



# HUMAN SERVICES BOARD

May 5, 2016

# **CITY OF PORTAGE HUMAN SERVICES BOARD**

## **A G E N D A**

**Thursday, May 5, 2016  
(6:30pm)**

**Conference Room #1**

### **CALL TO ORDER**

### **ROLL CALL**

### **APPROVAL OF MINUTES:**

- \* April 7, 2016

### **OLD BUSINESS:**

- \* 1. Draft Non-discrimination Ordinance

### **NEW BUSINESS:**

- \* 1. FY 2015-16 Human Service Board Update to City Council – Woodin
- \* 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 April 7, 2016

**CALL TO ORDER:** 6:33 p.m.

**ROLL CALL:** Staff member Elizabeth Money called roll: Diane Durian (aye), Effie Kokkinos (aye), Ray LaPoint (aye), Elma (Pat) Maye (aye), Nadeem Mirza (aye), Edward Morgan (no), Sandra Sheppard (aye), Fiorella Spalvieri (aye), Amanda Woodin (aye), and Lindy Nebiolo, Youth Representative, (no). A motion was made by Durian and supported by Spalvieri to excuse Edward Morgan and Lindy Nebiolo, Youth Representative. Motion passed 8-0.

**STAFF PRESENT:** Elizabeth Money, Neighborhood Program Specialist; Vicki Georgeau, Director Community Development; Laurence Shaffer, City Manager; Randy Brown, City Attorney and Bryan Beach, Assistant City Attorney

**CITIZENS PRESENT:** Terry Urban, Portage City Council, Bob Ells, Fair Housing Center of Southwest Michigan, Nate Triplett, Equality Michigan, and Megan Bauer, The Resource Center.

**APPROVAL OF MINUTES:** Maye moved and Mirza supported approval of the minutes with the addition of Sandra Sheppard's name to roll call. Motion passed 8-0.

### OLD BUSINESS

1. **Draft Non-discrimination Ordinance:** Georgeau opened the discussion by reviewing the memo and providing an overview of how the draft ordinance was developed. City Attorney Brown then lead the discussion on the ordinance, reviewed the three core protections, enforcement, briefly summarized the various sections, and introduced persons in attendance who had assisted with the development of the ordinance including Laurence Shaffer, City Manager, Terry Urban, Portage City Council, Nate Triplett from Equality Michigan, and Megan Bauer from The Resource Center. The Board asked for clarification on several aspects of the draft ordinance. A discussion was held regarding the relation of the draft ordinance and the Fair Housing Act and that the draft ordinance does not eliminate any state or federal laws, but supplements them by including sexual orientation and gender identity to the protected classes. It was noted that any ordinance Portage enacted would have to be evaluated if laws are amended at the state or federal level. Questions were raised over the penalties and the \$500 fine, and it was explained that there were other options besides ticketing a person in violation of the ordinance. In extreme exceptional circumstances, a ticket could be issued each day the person was in violation. Fines go to the Court and not to the city. Maye highlighted that there is no compensation for the complainant under the draft ordinance and that offers little protection or incentive to come forward. Brown indicated that while the ordinance didn't specify monetary compensation, such provision could be included in a conciliation agreement. Bob Ells, Executive Director of the Fair Housing Center of Southwest Michigan (FHCSWM), added that the FHCSWM doesn't negotiate monetary settlements, but refers some cases to other organizations (e.g. Michigan Department of Civil Rights) and a monetary settlement is sometimes received. Ells also iterated that there is more discrimination occurring than complaints filed, and one reason is because people don't feel like they will be properly compensated or receive a benefit. Clarification was then given on the "Exemptions" section and the definition of religious organization. Urban and Shaffer both contributed to the history and discussion on the development of the draft ordinance and thanked the Board for their efforts to assist with the adoption of this ordinance. Brown then reviewed some changes that the Board will receive in the next agenda packet and recommended the Board set a public hearing for May 26, 2016 in Council Chambers. Maye moved and Mirza supported a motion to set a public hearing on the draft ordinance amendment on May 26, 2016. Motion passed 8-0.

## PUBLIC HEARING

1. Draft 2016-2020 Consolidated Plan: Maye moved and Spalvieri supported a motion to open the public hearing. Motion passed 8-0. Georgeau provided an overview of the completed draft, how it was compiled, and the time frame to complete the plan process, including approval from City Council and subsequent submittal to HUD by May 15<sup>th</sup>. A summary of the following chapters of the draft plan was provided: the Executive Summary, The Process, Needs Assessment, Market Analysis, Strategic Plan, and 2016-17 Annual Action Plan. Board members asked for clarification on several items. Georgeau clarified that the cost of housing includes rent and utilities and, for home owners, mortgage, taxes and insurance is included. Discussion on the definition of overcrowding, including input from Ells, and the standard of 1-1.5 person per room as set forth in the document. An explanation of code enforcement expenditures and activities was requested. Georgeau indicated that code enforcement staff activities include addressing and correcting building and property maintenance violations, illegal land uses and other nuisances within low-moderate income neighborhoods. Code enforcement activities prevent and eliminate blight and supplement the housing assistance programs also provided through the CDBG Program. In response to an inquiry regarding what activities are included in administration, Georgeau clarified this includes fair housing activities and general grant administration, such as: budget preparation and oversight of expenditures and program income, annual action plans, annual performance reports, Section 3 reporting, Labor Standards reporting, annual environmental review, public hearings, program outreach, amongst others. Georgeau added that administrative costs were capped at 20% of the entitlement grant plus anticipated program income, and the city has historically kept administrative costs lower than permitted since anticipated program income fluctuates. In addition, by keeping administrative costs low, more program funds can be directed to households and neighborhood improvement activities. In response to an inquiry regarding fair housing expenditures, Georgeau indicated that such activities are included under grant administration and are also limited to the 20% spending cap. Georgeau further explained that the city will need to prepare an Assessment on Fair Housing (AFH) in 2017 and additional expenditures to prepare this report will likely be included in the FY 2017-18 Annual Action Plan so the city can hire a consultant to assist with the planning process. Georgeau concluded the presentation by reiterating the next steps and asking if there were any further questions. There being no further questions, Spalvieri moved and Kōkkinos supported a motion to close the public hearing. Motion passed 8-0. Spalvieri then moved and Mirza supported a motion to recommend the draft 2016-2020 Consolidated Plan as presented to City Council for approval. Motion passed 8-0.

## NEW BUSINESS:

1. Fair Housing Center of Southwest Michigan Update – Bob Ells: Bob Ells opened the discussion by providing a handout to the Board and indicating that activity was lower over the past year due to reduced staffing levels but that they had still met all their goals including: hosting three fair housing presentations, providing an annual Fair Housing conference (in April 2016), presenting an overview/update of fair housing activities to the Board, and provide information, referrals, education, outreach, and enforcement services to Portage residents. Georgeau inquired how many Portage tests had the FHCSWM conducted over the past year and Ells responded that they had done five tests within Portage with no findings that warranted additional action. Information was provided that many landlords think the rule “two hear-beats” per bedroom is a law. Ells indicated that it was not, occupancy is determined by floor area, and use of this rule could count as discrimination. Ells thanked the Board for their work and offered the assistance of his organization with regards to the Non-Discrimination Ordinance. There being no further questions, Woodin thanked Ells for his time and efforts.
2. Proposed FY 2016-17 Goals and Objectives: Woodin opened the discussion by asking if there were any questions. There being none, Maye moved and Mirza supported a motion approving the FY 2016-17 Goals and Objectives. Motion passed 7-0 (Durian left at 8:10).

3. Kalamazoo Transit Authority LAC update - Maye: Maye indicated that ridership continues to increase, new bus stops are being installed (and referenced the one on South Westnedge Avenue by Belle Tire), and that the new Sunday service did have riders in Portage and they were hoping ridership would increase as the public became more aware of the new schedule, and that she had asked for numbers on the grocery bag assistance program (drivers assist customers with bags) for the next meeting.

**STATEMENT OF CITIZENS:** None

**ADJOURNMENT:** Maye moved and Kokkinos supported adjournment at 9:33. Motion passed 7-0.

Respectfully Submitted,

Elizabeth Money,  
Neighborhood Program Specialist

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DRAFT

**TO:** Human Services Board

**DATE:** April 29, 2016

**FROM:** Vicki Georgeau, <sup>kg</sup> Director of Community Development

**SUBJECT:** Non-Discrimination Ordinance

Attached for review by the Human Services Board is a revised version of the proposed Non-Discrimination Ordinance. The following is a summary of revisions to the ordinance:

- The text has been revised in ordinance format, clarifying the amendment is proposed to be added to Chapter 24, Community Quality, Article 7, Non-Discrimination Ordinances, and specific section numbers are now included.
- As discussed during the April 7<sup>th</sup> Board meeting, the following revisions have been made to address comments received from Michigan Equality:
  - Subsection c) of Section 24-148, Intent Purpose and Construction has been deleted.
  - The definition of “sexual orientation” has been revised.
  - Subsection q) of Section 24-153, Exceptions has been modified to remove the reference to same sex partner benefits.

In addition to the above revisions and subsequent to the April 7<sup>th</sup> Board meeting, a number of questions were received from the Board, and responses are provided as follows:

- Clarification was requested in regard to the definition of “religious organization” and “sexual orientation”. Please see Section 24-149, Definitions for both of these terms.
- Clarification was requested in regard to Section 24-153, Exceptions, subsection s). This subsection includes an exception that allows the use of any facilities or services, both public and private, by persons or groups that are affiliated with, or supported by, a religious organization who may espouse policies or practices inconsistent with the general intent of the ordinance. The intent of this exception is that it allows entities to freely rent facilities or provide services to persons or groups without fear that doing so may put them in violation of the ordinance. Clarification was also requested in regard to the term “facility” and “services”. A facility can be any public or private facility, not only those owned by the City of Portage. Examples of “services” are those offered by a public or private group, such as a ride service, classes offered through a nonprofit group, etc.

Community Development staff and the City Attorney will be in attendance at the May 5<sup>th</sup> Board meeting to address additional questions and comments from the Board in regard to the draft ordinance.

Attachments: Draft City of Portage Non-Discrimination Ordinance

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES  
OF THE CITY OF PORTAGE, MICHIGAN BY ADDING ARTICLE 7, NON-  
DISCRIMINATION ORDINANCE, OF CHAPTER 24, COMMUNITY QUALITY

THE CITY OF PORTAGE ORDAINS:

That Chapter 24 shall be amended as follows to add Article 7, Non-Discrimination Ordinance, as follows:

CHAPTER 24. COMMUNITY QUALITY.

ARTICLE 7. NON-DISCRIMINATION ORDINANCE.

~~Non-Discrimination Ordinance~~

- ~~0.01 Intent, Purpose and Construction.~~
- ~~0.02 Definitions.~~
- ~~0.03 Discriminatory Housing Practices.~~
- ~~0.04 Discriminatory Public Accommodation Practices.~~
- ~~0.05 Discriminatory Employment Practices.~~
- ~~0.06 Exemptions.~~
- ~~0.07 Information and Investigations.~~
- ~~0.08 Conciliation Agreements.~~
- ~~0.09 Penalties.~~
- ~~0.10 Repealer.~~
- ~~0.11 Severability.~~
- ~~0.12 Effective Date.~~

24-1480-01 INTENT, PURPOSE AND CONSTRUCTION.

(a) It is the intent of the City of Portage that no person be denied the equal protection of the laws; nor shall any person be denied the enjoyment of his or her civil rights or be discriminated against because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity.

(b) The prohibitions against discrimination as provided for in this ordinance shall not be deemed preempted by federal or state law, but are intended to supplement state and federal civil rights law prohibiting discrimination in the areas of employment, public accommodations, and housing. Provided, however, this ordinance shall be construed and applied in a manner consistent with First Amendment jurisprudence regarding the freedom of speech and exercise of religion.

~~(c) Nothing in this ordinance shall require preferential treatment of any person or group on the basis of sexual orientation or gender identity.~~

24-1490-02 DEFINITIONS.

As used in this chapter, the following words and phrases have the following meanings:

- (a) "Age." Chronological age.
- (b) "City Manager." The City Manager of the City of Portage or his or her designee.
- (c) "Discriminate." To make a decision, offer to make a decision or refrain from making a decision based in whole or in part on the actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity, of another person.
- (d) "Educational institution." A public or private institution or a separate school or department thereof, including an academy, college, elementary or secondary school, extension course, kindergarten, nursery, local school system, or university, or a business, nursing, professional, secretarial, technical, or vocational school. For the purposes of this definition, educational institution includes an agent of an educational institution.
- (e) "Employer." Any person employing one (1) or more persons.
- (f) "Employment Agency." A person who undertakes to procure employees for an employer or procures opportunities for individuals to be employed by an employer.
- (g) "Family Status." The state of being in a family.
- (h) "Family." Includes either of the following:
  - 1. Two or more individuals related by blood within three degrees of consanguinity, marriage, adoption, in a foster care relationship or legal custody relationship;
  - 2. Functional family. A collective number of individuals domiciled together in one dwelling whose relationship is of a permanent and distinctive domestic character, with a demonstrable and recognizable bond characteristic of a cohesive unit, and who are in fact cooking and living as a single non-profit housekeeping unit. However, a "functional family" shall not include:
    - A. Any group of individuals whose domestic relationship is transitory, temporary or resort/seasonal in nature
    - B. Any group of individuals whose association is essentially for convenience or economics or for the limited duration of their education, training or a similar determinative period of time.
- (i) "Gender Identity or Expression." An individual's appearance, expression, identity or behavior as being either male or female, whether or not that appearance, expression, identity and behavior is different from that which is traditionally associated with the person's gender assigned at birth as being either female or male.
- (j) "Housing Facility." Any dwelling unit or facility used or intended or designed to be used as the home, domicile or residence of one or more persons including, but not limited to, a house, apartment, rooming house, housing cooperative, hotel, motel, tourist home, retirement home or nursing home.

(k) "Labor Organization." An organization of any kind or structure in which employees participate or are members and which exists for the purposes, in whole or part, of dealing with employers concerning the terms and conditions of employment of its participants or members, whether or not such organization is subordinate to or affiliated with a national or international labor organization.

(l) "Marital Status." The state of being married, never married, divorced, or widowed.

(m) "Perceived." Refers to the perception of the person who acts, and not to the perception of the person for or against whom the action is taken.

(n) "Person". The word "person" shall include any individual, co-partnership, corporation, association, club, joint adventure, estate, trust, and any other group or combination acting as a unit, and the individuals constituting such group or unit.

(o) "Physical or Mental Disability." A determinable physical or mental characteristic resulting from disease, injury, congenital condition of birth, or functional disorder and is unrelated to one's ability to safely perform the work involved in jobs or positions available to such person for hire or promotion; or unrelated to one's ability to acquire, rent and maintain property; or unrelated to one's ability to utilize and benefit from the goods, services, activities, privileges and accommodations of a place of public accommodation "Physical or Mental Disability" does not include any condition caused by the current illegal use of a controlled substance or the use of alcohol liquor by an individual.

(p) "Place of Public Accommodation." An educational, governmental, health, entertainment, cultural, recreational, refreshment, transportation, financial institution, business or facility of any kind, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

(q) "Religious Organization." An organization, church, group, or body of communicants that are organized not for pecuniary profit that regularly gathers for worship and religious purposes, and includes a religious-based private school that is not organized for pecuniary profit. Religious organization includes, for illustration and not limitation: churches, mosques, synagogues and other houses of worship, any subsidiary organizations; educational institutions affiliated with, controlled, or managed by those houses of worship or with articles of incorporation, bylaws and other documents stating an intention to inculcate its religious tenants in students; and, faith based organizations that, due to a sense of duty based on particular religious tenants, provide charitable services to the public.

(r) "~~Sexual Orientation.~~ ~~Male or female homosexuality, heterosexuality or bisexuality, whether by orientation or practice. Sexual orientation does not include the physical or sexual attraction to a minor by an adult.~~ Male or female homosexuality, heterosexuality or bisexuality, by orientation or practice, whether past or present. This includes emotional, romantic, and/or sexual attractions, or the absence thereof, to other people. Sexual orientation also refers to a person's sense of identity based on those attractions, related behaviors, and membership in a community of others who share those attractions.

24-1500-03 DISCRIMINATORY HOUSING PRACTICES.

Except as otherwise provided in this ordinance, no person shall:

- (a) Discriminate in leasing, selling or otherwise make available any housing facilities.
- (b) Discriminate in the terms, conditions, maintenance or repair in providing any housing facility.
- (c) Discriminate in providing financing for the purchase, repair or remodeling of any housing facility.
- (d) Discriminate in making referrals, listings or otherwise providing information regarding a housing facility

24-1510-04 DISCRIMINATORY PUBLIC ACCOMMODATION PRACTICES.

Except as otherwise provided in this ordinance, no person shall discriminate in making available full and equal access to all goods, services, activities, privileges, and accommodations of any place of public accommodation. However, nothing in this ordinance: i) permits or requires access to any place of public accommodation for the purpose or intent of engaging in criminal conduct; or ii) requires the construction or provision of unisex single user restrooms, changing rooms, locker rooms or shower facilities.

24-1520-05 DISCRIMINATORY EMPLOYMENT PRACTICES.

