which are utilized by non-profits, units of government and other entities throughout the county. After the United Way presentation, the HSB evaluated existing resources and determined that hosting a Human Services Fair may duplicate other efforts already provided in the community. After further discussion, and with assistance from city staff, the HSB developed the attached Human Services Information and Referral Resources brochure and decided to instead focus its efforts on accomplishing a direct mailing of the brochure, amongst other activities. During the December 1, 2011 and January 19, 2012 meetings, the HSB recommended the following actions be recommended to City Council:

1. The city, in collaboration with the HSB Chair, accomplish a direct mailing of the Human Services Information and Referral Resources brochure to approximately 220 Portage organizations including: day care centers, public and private schools, medical providers, and religious organizations. The mailing list, and a cover letter that will accompany the brochure, are attached.
2. The city include at least one article annually in the *Portager* highlighting existing human service information and referral resources;
3. The city utilize Cable Access to broadcast public service announcements regarding human service programs and assistance;
4. The city provide human services information on the City of Portage website with links to 2-1-1, Portage Community Center, Kalamazoo County Health and Community Services Department, and other appropriate organizations. Additionally, links to resource material such as the Emergency Services Guide developed annually by the Gryphon Place and Greater Kalamazoo United Way, the Navigating Health Care Guide, Youth out of School Time Guide, Youth Mentoring Guide, and other relevant resources are posted on the website. This item can be accomplished by posting the Human Services Information and Referral Resources brochure on the city website, which will include direct links to the organizations and resources listed above.

I will be in attendance at the February 14, 2012 City Council meeting to answer any questions you may have regarding this proposal. In the meantime, feel free to contact me regarding this matter.

**Attachments:** Human Services Information and Referral Resources brochure, cover letter and mailing list

Date

Name  
Organization  
Address  
City/State

Dear Community Partner:

Re: Human Services Information & Referral Resources

On behalf of the City of Portage and the Portage Human Services Board, we are pleased to share with you the enclosed Human Services Information & Referral Resources brochure. The brochure was prepared to accomplish two primary objectives:

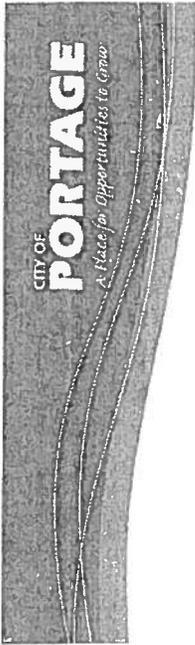
- to help organizations direct Portage citizens to the services that can best meet those needs, and
- to guide Portage citizens seeking assistance to “portals” or mainstream human service providers where information or direct assistance can be obtained.

If you find yourself in a position to help someone in need, but are unsure where to direct them, the enclosed brochure should be of assistance to you or your organization. This document is also available on the City of Portage website at [www.portagemi.gov](http://www.portagemi.gov) and includes links to the resource materials and mainstream human service providers referenced in the brochure.

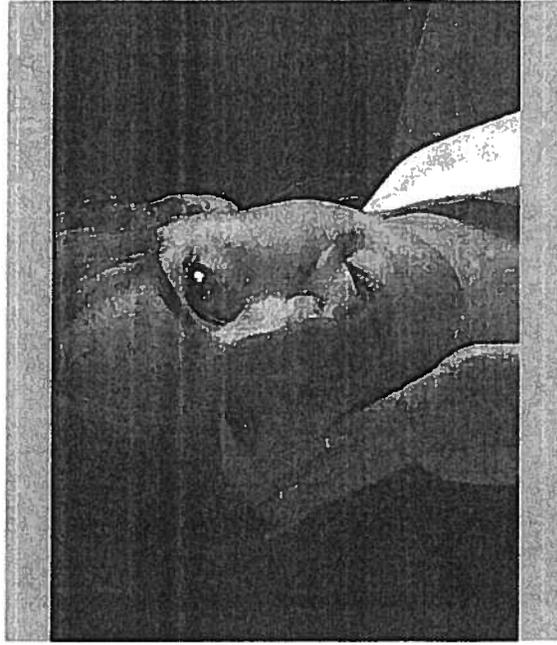
We hope you find this information helpful to you and those you serve. If you have any questions or comments, please feel free to contact the City of Portage Department of Community Development at 329-4477. Thank you for your consideration regarding this matter.

Sincerely,

Marc Meulman, Chair  
City of Portage Human Services Board



# Human Services Information & Referral Resources



Department of Community Development  
7900 South Westnedge Avenue  
Portage, MI 49002

## For Citizens Seeking Assistance:

- ◆ For Life-Threatening Emergencies: Call 9-1-1
- ◆ For Crisis Counseling: Call 2-1-1 (or 269-381-4357) for the Gryphon Place 24-hour crisis intervention help line.
- ◆ For Information & Referral to Health and Human Services: Call 2-1-1, the Gryphon Place 24-hour help line. In addition to the 2-1-1 help line, a searchable database is available on the Gryphon Place website at [www.gryphon.org](http://www.gryphon.org).
- ◆ To receive direct assistance, contact the following local human service agencies:
  - Portage Community Center at 269-323-1942 or [www.portagecommunitycenter.org](http://www.portagecommunitycenter.org).
  - Kalamazoo County Health and Community Services at 269-329-5200 or [www.kalcounty.com](http://www.kalcounty.com).
  - Michigan Department of Human Services at 269-337-4900 or [www.michigan.gov/dhs](http://www.michigan.gov/dhs).

## City of Portage

7900 South Westnedge Avenue • Portage, Michigan 49002

## Human Services Information & Referral Resources

This brochure has been developed to help citizens connect with a variety of services, programs and opportunities that may be of assistance to persons in need.

From time to time, Portage citizens may find themselves, or someone they know in need of assistance, which may include, but is not limited to:

- ◆ Crisis intervention
- ◆ Food Assistance
- ◆ Housing Assistance
- ◆ Utility Assistance
- ◆ Health Care Assistance
- ◆ Youth Assistance
- ◆ Senior Assistance

Whether you are seeking assistance for yourself or a family member, or if you have come into contact with someone in need, the following information and resources are provided for consideration.



## For Organizations Providing Assistance to Citizens in Need:

The following resources may be of assistance to your organization with making appropriate referrals for citizens in need. These resources include a 24-hour help line, a searchable database, written guides and "service maps," annual forums and a weekly information center, all of which provide valuable information regarding human services available in the community.

### 2-1-1 24-Hour Help Line

The Gryphon Place maintains a 24-hour help line that provides crisis intervention, information and referrals for a variety of health and human services, and volunteer opportunities. Also available is a searchable database through the Gryphon Place website. For more information, call 2-1-1, 269-381-4357 or visit [www.gryphon.org/211](http://www.gryphon.org/211).

### Emergency Services Guide

This guide is prepared by the Greater Kalamazoo United Way and Gryphon Place to assist health and human service providers with directing consumers to appropriate resources for:

- ◆ Housing Assistance
- ◆ Utility Assistance
- ◆ Food Assistance
- ◆ Other Emergency Needs & Community Centers

For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

### Service Maps

Maps or flow charts have been developed by the United Way to summarize and outline human services provided in the community. For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

## Health Care, Youth Development and Mentoring Resources

The United Way and Gryphon Place have prepared additional resource information to assist service providers and consumers with health care, youth development and mentoring resources:

- ◆ Navigating Health Care Guide
- ◆ Navigating Health Care Brochure
- ◆ Youth Out of School Time Guide
- ◆ Youth Mentoring Guide

For more information, call 269-343-2524 or visit [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

## Annual Forums

The United Way facilitates four annual forums to provide updates regarding: 1) Energy Assistance; 2) Housing Assistance; 3) Medical/Dental Assistance; and 4) Food Assistance. These forums are held for human service providers and other organizations. Information regarding the Annual Forums can be obtained by calling 269-343-2524 or at the following website: [www.kalamazoounitedway.org](http://www.kalamazoounitedway.org).

## Community Housing Information Center

A weekly "housing hour" is provided at Housing Resources Inc. and includes agencies that provide information regarding housing assistance, human services, legal aid and health care assistance. The housing hour is open to service providers and consumers. For more information, call 269-382-0287 or visit [www.housingresourcesinc.org](http://www.housingresourcesinc.org).

NAME	ADDRESS	Type
Curious Kids @ Lake Center	10011 Portage Rd.	Daycare Provider
Curious Kids	1010 W Milham	Daycare Provider
Curious Kids @ Woodland	1401 Woodland	Daycare Provider
Little Tykes Learning Center	1422 E. Centre Avenue	Daycare Provider
Woods Edge YMCA Preschool	1501 Milham	Daycare Provider
St James Lutheran Preschool	2381 Romance Rd	Daycare Provider
Portage Cong Comm Nurs Inc	2731 W Milham	Daycare Provider
Portage YMCA Ahoma	2900 W Centre Avenue	Daycare Provider
Portage Head Start	325 E. Centre Street	Daycare Provider
Milestone Educare	400 Gladys St	Daycare Provider
Adventures Learning Centers	4295 Bishop Road	Daycare Provider
Curious Kids @ Angling Road	5340 Angling Rd.	Daycare Provider
Bright Futures Child Care Center	5416 Meredith St.	Daycare Provider
Nazarene Wee Care Center	5625 Oakland Dr	Daycare Provider
Appletree Christian Learning Center	5902 South 12th Street	Daycare Provider
Tutor Time ChildCare Learning Center	6500 Constitution	Daycare Provider
Tutor Time ChildCare Learning Center	6500 Constitution Blvd	Daycare Provider
Curious Kids @ 12th Street	6501 12th Street	Daycare Provider
Curious Kids @ Amberly	6637 Amberly	Daycare Provider
C.H.U.M. Co-Op Preschool	7028 Oakland Dr	Daycare Provider
Grace Montessori Preschool	7200 Angling Road	Daycare Provider
Christ For Kids Childcare	7211 Oakland Drive	Daycare Provider
Curious Kids @ Moorsbridge	7361 Moorsbridge Rd	Daycare Provider
Kinder Care Learning Center	7455 Oakland Drive	Daycare Provider
Shamrock Montessori Center Inc	7508 Oakland Dr	Daycare Provider
Otis Montessori Academy Inc	810 East Centre	Daycare Provider
Play and Learn Zone (PALZ)	8125 Valleywood Lane	Daycare Provider
Pathfinder Church Childcare	8740 S Westmedge	Daycare Provider
Cristin's Creative Corner	9416 Shaver Rd.	Daycare Provider
Joy City USA	995 Romance	Daycare Provider
TIMOTHY G WALBRIDGE, DDS	1190 E MILHAM AV	Medical Provider
KALAMAZOO CHIROPRACTIC CENTER	1210 W MILHAM AV	Medical Provider
HAND SURGERY CTR OF SW MICH	1220 W MILHAM AV	Medical Provider
GRAYDON COON, DDS, PLC	1250 E MILHAM AV	Medical Provider
SIMONDS FOOT & ANKLE CLINICS PC	126 EAST KILGORE RD	Medical Provider
KALAMAZOO ORTHODONTICS	1314 W MILHAM AV	Medical Provider
ASTHMA ALLERGY CENTERS	1324 W MILHAM AV	Medical Provider
KEVIN LAVERY MD	1350 WEST CENTRE AVE	Medical Provider
MARY ANN BUKOWSKI, DDS	1416 W MILHAM AV	Medical Provider
CHILDREN'S MEDICINE PC	1428 W MILHAM AV	Medical Provider
MENTAL HEALTH CLINIC	1514 WEST MILHAM AVE	Medical Provider
NICOLA FAMILY DENTISTRY	1522 WEST CENTRE AVE	Medical Provider
CANDIS WARNER M EDD	1611 WEST CENTRE AVE	Medical Provider
JASON DOPP, DDS, PLC	1616 W CENTRE AV	Medical Provider
JOHNSON & SMITH, LLC	1617 E MILHAM AV	Medical Provider

DR MARK STEVENSON, DDS	1618 W MILHAM AV	Medical Provider
ZEALTER FOUAD	1624 WEST CENTRE AVE	Medical Provider
PROFESSIONAL THERAPY CNSL TN CHILD & FAMILY PSYCHOLOGICAL	1651 WEST CENTRE AVE	Medical Provider
PAUL MASTON, DDS	1662 EAST CENTRE AVE	Medical Provider
DENNY RICHARDS DDS	1822 W MILHAM AV	Medical Provider
JACK HOSNER, DDS	200 EAST CENTRE AVE	Medical Provider
JERRY SIWIK MD	2100 E CENTRE AV	Medical Provider
SARA EHILKE-BEJCEK MD	2600 WEST CENTRE AVE	Medical Provider
KALAMAZOO NERVE CENTER	2680 WEST CENTRE AVE	Medical Provider
THOMAS J SAEWERT, DDS	2750 OLD CENTRE AV	Medical Provider
ROGER VANDERBEEK, DDS	3000 W CENTRE AV	Medical Provider
KALAMAZOO PHYSICIANS REALTY CO	3060 W CENTRE AV	Medical Provider
SAGE ORTHODONTICS	3200 W CENTRE AV	Medical Provider
KALAMAZOO ENDOSCOPY CENTER	3275 COOLEY CT	Medical Provider
BRONSON FAMILY PRACTICE	3300 COOLEY CT	Medical Provider
OB/GYN ASSOC OF SW MICHIGAN	3300 W CENTRE AV	Medical Provider
GASTROENTEROLOGY OF SW MICHIGAN	3300 W CENTRE AV	Medical Provider
OPHTHALMIC MGMT SVC LLC	3304 COOLEY CR	Medical Provider
SOUTHERN MICH PAIN CONSULTANTS, PC	3412 W CENTRE AV	Medical Provider
KALAMAZOO ORAL & MAXILLAFACIAL SURG	3770 GLENKERRY CT	Medical Provider
SPORTS MEDICINE & JOINT CARE	3801 GLENKERRY CT	Medical Provider
W MICHIGAN EAR, NOSE & THROAT	3810 W CENTRE AV	Medical Provider
TLC MICHIGAN, LLC	3850 GLENKERRY CT	Medical Provider
F W OPPEL DDS	410 E CENTRE AV	Medical Provider
ADVANCED ALLERY & ASTHMA CENTER	425 E CENTRE AV	Medical Provider
ADVANCED MICROENDODONTICS	430 WEST CENTRE AVE	Medical Provider
DANIEL BRAYTON DDS	440 WEST CENTRE AVE	Medical Provider
ACUPUNCTURE & ORIENTAL MEDICINE	470 WEST CENTRE AVE	Medical Provider
CONSTANCE BROWN HRG & SPCH CTR	4855 W CENTRE AV	Medical Provider
RONALD L FLACHS, DDS	4855 W CENTRE AV	Medical Provider
DAVID GRANDELL DDS	4855 W CENTRE AV	Medical Provider
BORGESS FAMILY MEDICARE	5040 LOVERS LN	Medical Provider
HARRY BELL, DDS	5052 LOVERS LN	Medical Provider
TRESTLEWOOD PEDIATRICS PC	5052 LOVERS LN	Medical Provider
FAMILY DENTAL CARE	5082 LOVERS LANE	Medical Provider
KALAMAZOO CLINICAL ASSOC	5090 LOVERS LN	Medical Provider
CATHERINE PIKE DDS	5100 LOVERS LN	Medical Provider
DAVID COOLEY DDS	5102 LOVERS LN	Medical Provider
PATRICIA LYMAN PHD	5108 LOVERS LN	Medical Provider
CAROLYN HEINEMAN PHD	5220 LOVERS LN	Medical Provider
ADVANTAGE HEALTHCARE INC	5228 LOVERS LN	Medical Provider
DAVID THROWER DO	528 WEST CENTRE AVE	Medical Provider
JEFFRY SCHIMP DDS	576 ROMENCE RD STE 124	Medical Provider
SHIRANI WIJAY MD	5827 OAKLAND DR	Medical Provider
HEARING LIFE	5829 SOUTH WESTNEDGE AVE	Medical Provider
	5833 OAKLAND DR	Medical Provider

