

## 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 versus 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 3<sup>rd</sup> regularly scheduled meeting. After a brief discussion, Sheppard moved and Morgan supported a motion to cancel the April 3<sup>rd</sup> meeting and reschedule it to March 27<sup>th</sup> 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