Except as otherwise provided in this ordinance:

- (a) No employer shall discriminate in the employment, compensation, work classifications, conditions or terms, promotion or demotion, or termination of employment of any person.
- (b) No labor organization shall discriminate in limiting membership, conditions of membership, or termination of membership of any person in any labor union or apprenticeship program.
- (c) No employment agency shall discriminate in the procurement or recruitment of any person for possible employment with an employer.
- (d) A person subject to this Section 24-1520-05 is exempt from this section if race, color, religion, national origin, sex, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity is a bona fide occupational qualification reasonably necessary to the normal operation of the business or enterprise. A person subject to this section shall have the burden of establishing that the qualification is reasonably necessary to the normal operation of the business.

24-1530-06 EXCEPTIONS.

Notwithstanding anything contained in this ordinance, the following shall not be violations of this ordinance:

- (a) For a religious organization to restrict the occupancy of any of its housing facilities or accommodations which are operated as a direct part of religious activities to persons of the denomination involved or to restrict employment opportunities for officers, religious instructors and clergy to persons of that denomination. It is also permissible for a religious organization to restrict employment opportunities, educational facilities, housing facilities, and homeless

shelters or dormitories that are operated as a direct part of its religious activities to persons who are members of or who conform to the moral tenets of that religious organization.

(b) Standards established for the construction, repair, maintenance, improvement, occupancy, lease or sale of one-family and two-family dwellings which conform to federal and state laws and regulations.

(c) For the owner or operator of a housing facility or place of public accommodation, devoted entirely to the housing and accommodation of individuals of one sex, to restrict occupancy and use on the basis of sex.

(d) To limit occupancy in a housing project or to provide public accommodations or employment privileges or assistance to persons of low income, persons over fifty-five (55) years of age or disabled persons.

(e) To engage in a bona fide effort to establish an affirmative action program to improve opportunities in employment consistent with applicable state and federal law.

(f) To discriminate based on a person's age when such discrimination is required by state, federal, or local law.

(g) To refuse to enter a contract with an unemancipated minor.

(h) To refuse to admit to a place of public accommodation serving alcoholic beverages to a person under the legal age for purchasing alcoholic beverages.

(i) To refuse to admit to a place persons under eighteen (18) years of age to a business providing entertainment or selling literature that the operator of said business deems unsuitable for minors.

(j) For an educational institution to limit the use of its facilities to those affiliated with such institution.

(k) To provide discounts on products or services to students, or on the basis of age.

(l) To discriminate in any arrangement for the shared ownership, lease or residency of a dwelling unit.

(m) For a governmental or educational institution to restrict any of its facilities or to restrict employment opportunities based on duly-adopted institutional policies that conform to federal and state laws and regulations.

(n) To restrict participation in an instructional program, athletic event or on an athletic team that conforms to federal and state laws and regulations.

(o) This ordinance shall not apply to a private club, or other establishment not in fact open to the public, except to the extent that the goods, services, facilities privileges, advantages or accommodations of the private club or establishment are made available to the customers or patrons of another establishment that is a place of public accommodation or is licensed by the State under Act No. 8 of the Public Act of 1933, being MCLA 436.1-436.58, the Michigan Liquor Control Act as amended. This exemption shall not apply to a private club that is otherwise

defined as a place of public accommodation in this ordinance. Further, to the extent that the private club permits members to invite guests on the premises, such organization is not exempted as it concerns a member's guest.

(p) To the employment of an individual by one's family.

(q) For an employer offering health or pension plans to provide marital or familial status limitations in such plans provided those limitations conform to state and federal laws, rules and regulations. ~~Further, nothing in this ordinance shall be construed or interpreted to either require or prohibit a private employer from offering employment benefits to the same-sex partner of an employee.~~

(r) To the rental of housing facilities in a building which contains dwelling units for not more than two families living independently of each other if the owner of the building or a member of the owner's family resides in one of the dwelling units, or to the rental of a room or rooms in a single-family dwelling by an individual if the lessor or a member of the lessor's family resides in the dwelling.

(s) To allow use of facilities or services by persons that may be affiliated with, or otherwise supported by, a religious organization, which may espouse policies or practices inconsistent with the general intent of this ordinance.

(t) With respect to gender only, to a private educational institution which provides an education to only persons with one gender.

#### 24-1540-07 INFORMATION AND INVESTIGATION.

(a) Any person claiming a violation of this ordinance shall file a signed, written complaint with the City Manager setting forth the details, including the names, dates, witnesses and other factual matters relevant to the claim within 180 days of the incident forming the basis of the complaint.

(b) No person shall provide false information to any authorized employee investigating a complaint regarding a violation of this ordinance.

