

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, January 3, 2013

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Diane Durian, Raymond LaPoint, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, Sandra Sheppard, Amanda Woodin, Tim Wilger (Youth Advisory Committee Liaison)

MEMBERS EXCUSED: Kelly Williams

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

APPROVAL OF MINUTES: December 6, 2012 minutes were approved as submitted, 6-0 (Mirza arrived after vote).

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 estimated funds available through the Community Development Block Grant (CDBG) Program and General Fund. Staff noted the Board would hold a special meeting on January 17th to score and rank the applications, and would make a funding recommendation to City Council at the February 7, 2013 meeting. Staff noted that Board members should use the evaluation criteria and score summary forms provided, and submit their applicant scores to Money via email not later than Thursday, January 10th.

2. Presentations by Applicants: Representatives from Catholic Charities (the ARK Shelter and ARK Community Services), Housing Resources, Inc. (Housing Stabilization Program), Prevention Works (on behalf of the Kalamazoo County Substance Abuse Task Force), YWCA (Domestic Assault, Sexual Assault, and Mentoring programs), 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 Gryphon Place (2-1-1/Help Line) had no one present to make a presentation. The Board had a number of questions and comments for the applicants regarding services provided to Portage residents, the number of employees who live in Portage, and clarification on the uniqueness of the services provided.

3. Public Hearing - CDBG Program - Overview of Housing and Community Development Needs for Consolidated Plan update: Chair Sheppard 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 2011-12. In addition, an overview of the projected budget and timeline to develop the Annual Action Plan was reviewed. The city will not know the entitlement grant amount until March or April 2013, but is estimating flat funding for FY 2013-14. A draft budget and Annual Action Plan 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 2013. Woodin inquired regarding the fiscal year. Staff clarified the city's fiscal year starts on July 1st and ends June 30th and the CDBG program year is on the same cycle. 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 8:45 p.m.

Respectfully Submitted,
Elizabeth Money, Neighborhood Program Specialist