



HUMAN SERVICES BOARD

March 6, 2014

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, March 6, 2014
(6:30pm)

Conference Room #1

CALL TO ORDER

APPROVAL OF MINUTES:

- * February 6, 2014

OLD BUSINESS:

NEW BUSINESS:

- * 1. Fair Housing Activity Update – Presentation by Bob Ells, Executive Director, Fair Housing Center of Southwest Michigan
- 2. Kalamazoo Transit Authority LAC update - Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

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

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, February 6, 2014

CALL TO ORDER: 6:33 p.m.

MEMBERS PRESENT: Diane Durian (arrived 7:15), Shawn Havens, Effie Kokkinos (left at 8:10), Raymond LaPoint, Edward Morgan, Sandra Sheppard, and Amanda Woodin

MEMBERS EXCUSED: Morgan moved and Kokkinos supported excusing Elma (Pat) Maye and Nadeem Mirza. Motion passed 6-0.

MEMBERS ABSENT: Kitu Kumya

STAFF PRESENT: Elizabeth Money, Neighborhood Program Specialist

APPROVAL OF MINUTES: Kokkinos moved and Havens supported approval of the January 23, 2014 minutes as submitted. Motion passed 6-0.

NEW BUSINESS:

1. **FY 2014-15 Human/Public Service Funding Board recommendation:** Sheppard and staff reviewed the memo in the agenda that provided an overview of the Human Public/Service process, ranking, and staff funding recommendations. The Board inquired as to the CDBG funding amount and staff informed the Board HUD had not yet released that information. LaPoint began discussion on the funding recommendation by discussing methods of dispersing funds (monetary amounts verses percent increases), current funding amounts, and how the Board allocates increases or accommodates decreases in funding. The Board discussed an Excel spreadsheet proposed by LaPoint that utilized current funding amounts, points scored during the evaluation, the potential increase in funds, and monetary increases based on this information. The Board agreed the spreadsheet was valuable and work on finalizing the spreadsheet in addition to tightening the wording on the applications should be completed at a later meeting for next fiscal year. Board members inquired as to past funding levels for Gryphon Place, overall past funding amounts, and the history of financial support provided to the Portage Community Center. The Board continued to discuss funding determinations as well as a new funding amount for Goodwill. Havens indicated that unless the city is looking to exclude future applicants from applying, that Goodwill scored and ranked in a position to receive funding. LaPoint questioned if any Board members had a problem with the \$900 to Goodwill as proposed by staff. No one had a problem with that amount. Havens indicated that the staff recommendation for funding closely aligned with Board ranking and any changes the Board made to align with their ranking would be monetarily insignificant. Havens moved and Woodin supported to accept the staff recommendations for funding as outlined in the memo (General Fund: Portage Community Center \$84,033; Catholic Charities \$9,341; YWCA \$8,828; Housing Resources \$17,931; Gryphon Place \$2,057; Goodwill \$900; CDBG Fund: Portage Community Center \$36,287). Motion passed 7-0.

LaPoint then moved and Woodin seconded that if the CDBG funding changes from the anticipated amount by 2% or less, that city staff are authorized to recalculate the funding amounts utilizing the same methodology (applicants receive percent increases or decreases based on their ranking). Motion passed 7-0.

LaPoint moved and Havens seconded a motion to put on the May 1, 2014 agenda a review of the Human/Public Service application, criteria, and proposed spreadsheet. Motion passed 6-0.

2. **March/April Board Meeting Schedule:** The Board discussed attendance and whether a quorum would be present for the Annual Action Plan Public Hearing required at the April 3rd regularly scheduled meeting. After a brief discussion, Sheppard moved and Morgan supported a motion to cancel the April 3rd meeting and reschedule it to March 27th to ensure a quorum. Motion passed 6-0.

3. Kalamazoo Transit Authority 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, Morgan and Woodin supported adjournment. Motion passed 6-0. Meeting was adjourned at 8:15 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

CITY OF PORTAGE
FAIR HOUSING REPORT
Fair Housing Center of Southwest Michigan
July 1, 2013 – December 31, 2013

Fair housing Action Plan:

- 1. Host a minimum of two fair housing presentations to property owners, attorneys, community organizations, realtors and/or financial institutions**
 - The Center provided Fair Housing training to two managers of property in Portage employed by B & R Management.
 - The Center provided Fair Housing Training for 64 veterans and social service agency staff who serve veterans. While we do not have addresses of those in attendance, it is likely some of the veterans live in Portage and the agency staff all serve veterans from throughout the county, including Portage.
 - Center staff provided a fair housing training for six members of the Gay and Lesbian Resource Center all of whom serve residents from throughout the county, including Portage.
- 2. Host a fair housing education event targeted toward Portage residents and/or businesses during Fair Housing Month. (April)**
 - The Center is currently planning for the annual April, 2014 event. We are in the process of selecting a theme and securing speakers for the event.
 - The Conference will be promoted to Portage residents, housing organizations and providers, real estate agents, community leaders, attorneys and elected officials.
- 3. Present an overview of fair housing activities to the Human Services Board and accept a fair housing resolution at a meeting of City Council in recognition of National Fair Housing Month. (N/A)**
- 4. Provide fair housing activities targeted toward Portage residents and/or businesses including information and referrals, education and outreach, and fair housing enforcement services.**
 - During the period July 1, 2013 through December 31, 2013, the Center conducted two audit paired-tests of properties located in Portage. The bases of the tests were race. No difference in treatment/discrimination was found in either test.

- During this period, two complaints were filed by Portage residents. One was based on familial status, resolved in favor of the claimant, and one was based on national origin and remains under investigation.
- Two newsletters providing information about the Center's services, updates on complaints and other fair housing related information were sent out during this six month period (one each in October and December) to 521 and 419 Portage addresses, respectively (as defined as having a 49002 or 49024 zip code).
- The Center provided a training session for seven new fair housing testers. While none of the new testers are Portage residents, it is important to note that, regardless of their residency, all fair housing testers may conduct tests anywhere within our service area, including the City of Portage.