(c) In the course of the investigation, the City Manager may request a person to produce books, papers, records or other documents which may be relevant to a violation or alleged violation of this ordinance. If said person does not comply with such request, the City Attorney may apply to the Kalamazoo County Circuit Court for an order requiring production of said materials.

(d) Within thirty (30) days of a written complaint being filed, the City Manager shall undertake an investigation of any complaint alleging a violation of this chapter not currently recognized or proscribed by Michigan or federal anti-discrimination statutes, and cause all other complaints to be referred to an appropriate state or federal agency for review. After the completion of an investigation, the City Manager or his or her designee shall give written notice of the results of the investigation to the person who filed the complaint and the person accused of the violation. If the investigation establishes that a violation of this ordinance occurred, the City Manager shall, in his discretion, take one of the following actions: 1) refer the matter to Conflict Resolution Services or a similar mediation service who will attempt to resolve the matter by mediating a conciliation agreement; 2) refer the complaint to the Department of Public

24-1590.12 EFFECTIVE DATE.

**This ordinance shall take effect [30] days following publication.**

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**TRANSMITTAL FROM  
HUMAN SERVICES BOARD**

**DATE:** May 5, 2016

**TO:** Honorable Mayor and City Council

**FROM:** Amanda Woodin, Chair, Human Services Board

**SUBJECT:** FY 2015-2016 Board update

**DRAFT**

On behalf of the Human Services Board, I am writing to summarize the activities of the Human Services Board during the current fiscal year:

- The Board held the required public hearings for the CDBG Program, and reviewed the following documents: FY 2014-15 Consolidated Annual Performance Evaluation Report and the 2016-2020 Consolidated Plan (including the Annual Action Plan) over several meetings ending on April 7, 2016.
- The Board also reviewed human/public service funding applications and recommended funding levels for FY 2016-17 to City Council. In addition, the Board will review and update the evaluation criteria and application form for Human/Public service funding and the revised documents will be used in the FY 2017-18 funding round.
- The Board, in conjunction with city staff, is working on a Draft Non-discrimination Ordinance review that will include a public hearing on May 26, 2016.
- The Board received an update from the Fair Housing Center of Southwest Michigan in April 2016 that included information on trainings and activities within Portage.
- The Board received an overview from the Kalamazoo Transit Authority and the Kalamazoo County Transit Authority (KCTA) on bus services and changes in Portage.
- Board member Maye has continued to report to the Board regarding the Kalamazoo Transit Authority Local Advisory Committee (LAC) activities, and other transit issues on a monthly basis.
- Red Ribbon Week promotion was also accomplished in October 2015 which included a proclamation in acknowledgement of the substance and tobacco use prevention event.
- During the April 7, 2015 meeting, the Board discussed and recommended the goals for FY 2016-17.

I look forward to discussing the activities of the Human Services Board at an upcoming Council meeting.

Attachment: 2015-2016 Human Services Board Goals and Objectives



# **2015-2016 RECOMMENDED HUMAN SERVICES BOARD GOALS AND OBJECTIVES**

## **HUMAN SERVICES BOARD**

1. Fulfill advisory role requirements for CDBG program and human/public service funding requests.
  - a) To make recommendations regarding the Community Development Block Grant (CDBG) Program
  - b) To make recommendations regarding human/public service funding from the CDBG Program and General Fund to the City Council
    1. Convene public hearings for the CDBG Program Consolidated Plan, Annual Action Plan, and Consolidated Annual Performance Evaluation Report.
    2. Hear appeals from the CDBG Housing Program Guidelines.
    3. Review fair housing activities
    4. Review applications and presentations from agencies for human/public services and recommend funding levels to City Council.
2. To serve as a resource and provide information to City Council regarding public transportation in the City of Portage.
  - a) Advise City Council on matters pertaining to public transportation in the City of Portage and make recommendations as appropriate.
    1. Review public transportation needs within the City of Portage.
    2. Review countywide demand/response of transportation services.
3. To serve as a resource to City Council for special projects.
  - a) To take appropriate action on projects as assigned by City Council
  - b) Review mechanisms for identifying human service needs in the community.
  - c) Identify and educate City Council on emerging human service issues in Portage.
    1. Continue to serve on Kalamazoo Transit Authority Local Advisory Committee.
    2. Assist City Council with Red Ribbon Week activities.
4. Forward to City Council an update to goals for current fiscal year (November and April) and recommended goals for upcoming fiscal year (April).