

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, March 7, 2013

**CALL TO ORDER:** Meeting called to order at 6:35 p.m. by Diane Durian, Vice-Chair

**MEMBERS PRESENT:** Diane Durian, Effie Kokkinos, Ray LaPoint, Nadeem Mirza, Amanda Woodin

**MEMBERS EXCUSED:** Elma (Pat) Maye, Edward Morgan, Sandra Shepard, Kelly Williams

**MEMBERS ABSENT:** Tim Wilger (Youth Advisory Committee Liaison)

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist

**APPROVAL OF MINUTES:** A motion was made by Woodin and supported LaPoint to approve the February 7, 2013 minutes as written. Motion passed, 5-0.

### **OLD BUSINESS:**

1. **FY 2013-14 Human/Public Service Funding Recommendation:** A motion was made by Mirza and supported by Kokkinos to accept the March 6, 2013 communication from staff regarding reduced funding levels, reconsider the Board's previous funding recommendations, and approve new funding levels as indicated in the staff communication. Money reviewed the memo from staff and outlined the estimated 5% decrease to the CDBG Program funding as explained in the U.S. Department of Housing and Development communication. Prior estimates provided for \$33,454 in CDBG Program funding for Human/Public Services compared to the revised estimate of \$31,804. This decrease in CDBG funding changed the total amount of Human/Public Services funding from an increase of \$1,128 to a \$522 decrease from the FY 2012-13 funding levels. Money further explained that staff calculated revised funding recommendations based on methodology approved during the February 7, 2013 Board meeting. After further discussion, the Board approved the recommended funding of applicants as follows: PCC \$116,280 (\$31,804 CDBG Program/\$84,476 General Fund); HRI \$17,295; YWCA \$8,501; ARK \$8,989; 211 \$1,976. Motion passed 5-0.

### **NEW BUSINESS:**

1. **Memo regarding Human/Public Service Application and Criteria:** The Board reviewed the staff memo and recommended changes to the grant review process. Mirza recommended the Board visit applicants to get a better understanding of how their organizations operate. Money indicated she could inquire if this was feasible. LaPoint discussed the correlation between scoring, ranking, and funding and indicated a better opportunity could be had if all Board members preliminarily ranked and scored the applications prior to the January presentations. They could then better discuss scoring differences at the second January meeting. Board members could utilize the presentations to help clarify application questions and adjust rankings as needed. Kokkinos asked for clarification on the evaluation criteria and the evolution of the point system. Woodin and LaPoint were concerned that basing proposed funding amounts on prior year grant levels may be perpetuating a system that did not provide incentives for agencies to provide new services, improve existing ones, or account for past funding discrepancies. All Board members agreed that preliminarily scoring and ranking the applicants prior to the January presentations would improve the impact of applicant presentations. It was proposed that the Board receive the application materials a week earlier. Money indicated she would research this request. A motion was made by LaPoint and supported by Mirza to accept the recommendations provided by staff which included: initiation of a Human/Public Service funding training session during the November or December regular Board meeting; alter the evaluation criteria to include the application question it refers to; alter the Board Member Application Evaluation Summary Form so that Board members can provide scores given for each evaluation criterion as well as the total application score for each applicant. Motion passed 5-0.

The Board continued the discussion with reference to the application packet itself. As some questions are not specifically answered in the application by the applicants, the Board would require this information by the first January meeting when presentations are made. Information is provided to the Board in the staff generated summary reports. However, these reports are not provided to the Board until after the applicant presentations are made. Woodin moved and LaPoint support a motion that staff alter the application form so that information needed

to utilize the evaluation criteria are answered in the application. Money indicated they could provide a draft of the revised Application Form for review at the April Board meeting. Motion passed, 5-0.

2. Public Meeting management, Robert's Rules of Order- Information Only: Durian acknowledged the receipt of information provided in the agenda regarding public/open meetings.
3. Metro Transit LAC Update- Maye: As Maye was not present, no update was provided.

**STATEMENT OF CITIZENS:** None.

**ADJOURNMENT:** There being no further business before the Board, the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist