

## CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting, May 1, 2014

**CALL TO ORDER:** 6:35 p.m.

**MEMBERS PRESENT:** Shawn Havens, Effie Kokkinos, Elma (Pat) Maye, Nadeem Mirza, Edward Morgan, and Amanda Woodin

**MEMBERS EXCUSED:** Woodin moved and Kokkinos supported excusing Diane Durian and Ray LaPoint. Motion passed 6-0.

**MEMBERS ABSENT:** Sandra Sheppard, Kitu Kumya (Youth Advisory Representative)

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

**APPROVAL OF MINUTES:** Havens moved and Morgan supported approval of the minutes as submitted. Motion passed 6-0.

**OLD BUSINESS:** None.

### **NEW BUSINESS:**

1. **Human/Public Service Application/Summary/Criteria Review- Sheppard:** Maye excused herself from discussion due to a conflict of interest as her employer, the Fair Housing Center of Southwest Michigan, is a sub-recipient of grant funds from the CDBG Program. Morgan, Havens, and Woodin all expressed concern over Board rankings using the criteria review questions #1 and #3 relating to Basic Needs/Critical Needs. Board members felt that these two questions needed further clarification and perhaps a summary of what specifically these needs were to address. Concerns that Board members had different understandings of basic/critical needs warrants clarification on these two review questions. Woodin indicated that it was difficult for her to place some organizations like Gryphon Place/211 in that they do not provide a basic need/direct service but they are an essential step to connecting with organizations that do. Kokkinos indicated that since you must go through 211 to receive help from places like HRI, then she gives them 50 points on basic needs criteria. There is no question on the criteria that grants points for emergency services outside of housing. Two applicants, Gryphon/211 and the YWCA provide emergency services (suicide hotline and victim services respectively) and perhaps reviewing basic needs and, if possible, expanding the criteria would resolve this dilemma. Mirza felt unclear on some organization's numbers with regards to Portage residents and that if the question is asked, then specific information must be provided. It was noted that at least two applicants did not or could not track resident information on at least one of their programs/functions. If an organization can't provide exact numbers for all their programs, a question arose if it would be better to have them explain why they can't track numbers and determine a method to assign points rather than have an estimate. The Board felt that greater clarity in the criteria and perhaps further review of all the materials would streamline the application process and the review. Further discussion would occur at the next Board meeting with city staff working on draft revisions discussed during this meeting.
2. **Kalamazoo Transit Authority LAC update - Maye:** Maye had nothing new to report as the group had not met again since the last Board meeting.
3. **Summer Meeting Schedule:** Morgan moved and Kokkinos supported canceling the June and July Board meetings. Motion passed 6-0.
4. **April 18, 2014 report to City Council – Information Only:** The Board was given a copy of the memo from Board Chair Sheppard to the City Council in the Agenda packet.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** There being no further business before the Board, Woodin moved and Mirza supported adjournment. Motion passed 6-0. Meeting adjourned at 7:12 p.m.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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