

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of Meeting November 2, 2017

CALL TO ORDER: 6:30 p.m.

MEMBERS PRESENT: Ray LaPoint, Amanda Woodin, Elma (Pat) Maye, Diane Durian, Alice Mwanda, Fiorella Spalvieri, Effie Kokkinos

MEMBERS EXCUSED: Stephanie Upshaw; Nadeem Mirza

STAFF PRESENT: Tom McCoy, Neighborhood Program Specialist

MOTION TO EXCUSE ABSENT MEMBERS: Durian moved and Spalvieri supported motion to excuse Upshaw and Mirza. Motion passed 7-0

APPROVAL OF MINUTES: Durian requested correction to the October 2017 meeting minutes regarding a motion when she was not in attendance. Staff agreed to make correction to reflect alternate board member having made said motion. Spalvieri moved and LaPoint supported approval of the October, 2017 minutes as corrected. Motion passed 7-0.

OLD BUSINESS – Red Ribbon Week activities recap: Woodin noted that Maye had attended the October 24th council meeting with representatives from Kalamazoo Country Day School. Maye reported that youth representatives assisted the Mayor with reading and accepting the proclamation and were enthusiastic about the experience.

NEW BUSINESS:

1. **Presentation by Portage Community Center:** Chris Buckley and Jeremy Zonts of the Portage Community Center were present to provide an overview of the programs supported by the agency and to discuss fundraising activities intended to remain in compliance with established contract guidelines for a maximum of 30% of total agency funding coming from the City of Portage. The board expressed their gratitude for having received financial reports from PCC prior to the meeting and Woodin complimented PCC staff regarding the content and quality of their financial reports. For clarification purposes, Mr. Buckley explained that there were special circumstances regarding timing of funding received from United Way that made it somewhat confusing and offered an explanation of funding cycle and deviations for this agency. PCC also furnished documents to the board detailing statistical information regarding services provided and fundraising activities currently in effect. Mr. Buckley also provided background information regarding cost saving measures initiated by PCC that have reduced their operating expenses and increased the percentage of direct assistance vs. administrative expenses. Mr. Buckley went on to explain additional fundraising activities that are being undertaken including increased grant applications from local foundations, one of which (Stryker/Johnson) has agreed to provide funding. LaPoint inquired about which of the PCC services were the costliest to provide and Mr. Buckley responded with information regarding bus tokens and utility bill assistance, specifically water and sewer bills that, as noted by LaPoint, are received quarterly and can be problematic for individuals and families who may be more used to monthly billing for most other expenses. Mr. Buckley also reported that by inserting information regarding assistance programs along with water/sewer bills has effectively reduced the number of shut offs conducted requiring a reconnect fee. Mr. Buckley raised a question regarding whether any other agencies who receive

funding are held to a maximum percentage of funding criteria similar to the PCC. The Board responded that there were no other agencies who were, however all other agencies who receive funding from the city have substantially lower than 30% of their total budgets received from the city and that the PCC receives a vast majority of the total amount of funds allocated from the city. LaPoint made a suggestion that the 30% ratio could be an item that may be revisited in the future to adjust for changing circumstances. Mr. Buckley indicated that he will be making more of an effort to interact with the Board and attend meetings more frequently. Woodin inquired regarding the biggest challenges faced by PCC and Mr. Buckley responded that fundraising and relationship building were top priorities. He indicated that they had reestablished a fund development committee and were focusing on exposure to local businesses as potential donors as opposed to larger corporate prospects. Mr. Buckley also noted that Family Health Center and KRESA were expected to renew leases for space currently occupied at the PCC on an ongoing basis. LaPoint inquired about the ability for individuals to make private donations and Mr. Buckley responded that donations are accepted on line and in person.

2. Kalamazoo Transit Authority LAC update: Woodin indicated there had not been a meeting since the last HSB meeting.

STATEMENT OF CITIZENS: No citizens were present. LaPoint commented that the article in the November Portager regarding help available for citizens in need was well written and informative.

ADJOURNMENT: Maye moved and Durian supported adjournment at 7:15 p.m. Motion passed 7-0.

Respectfully Submitted,

Tom McCoy, Neighborhood Program Specialist