CALL TO ORDER: 6:30 p.m.
MEMBERS PRESENT: Tim Henson, Kathryn Hanfland, Fi Spalvieri, Effie Kokkinos, Stephanie Upshaw, Brooke Kolodzieczyk, Diane Durian (arrived late).
MEMBERS EXCUSED: Nadeem Mirza, Alice Mwanda (sent email prior to meeting)
MEMBERS ABSENT: None
STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist
APPROVAL OF MINUTES: Hanfland moved and Henson supported a motion to approve the January 16, 2019 minutes with two corrections. Motion passed 6-0.

NEW BUSINESS:

1. Public Hearing for CDBG Community Development Needs: Henson moved and Kolodzieczyk supported motion to open public hearing. McCoy presented a summary of the Community Development Needs that will be utilized in developing the upcoming FY 20-21 CDBG Annual Action Plan. Included in the presentation was demographic information for residents of Portage regarding population, median income, homelessness, disabilities, cost and condition of housing and housing needs by race and ethnicity. Information regarding strategic planning to address these issues along with annual goals and prior year performance was also presented. Finally, a review of the process and timeline for preparation and submittal of the required CDBG Annual Action Plan was outlined. Several questions by Board members were answered by staff throughout the presentation regarding specific details of the information presented. No comments were received from the public prior to or during the public hearing. Hanfland moved and Henson supported a motion to close the public hearing. Motion passed 7-0.

2. Discussion of Board and Staff Scoring for FY 20-21 HPS Grant Applicants: Spalvieri led a discussion of the collective scoring sheets received from all Board members intended to clarify scoring criterion, to gain consensus from Board members and to facilitate a funding recommendation to send to City Council. Those items with the largest number of points available and the widest range of scoring were addressed and categories under which scores are derived were clarified and confirmed. Henson reported that one of the agencies who had applied have been less than responsive to some of his client’s inquiries and suggested that some sort of monitoring throughout the year would be helpful in evaluating future requests for funding. McCoy stated that each agency submits financial and activity reports as required by contract in order to receive payments. It was determined by consensus that the subject of monitoring grantee performance will be included as a future agenda item. Individual scoring items were discussed further with a general consensus being agreed upon for those critical items that are used in scoring and evaluating each application. Ranking of applications and suggested awards were determined, a summary of which will be included in the agenda for the February 20, 2020 HSB meeting, during which it is expected that a final recommendation for funding will be completed.

3. Resolution for Elma (Pat) Maye: Durian moved and Henson supported a motion to adopt a resolution as drafted and presented by staff recognizing the service to the Board of outgoing Board Chair Elma (Pat) Maye. Motion passed 8-0.

STATEMENTS OF CITIZENS: Representatives from Portage Community Center and Lending Hands who were in attendance during the public hearing both expressed their appreciation to the City for their financial support and consideration for future funding opportunities.

ADJOURNMENT: Upshaw moved and Durian supported motion to adjourn at 8:50 p.m. Motion passed 8-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist