



HUMAN SERVICES BOARD

November 2, 2017

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

**Thursday, November 2, 2017
(6:30pm)**

Conference Room #1

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

October 5, 2017

OLD BUSINESS:

1. Red Ribbon week activities recap – Woodin

NEW BUSINESS:

- *1. Presentation by Chris Buckley, Portage Community Center
2. Kalamazoo Transit Authority LAC update- Maye

STATEMENT OF CITIZENS:

ADJOURNMENT:

MATERIALS TRANSMITTED

*indicates materials transmitted

CITY OF PORTAGE HUMAN SERVICES BOARD
Minutes of Meeting October 5, 2017

DRAFT

CALL TO ORDER: 6:38 p.m.

MEMBERS PRESENT: Ray LaPoint, Amanda Woodin, Elma (Pat) Maye, Stephanie Upshaw, Fiorella Spalvieri

MEMBERS EXCUSED: Diane Durian; Nadeem Mirza

MEMBERS ABSENT: Effie Kokkinos

STAFF PRESENT: Vicki Georgeau, Director Department of Community Development

MOTION TO EXCUSE ABSENT MEMBERS: Maye moved and Durian supported motion to excuse 2 absent members. Motion passed 6-0

APPROVAL OF MINUTES: Durian moved and Spalvieri supported approval of the September 5, 2017 minutes as submitted. Motion passed 5-0.

OLD BUSINESS – Red Ribbon Week activities/proclamation: Woodin noted that Maye has received a commitment from students at the Kalamazoo Country Day School to attend the October 24th Council meeting to read and receive the Red Ribbon Week proclamation. Georgeau indicated that the Mayor or Mayor Pro-Tem could be available to give the students a brief tour of City Hall and get a photo by the Red Ribbon Week banner in the City Hall library. Georgeau shared with the Board draft artwork for proposed new Red Ribbon Week banners to be displayed in City Hall, the Police Department and Portage District Library. LaPoint recommended a revision to the wording and the Board concurred the new banner artwork was otherwise acceptable. Georgeau also referred the Board to the 2016 report from the Kalamazoo County Substance Abuse Task Force and suggested that it be provided to Council at the October 24th meeting along with the Red Ribbon Week proclamation. The report summarizes data on youth tobacco and substance abuse and efforts to reduce the use of such substances throughout the County. Maye accepted the reports for distribution at the Oct. 24th Council meeting.

NEW BUSINESS:

1. **Presentation by Kalamazoo County Public Housing Commission:** David Artley and Joe Schmidt of the Kalamazoo County Public Housing Commission, Lisa Wilcott of Lakewood Management and Michelle Davis of Housing Resources, Inc. (HRI) were present to provide an overview of the programs supported by the six-year county-wide Local Housing Assistance Fund millage (LHAF). The LHAF millage was approved by voters in November 2015 and its goal is to increase housing stability among families with school-aged children by providing temporary housing assistance and support services. The LHAF program is the only local millage of its kind in the country and is designed to provide rental subsidies to 100 families annually. Rental assistance and supportive services are generally provided up to a 12-month period per household. Referrals come from primarily school liaisons, but also through HRI, the YWCA and Kalamazoo Gospel Mission. Since the millage passed, the program has screened 250 households and has housed the targeted number of households in the first full year. To date, HRI has secured 33 participating landlords, but a shortage of landlords willing to participate in the program has been a challenge. Mr. Artley indicated the program is designed so that services

are provided on a parity basis throughout Kalamazoo County. Ms. Davis indicated that program participants typically are the working poor, including households with some source of income, as opposed to highest need households with no source of income. Highest need households are provided assistance through other community programs such as permanent supportive housing funded by federal and state programs. HRI indicated assistance from the city in raising awareness of the program would be helpful to ensure Portage residents can take advantage of the program. Georgeau indicated that information could likely be provided in the November edition of the Portager, and recommended HRI also reach out to the Portage Community Center and Portage Public Schools for outreach and promotion.

2. Kalamazoo Transit Authority LAC update: Woodin indicated there was not a quorum and the most recent meeting of the LAC was therefore cancelled. In addition, Woodin indicated the LAC is looking for a member to serve as chair of the committee.

STATEMENT OF CITIZENS: No citizens were present. Georgeau noted that the Portage Community Center would attend the November Board meeting and provide an update on Fund Development activities. Per the conditions of approval recommended to Council by the Board, PCC is to provide one, mid-year update to the Board during FY 2017-18. In addition, Georgeau noted that Kalamazoo County Transit Authority could attend the December meeting and provide an update on fixed-route and demand response bus services in Portage.

ADJOURNMENT: Maye moved and Durian supported adjournment at 7:20 p.m. Motion passed 5-0.

Respectfully Submitted,

Vicki Georgeau, Director of Community Development



Development Report for City of Portage Human Services Board—October 2017

DIVERSIFY DONOR BASE BY CATEGORY

1. **Annual Appeal**---Our goal for our 2017/18 Annual Appeal goal is \$47,900. The annual campaign will begin in November and run through February 2018. We also have budgeted \$20,000 for contributions designated directly to our Emergency Assistance fund. This is on pace with what was raised the previous year. The Board of Directors will kick off the Annual Campaign at the October board meeting. 100% board participation is once again expected.
 2. **Grants**---Our focus on increasing grant dollars received and soliciting new grants continues. Currently grant requests have been submitted to the Kalamazoo Community Foundation, Eaton Foundation and the Stryker-Johnston Foundation. Once current grants from the Gilmore Foundation and Youth United Way expire, we will be reapplying for those as well. Finally we expect to continue to receive a \$5,000 donation in food cards from Meijer in the next year.
 3. **United Way**---Last year PCC saw an increase in funding from the United Way for Emergency Assistance programs. Also, the United Way funded PCC Youth Programs with a one year innovative grant. The innovative grant for youth programs has expired and been reapplied for. We will have an answer on this grant by the end of October 2017. United Way funding for PCC Emergency Assistance programs runs through 6/30/18. We have reapplied for this grant as well and have asked for an increase in funding due to an increased demand for services.
 4. **Peacock Strut**---The 2017 Peacock Strut netted \$5,500 for PCC programs. This fell below budgeted expectations (\$10,000). The event had almost 100 more participants this year over the previous year. Both the race committee and the board are evaluating the event in an effort to increase its profit.
 5. **Barn Party**---The Barn Party fundraiser that was scheduled for September 30, 2017 was postponed until spring 2018. There was a significant lack of RSVPs for the September event and the event committee and board decided to postpone this event until a later date. We are looking to "rebrand" this event and hold it in April 2018. This fundraiser typically nets \$6,000 for PCC programs.
 6. **Golf Outing**---The Golf Outing is a fundraiser held in May of each year. This past fiscal year the event netted \$10,000 to PCC programs. It is budgeted to make the same amount next fiscal year.
 7. **Lease Income**---PCC currently rents out space to KRESA for its Head Start Program and the Family Health Center (FHC). The lease for FHC expires 10/31/18. We are currently scheduling meetings with them to renew this lease beyond that. The current KRESA lease expires 6/30/18 and we are also working on extending this lease past that date.
- **PCC Executive Director Chris Buckley was recently offered a scholarship to attend a fundraising seminar/training sponsored by the Kalamazoo Community Foundation and hosted by the Association of Fundraising Professionals (AFP). The training focused on *Evaluating and Calculating Your Organizations Fundraising Measures*. This training was beneficial in many ways. It helped us evaluate how much we spend to raise \$1 in our different campaigns. For example, calculating staff time and other associated costs it showed PCC spends \$2.11 to raise \$1 for our special events as opposed to spending .08 to raise \$1 in writing grants. The training showed that PCC has an overall dependency quotient of 53% (average). This represents the**

percentage of our organizational expenses that are depended on our five largest donors/funders. PCCs overall cost of fundraising is 0.21 (below national average). This is the amount our organization spends to raise \$1. Using this data, the board and the PCC fundraising committee will evaluate where we can improve and what we can do maximize our fundraising efforts.

PORTAGE COMMUNITY OUTREACH CENTER
Comparative Balance Sheet
As of September 30, 2017

	<u>Sep 30, 17</u>	<u>Sep 30, 16</u>
ASSETS		
Current Assets		
Checking/Savings		
100 · CASH IN BANKS	201,749.37	203,487.70
Total Checking/Savings	<u>201,749.37</u>	<u>203,487.70</u>
Accounts Receivable		
1101 · PROMISES TO GIVE	500.00	17,500.00
Total Accounts Receivable	<u>500.00</u>	<u>17,500.00</u>
Other Current Assets		
1200 · GRANTS RECEIVABLE	159,963.07	165,511.72
1305 · MEIJER EA RESTRICTED FOOD CARDS	140.00	140.00
1306 · MEIJER UNRESTRICTED GIFT CARDS	93.79	106.02
1308 · MEIJER RESTRICTED FOOD CARD	8,076.58	6,235.05
1500 · PREPAID EXPENSES	2,756.00	3,116.00
Total Other Current Assets	<u>171,029.44</u>	<u>175,108.79</u>
Total Current Assets	<u>373,278.81</u>	<u>396,096.49</u>
Fixed Assets		
1700 · PROPERTY AND EQUIPMENT-NET	2,132,563.94	2,186,883.19
Total Fixed Assets	<u>2,132,563.94</u>	<u>2,186,883.19</u>
TOTAL ASSETS	<u><u>2,505,842.75</u></u>	<u><u>2,582,979.68</u></u>
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
2000 · Accounts Payable	0.00	1,000.00
Total Accounts Payable	<u>0.00</u>	<u>1,000.00</u>
Other Current Liabilities		
2400 · ACCRUED PAYROLL LIABILITIES	865.84	3,682.99
2480 · ACCRUED PAYROLL	6,717.89	7,782.96
2490 · ACCRUED LEAVE	7,723.48	6,631.72
2500 · DEFERRED REVENUES	107,281.00	103,104.00
2700 · MORTGAGE PAYBLE-5/3 BANK	192,113.84	203,905.41
Total Other Current Liabilities	<u>314,702.05</u>	<u>325,107.08</u>
Total Current Liabilities	<u>314,702.05</u>	<u>326,107.08</u>
Total Liabilities	<u>314,702.05</u>	<u>326,107.08</u>
Equity		
3000 · NET ASSETS	100,425.19	86,507.60
3010 · RES NET ASSETS- UNITED WAY	53,000.00	13,650.00
3011 · RES NET ASSETS-EMERGENCY	5,960.51	8,812.68
3012 · RES NET ASSETS-YOUTH	17,907.38	20,992.10
3050 · DESIGNATED FIXED ASSETS-CAP IMP	113,209.79	113,209.79
3060 · INVESTMENT IN FIXED ASSETS	1,937,226.79	1,993,133.86
Net Income	<u>(36,588.96)</u>	<u>20,566.57</u>
Total Equity	<u>2,191,140.70</u>	<u>2,256,872.60</u>
TOTAL LIABILITIES & EQUITY	<u><u>2,505,842.75</u></u>	<u><u>2,582,979.68</u></u>