OPTIMUM HEALTH	5833 OAKLAND DR	Medical Provider
ELLARD DENTAL CLINIC	5835 OAKLAND DR	Medical Provider
FAMILY DENTISTRY	5841 SOUTH WESTNEDGE AVE	Medical Provider
PREMIER NEUROPSYCHIATRY PC	5930 LOVERS LANE	Medical Provider
FAMILY DENTISTRY	6016 LOVERS LN	Medical Provider
PEDIATRICS, PC	6087 DOVE CT	Medical Provider
KALAMAZOO DERMATOLOGY	6100 NEWPORT RD	Medical Provider
GALLAGHER & ASSOC	6100 NEWPORT RD #222	Medical Provider
KALAMAZOO OPTOMETRY	6101 NEWPORT RD #A	Medical Provider
KWONG ORTHODONTICS PC	6121 SOUTH WESTNEDGE AVE	Medical Provider
JOHN A WILER, DDS	621 W CENTRE AV	Medical Provider
DAVID J WADAS, DDS	636 E MILHAM AV	Medical Provider
ANKLE & FOOT CENTRE PC	640 ROMENCE RD	Medical Provider
DEANNA MAYO DR	6483 SOUTH WESTNEDGE AVE	Medical Provider
PEDIATRICS, PC	670 MALL DR	Medical Provider
ASPEN DENTAL	6714 SOUTH WESTNEDGE AVE	Medical Provider
LINDA HUBBARD DDS	700 MALL DR	Medical Provider
RICHARD SHOCKLEY DDS	706 WEST CENTRE AVE	Medical Provider
FAITH A ROWEAN, DDS	710 W CENTRE AV	Medical Provider
SCOT STROMSTRA DDS	712 WEST CENTRE AVE	Medical Provider
ALL-DENTURE SAME DAY REPAIRS & RELINES	7127 SOUTH WESTNEDGE AVE	Medical Provider
HOUSECALL PHYSICIANS SWMI	724 WEST CENTRE AVE	Medical Provider
ENNIS BERKER DR	7320 GARDEN LN	Medical Provider
SW MICHIGAN DERMATOLOGY	7775 ANGLING RD	Medical Provider
GREAT LAKES ORTHODONTICS	7864 MOORSBRIDGE RD	Medical Provider
DELANO CLINIC	7895 CURRIER DR	Medical Provider
PRO MED INTERNAL MEDICINE	7895 CURRIER DR	Medical Provider
PROMED HEALTHCARE	7895 CURRIER DR	Medical Provider
BORGESS MEDICAL CENTER	7901 ANGLING RD	Medical Provider
IMMEDIATE MEDICAL CARE- WOODBRIDGE	7901 ANGLING RD	Medical Provider
GREATLAKES CARDIO THORACIC SURGERY	7901 S 12TH ST	Medical Provider
OPHTHALMOLOGY	7901 S 12TH ST	Medical Provider
ORTHOPEDIC ASSOCIATES OF KALAMAZOO	7901 S 12TH ST	Medical Provider
PHYSICIANS CTR OF PHYS MED, PC	7901 S 12TH ST	Medical Provider
PLASTIC SURGERY OF KAL., P.C.	7901 S 12TH ST	Medical Provider
SKIN CARE CENTER	7901 S 12TH ST	Medical Provider
PAIN CLINIC	7920 KIRKLAND DR	Medical Provider
FRANK ALLEY, DDS	7934 ASHTON WOODS DR	Medical Provider
GREAT LAKES PLASTIC & HAND SURGERY	7971 MOORSBRIDGE RD	Medical Provider
PRO MED PHYSICIANS- PEDIATRICS	8001 ANGLING RD #2	Medical Provider
MID-AMERICA PSYCHOLOGICAL SERVICES PC	8036 MORRSBRIDGE RD	Medical Provider
CREATIVE DENTISTRY	8080 MOORSBRIDGE RD #101	Medical Provider
KEITH COHRS, DDS	8110 COOLEY DR	Medical Provider
KEVIN KELLY, MD PC	8145 VALLEYWOOD LN	Medical Provider
DONALD TROYER	8150 MOORSBRIDGE RD STE C	Medical Provider
COVENANT CHRISTIAN COUNSELING	8175 CREEKSIDE DR	Medical Provider

RICHARD OPPENLANDER, DDS	8191 MOORSBRIDGE RD	Medical Provider
PORTAGE FAMILY DENTISTRY	8905 PORTAGE RD	Medical Provider
ADULT & FAMILY COUNSELING	8928 PORTAGE RD	Medical Provider
GREAT LAKES ENDODONTICS PC	950 TRADE CENTRE WAY	Medical Provider
FAMILY HEALTH CENTER	325 EAST CENTRE AVE	Medical Provider
CHURCH OF JESUS CHRIST	10000 SOUTH WESTNEDGE AVE	Religious Institution
KALAMAZOO DEACONS CONFERENCE	10010 PORTAGE RD	Religious Institution
UNITARIAN UNIVERSALIST COMM CHURCH	10441 SHAVER RD	Religious Institution
CHERRY CREEK COMMUNITY CHURCH	10641 SHAVER RD	Religious Institution
FIRST BAPTIST CHURCH OF PTG	1133 E CENTRE AV	Religious Institution
DIOCESE OF KALAMAZOO	1150 W CENTRE AV	Religious Institution
MICHIGAN PRESBYTERIAN BOARD	1515 HELEN AV	Religious Institution
PORTAGE FR METHODIST CH	1715 W CENTRE AV	Religious Institution
PRINCE OF PEACE LUTHERAN CHURCH	1747 W MILHAM AV	Religious Institution
CHRIST APOSTOLIC CHURCH OF KALAMAZOO	1809 ROMENCE RD	Religious Institution
FIRST CHURCH OF GOD OF PORTAGE	1917 E CENTRE AV	Religious Institution
INDO AMERICAN CULTURAL CENTER AND TEMPLE	2002 RAMONA AVE	Religious Institution
FIRST UNITED METHODIST CHURCH	214 CROCKET AV	Religious Institution
ST. JAMES EVANGELICAL LUTHERAN CHURCH	2381 ROMENCE RD	Religious Institution
HART TO HEART MINISTRY	2401 EAST MILHAM AVE	Religious Institution
KALAMAZOO VALLEY FAMILY CHURCH	2500 VINCENT AV	Religious Institution
THE NEW APOSTOLIC CHURCH OF	2601 KALARAMA AV	Religious Institution
PORTAGE UNITED CHURCH OF CHRIST	2731 W MILHAM AV	Religious Institution
PORTAGE CONGREGATIONAL CHURCH	2817 W MILHAM AV	Religious Institution
VICTORY BAPTIST CH OF PORTAGE	308 W MILHAM AV	Religious Institution
THREADS CHURCH, INC.	3600 W MILHAM AV	Religious Institution
LIFT HIM UP GOSPEL MINISTRIES	5400 MEREDITH ST	Religious Institution
FIRST ASSEMBLY OF GOD CHURCH	5550 OAKLAND DR	Religious Institution
FIRST CHURCH OF NAZARENE	5603 OAKLAND DR	Religious Institution
GREATER FAITH MINISTRY	5811 OAKLAND DR	Religious Institution
GURDWARA SINGH SABHA KALAMAZOO	5828 CHESHIRE ST	Religious Institution
PORTAGE CHURCH OF CHRIST	6385 S 12TH ST	Religious Institution
CHAPEL HILL UNITED METH CHURCH	7028 OAKLAND DR	Religious Institution
SW MI CLASSIS, REFORMED CHURCH	7198 ANGLING RD	Religious Institution
THE BRIDGE PORTAGE	7200 ANGLING ROAD	Religious Institution
ST MICHAEL LUTHERAN CHURCH	7211 OAKLAND DR	Religious Institution
OAKLAND DR CHURCH OF CHRIST	7331 OAKLAND DR	Religious Institution
JEHOVAH'S WITNESSES	7415 OAKLAND DR	Religious Institution
BEREAN BAPTIST CH OF PORTAGE	7813 S 12TH ST	Religious Institution
CHRISTIAN ASSEMBLY OF GOD	7835 LOVERS LN	Religious Institution
MICH DIST ASSEMBLIES OF GOD	7837 LOVERS LN	Religious Institution
THE FIRST REFORMED CHURCH	7905 S WESTNEDGE AV	Religious Institution
LAKE CENTER BIBLE CHURCH	805 E OSTERHOUT AV	Religious Institution
LAKE CENTER BIBLE CHURCH	805 EAST OSTERHOUT AVE	Religious Institution
PORTAGE 1ST METHODIST CHURCH	8740 S WESTNEDGE AV	Religious Institution
LOVE HIM MORE MINISTRIES	8847 PORTAGE ROAD	Religious Institution

