

## **CITY OF PORTAGE HUMAN SERVICES BOARD**

Minutes of Meeting November 5, 2015

**CALL TO ORDER:** 6:30 p.m.

**MEMBERS PRESENT:** Effie Kokkinos, Ray LaPoint, Nadeem Mirza, Edward Morgan, Fiorella Spalvieri, Amanda Woodin.

**MEMBERS EXCUSED:** Diane Durian, Sandra Sheppard.

**MEMBERS UNEXCUSED:** Elma (Pat) Maye

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

**APPROVAL OF MINUTES:** Woodin moved and Mirza supported approval of the September 3, 2015 minutes (due to lack of a quorum, no October 1, 2015 meeting). Motion passed 6-0.

### **OLD BUSINESS**

1. Human/Public Service Application/Process Review update: LaPoint (acting chair) lead the discussion on the proposed changes to the application and criteria. Woodin asked for clarification on the audit question and what an applicant could do if they were not required to prepare an audit. Money informed her any organization applying was instructed to contact city staff if they could not meet the requirements and staff would work with them on an alternative solution (if possible). Mirza recommended switching questions 12 and 13. Overall, the Board was pleased with the new application, praised staff and the small group members on their work, and felt the changes would result in a more streamlined and easier to read application. Woodin moved to accept and use the proposed application and criteria immediately with questions 12 and 13 switched and all formatting and typos corrected as needed, Morgan supported. Motion passed 6-0.

### **NEW BUSINESS:**

1. CDBG Program Consolidated Plan – Citizen Participation Plan: LaPoint referenced the material provided in the agenda packet. Money explained the significance of the Consolidated Plan, referenced the table and pointed out the public hearings that were the responsibility of the Board, and indicated it was updated every five years.
2. Election of Officers: Woodin moved and Kokkinos supported tabling the election of officers until the December meeting when more members would be present. Motion passed 6-0.
3. Kalamazoo Transit Authority LAC update - Maye: As Maye was not present, no update was provided.

**STATEMENT OF CITIZENS:** No citizens were present.

**ADJOURNMENT:** Woodin moved and Mirza supported adjournment of the meeting at 7:03.  
Motion passed 6-0.

Respectfully Submitted,

Elizabeth Money, Neighborhood Program Specialist

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