PORTAGE COMMUNITY OUTREACH CENTER
COMPARATIVE STATEMENT OF ACTIVITY UNRESTRICTED
 July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>
Ordinary Income/Expense		
Income		
4010 · CONTRIBUTIONS	1,148.83	1,873.60
4020 · CONTRIBUTIONS-CLIENT ASSISTANCE	6,087.50	1,047.50
4060 · UNITED WAY-DESIGNATIONS	4,745.45	7,876.37
5000 · CITY OF PORTAGE	21,336.00	20,595.00
5010 · CDBG	8,808.00	8,856.00
5020 · CDBG-TRANSPORTATION	0.00	3,000.00
5030 · CDBG-YOUTH SCHOLARSHIPS	398.00	0.00
5100 · PROGRAM REVENUE-RENTAL OF SPACE	6,248.38	1,340.00
5110 · PROGRAM REVENUE-SERVICE FEES	0.00	455.00
5150 · LEASE INCOME	10,276.76	16,715.14
5200 · FUNDRAISING-PCOC STRUT	8,928.60	6,996.26
5400 · BARN PARTY	611.17	6,161.50
6510 · INTEREST	6.79	5.85
6520 · MISC. INCOME	0.00	63.25
6960 · RELEASES OF RESTRICTED ASSETS	20,822.37	24,083.93
Total Income	<u>89,417.85</u>	<u>99,069.40</u>
Gross Profit	89,417.85	99,069.40
Expense		
7000 · SALARIES AND FRINGES	53,179.94	67,308.93
8002 · AUDITING & ACCOUNTING FEES	3,789.90	4,573.00
8100 · SUPPLIES	1,680.15	1,545.31
8102 · PROGRAM EXPENSE	4,380.91	4,975.67
8402 · PRINTING, PUBLICATIONS, ETC.	3,042.44	1,280.00
8403 · TELEPHONE	1,137.36	1,436.94
8404 · INSURANCE	2,376.00	2,406.00
8405 · VEHICLE EXPENSES	271.50	403.97
8501 · EQUIPMENT-REPAIRS & MAINTENENCE	593.23	743.74
8701 · CONFERENCES & MEETINGS	0.00	112.44
8801 · DUES & SUBSCRIPTIONS	825.00	0.00
8870 · MISC. EXPENSES	496.77	353.59
8885 · OCCUPANCY COSTS	13,303.02	10,872.40
9200 · CLIENT ASSISTANCE	10,994.22	14,151.27
9310 · TRANSPORTATION	80.00	3,150.00
9320 · YOUTH SCHOLARSHIPS(CDBG)	0.00	484.00
Total Expense	<u>96,150.44</u>	<u>113,797.26</u>
Net Ordinary Income	-6,732.59	-14,727.86
Other Income/Expense		
Other Expense		
9799 · DEPRECIATION	14,004.00	13,968.00
Total Other Expense	<u>14,004.00</u>	<u>13,968.00</u>
Net Other Income	<u>-14,004.00</u>	<u>-13,968.00</u>
Net Income	<u><u>-20,736.59</u></u>	<u><u>-28,695.86</u></u>

PORTAGE COMMUNITY OUTREACH CENTER
COMPARATIVE STATEMENT OF ACTIVITY RESTRICTED
July through September 2017

	<u>Jul - Sep 17</u>	<u>Jul - Sep 16</u>
Ordinary Income/Expense		
Income		
4010 · CONTRIBUTIONS	0.00	17,500.00
4025 · MEIJER COUPONS	4,970.00	5,750.00
4040 · GRANTS	0.00	2,096.36
4050 · UNITED WAY- ALLOCATIONS	0.00	48,000.00
6960 · RELEASES OF RESTRICTED ASSETS	<u>-20,822.37</u>	<u>-24,083.93</u>
Total Income	<u>-15,852.37</u>	<u>49,262.43</u>
Gross Profit	<u>-15,852.37</u>	<u>49,262.43</u>
Net Ordinary Income	<u>-15,852.37</u>	<u>49,262.43</u>
Net Income	<u><u>-15,852.37</u></u>	<u><u>49,262.43</u></u>