ST BARNABAS EPISCOPAL CHURCH	929 E CENTRE AV	Religious Institution	
PRAIRIE EDGE CHURCH	9316 OAKLAND DR	Religious Institution	
LORD OF LIFE LUTHERAN CHURCH	9420 PORTAGE RD	Religious Institution	
KALAMAZOO VALLEY FAMILY CHURCH	995 ROMENCE RD	Religious Institution	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Northern High School	1000 Idaho	School	
Lake Center Elementary	1001 1 Portage Rd.	School	
Community Education Center	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Portage Community High School	1010 West Milham Ave	School	
Woodland Elementary	1401 Woodland	School	
KALAMAZOO ACADEMY, INC	4221 E MILHAM AV	School	
Angling Road Elementary	5340 Angling Road	School	
North Middle School	5808 Oregon	School	
North Middle School	5808 Oregon	School	
FOUNDATION FOR BEHAV RESEARCH	5808 Oregon	School	
12th Street Elementary	6325 OAKLAND DR	School	
Haverhill Elementary	6501 S 12th Street	School	
Haverhill Elementary	6633 Haverhill Ave	School	
Amberly Elementary	6637 Amberly	School	
West Middle School	7145 Moorsbridge	School	
West Middle School	7145 Moorsbridge	School	
West Middle School	7145 Moorsbridge	School	
West Middle School	7145 Moorsbridge	School	
Moorsbridge Elementary	7361 Moorsbridge	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central High School	8135 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Middle School	8305 South Westnedge Ave	School	
Central Elementary	8422 South Westnedge Ave	School	
Daycare Providers		30	
Medical Providers		111	
Religious Institutions		44	
Schools		31	
TOTAL		216	

**CITY OF PORTAGE HUMAN SERVICES BOARD**  
Minutes of Meeting, December 1, 2011

**CALL TO ORDER:** The meeting was called to order by Marc Meulman at 6:35 p.m.

**MEMBERS PRESENT:** Angela Manahan Ilori (arrived at approximately 6:50 p.m.), Raymond LaPoint, Elma (Pat) Maye, Nadeem Mirza, Cory Puterbaugh

**MEMBERS EXCUSED:** Diane Durian, Sandra Sheppard

**MEMBERS UNEXCUSED:** Kyle Huit (Youth Advisory Committee Liaison)

**STAFF PRESENT:** Vicki Georgeau, Director of Community Development

**APPROVAL OF MINUTES:** A motion was made by Puterbaugh, supported by Maye, to approve the November 3, 2011 minutes as submitted. Upon voice vote, the motion passed 5-0.

