

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, February 2, 2012

**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, 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