**OLD BUSINESS:**

Human Services Public Education: Meulman summarized the Board's efforts to date regarding this matter, noted a recommendation was made to City Council in July 2011 to host a public forum, and recommended the need for continued work by the Board. A motion was made by Maye, supported by Mirza, to remove this business item from the table. Upon voice vote, the motion passed 5-0. Meulman further summarized the staff report and his communication to the Board included in the agenda, and recommendations to move forward with public education efforts. Staff summarized the format and content of the draft brochure. After Board review, no major revisions were recommended for the brochure. With regard to the mailing list developed for a direct mailing, there was Board consensus that the types of organizations included were appropriate, and that the mailing list should be expanded to all day care providers, medical providers, and religious institutions with a mailing address in Portage, not just those included in the city's Assessor database (i.e. those that own real property). After further discussion, staff indicated a final draft of the brochure and an expanded mailing list would be provided to the Board for review at the next regular meeting. A motion was made by Maye, supported by Mirza, that the following actions be recommended to City Council: 1) the city include at least one article annually in the Portager highlighting existing human service information and referral resources; 2) the city utilize Cable Access to broadcast public service announcements regarding human service programs and assistance; 3) the city provide Human Services information on the City of Portage website with links to 2-1-1, Portage Community Center, Kalamazoo County Health and Community Services Department and other appropriate organizations. Additionally, links to resource material such as the Emergency Services Guide developed annually by the Gryphon Place and Greater Kalamazoo United Way, the Navigating Health Care Guide, Youth Out of School Time Guide, Youth Mentoring Guide and other relevant resources are posted to the website; 4) the city, in collaboration with the HSB Chair, draft a communication to accompany the brochure included in the agenda packet for the December 1, 2011 meeting, and be mailed to organizations and individuals on the proposed draft mailing list provided by the administration at the November 3<sup>rd</sup> meeting. Staff noted that prior to forwarding a formal recommendation to City Council, the a final version of the brochure and mailing list should be reviewed by the Board at the next Board meeting, as noted earlier in the discussion. After further discussion and upon voice vote, the motion passed 6-0.

**NEW BUSINESS:**

Election of Officers: The Board recommended the following slate of officers: Marc Meulman, Chair, Sandra Sheppard, Vice-Chair, and Pat Maye, Secretary. Upon voice vote, the motion passed 6-0.

Metro Transit ADA Advisory Committee–Member report: Meulman indicated that the Committee had been discussing potential changes to the Grocery Assistance Program. At this time the Committee determined no change in service was appropriate.

FY 2012-13 Human/public Service Grant Review Process and January meeting schedule: Meulman reviewed the upcoming process for the annual review of grant applications. In particular, the Board would hear presentations from applicants on January 5, 2012, and a special meeting of the Board would be held on January 19, 2012 to review Board scores of applications and to rank the applicants. On February 2, 2012, the Board would make a final recommendation to City Council. Staff added that requests for applications were mailed out on November 15<sup>th</sup> and were due to the city on December 12<sup>th</sup> and that the Board would be provided the applications booklet in late December. Staff also provided an overview of how requests for applications were disseminated, and noted that the City Administration will also provide their recommendation on funding for Board review prior to final action by the Board in February 2012.

**STATEMENT OF CITIZENS:** Bill Lenehan requested clarification on human/public service education efforts. Meulman explained the Board had moved away from the idea of hosting a forum and instead was recommending a direct mailing of a brochure.

ADJOURNMENT: There being no further business before the Board, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,

Vicki Georgeau, Director  
Community Development

**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