

CITY OF PORTAGE HUMAN SERVICES BOARD

A G E N D A

Thursday, March 2, 2023

5:30 p.m.

7900 S. Westnedge Avenue.
Conference Room 2

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES:

Minutes dated February 2, 2023 *

NEW BUSINESS:

- Public Hearing for a Substantial Plan Amendment in the CDBG-CV program *

OLD BUSINESS:

STATEMENT OF CITIZENS

ADJOURNMENT

MATERIALS TRANSMITTED:

*Indicates materials transmitted

CITY OF PORTAGE HUMAN SERVICES BOARD

Minutes of the Meeting – February 2, 2023

5:30 p.m. Conference Room 1

CALL TO ORDER: The City of Portage Special Human Services Board meeting of February 2, 2023, was called to order by Chair Brooke Kolodzieczyk at 5:35 p.m. in Conference Room 1, Portage City Hall, 7900 S. Westnedge Avenue, Portage MI.

MEMBERS PRESENT: Chair Brooke Kolodzieczyk, Vice Chair Jihan Young, Effie Kokkinos, Monica Lloyd, Justin Phan, Chelsea Huber, Bridget Lane, and Sue Beasley.

MEMBERS ABSENT: John Dillworth

OTHERS PRESENT: Ludim Torres

STAFF PRESENT: Tina Perry, Neighborhood & Housing Specialist

APPROVAL OF MINUTES: No Quorum was present at the January 5, 2023 meeting. The Minutes of December 1, 2022 were approved by a motion by Jihan Young and supported by Chelsea Huber. The motion was unanimously approved, 8-0.

NEW BUSINESS:

New Board member introductions. Sue Beasley and Bridget Lane were recently appointed to the HSB. Perry met and provided materials and an overview of the HSB. Brooke Kolodzieczyk welcomed and thanked them for their participation. HSB members introduced themselves.

CDBG Public Hearing to receive comments Annual Action Plan. The HSB held a Public Hearing to address comments on the Community Development Block Grant Notice of Request for Release of funds for the following projects:

- **Home Assistance Programs:** \$167,839 – Housing Rehabilitation Program Loans for Upgrades of Owner-Occupied Residences and Emergency repair grants for urgent home repair needs.
- **Homebuyer Down Payment Assistance program** \$3,000 – Loans to low-moderate-income first time homebuyers in the City of Portage.
- **Neighborhood Improvement** \$64,000 - Code Enforcement – Administration of the Community Quality Code, Housing/Property Maintenance Code, Zoning Code and/or Building Code in low/moderate income neighborhoods.
- **Human/Public Services** \$50,546 - Portage Community Center, Emergency, and Transportation assistance.
- **Administration** \$54,300 – General grant administration and Fair Housing Activities.

Chairperson Brooke Kolodzieczyk noted no written comments have been received and requested a motion to OPEN the public hearing to any Public Comments at the meeting. Jihan Young made a motion to Open the public hearing, Chelsea Huber supported the motion and it unanimously passed 8–0. No public comments were received. Chairperson Brooke Kolodzieczyk requested a motion to Close the Public Hearing for the Request for Release of Funds from HUD. Monica Lloyd made a motion to Close the public hearing, Chelsea Huber supported the motion and it unanimously passed 8–0.

OLD BUSINESS:

Human/Public Services Funding Applications review: Perry previously provided the Human Service funding applications that were received, the ranking order of applications derived from the average of HSB individual rankings. Perry provided a funding spreadsheet listing any current year funding, all

current requests and the average funding based on HSB individual funding amounts. Tina Perry shared comments regarding two of the applications received for initial discussion. Senior Care Partners PACE application requests a significant portion of the overall funding. The PACE program received a COVID grant that enabled them to purchase tablet for seniors to better assist them during the pandemic, when inhouse visits were very restricted. The tablets require costly maintenance, which is the request for this funding. It is stated in the application they will be seeking more affordable equipment to replace the costly tablets by mid-2024. A HSB comment received indicated that when funds in the GF are short, it is hard to invest in an outmoded technology that they're not going to use after this year. HSB agreed that while it's a great program with a worthy cause, the equipment maintenance should've been planned upon request of the COVID grant to purchase the equipment and would not be a good expenditure of GF's.

A HSB comment was also received that United Way's proposal is being staffed very lightly to accommodate the tax service that is being provided by PCC and the PZSC. HSB agreed that while it's a great program with a worthy cause, other organizations had been turned down for funding tax programs in the past due to the need already being met by other Portage organizations. Given the amount of funding available this would not be a good expenditure of GF's.

HSB spent significant reviewing the requests and is providing the following recommendations to City Council for review and approval:

GENERAL FUND FY2023-2024 \$205,400			
Applicant	Program	FY2023-2024 Request	HSB Recommended
Kalamazoo Literacy Council	ESL of SW MI	\$ 3,500	\$ 3,500.00
Kalamazoo Literacy Council	Comm Literacy Ctr @ Prince of Peace	\$ 1,500	\$ 1,500.00
Portage Community Center	Youth Development	\$ 35,000	\$ 32,000.00
Catholic Charities	Ark for Youth	\$ 17,000	\$ 10,000.00
Twelve Baskets	Free Store	\$ 10,000	\$ 5,000.00
Portage Community Center	Emergency Assistance	\$ 40,000	\$ 30,000.00
Twelve Baskets	Food Pantry	\$ 25,000	\$ 15,000.00
YWCA - Kalamazoo	Intimate Partner Domestic Assault Program	\$ 12,000	\$ 12,000.00
YWCA - Kalamazoo	Sexual Assault Program	\$ 7,000	\$ 7,000.00
YWCA - Kalamazoo	Human Trafficking Program	\$ 1,000	\$ 1,000.00
Milestone Senior Services	*Portage Critical Home Repair Program	\$ 25,000	\$ 15,000.00
Senior Care Partners PACE	GrandPad Tablet support	\$ 71,400	\$ -
Catholic Charities	Bread for Life	\$ 5,000	\$ -
Kalamazoo Valley Habitat for Humanity	*Critical Home Repair Program	\$ 25,000	\$ 20,000.00
Housing Resources, Inc.	Housing Stabilization Programs	\$ 30,000	\$ 25,000.00
Gryphon Place	2-1-1 Information & Referral	\$ 4,000	\$ 4,000.00
United Way	VITA Kalamazoo	\$ 10,000	\$ -
Portage Community Center	Community Collaboration	\$ 10,000	\$ 5,000.00
Disability Network Southwest MI	Ramp Up	\$ 20,000	\$ 12,000.00
Community Healing Centers	Childrens Early Intervention Program	\$ 10,000	\$ 7,400.00
Totals:		\$ 357,400	\$ 205,400.00

Chelsea Huber made a motion to recommend funding per the table, for review and approval by City Council. Justin Phan supported the motion. The motion was unanimously approved 8-0.

CDBG Annual Action Plan FY23-24 Funding

Perry commented that the CDBG application by PCC would be funded by CDBG; a separate budget was proposed for review by the HSB for the CDBG funding. Due to the amount Program Income received from loan repayments, the total budget for the CDBG FY23-24 program is greatly reduced to \$274,210 from the current budget of \$339,685.00. HUD requires the majority of funding to benefit low moderate persons and limits the amount of spending in the areas of Administration and Public Services

by instilling caps in those areas. Historically, administration has been well below the 20% cap at 8 to 12%. PCC received funding typically at the Public Services cap of 15%. With a greatly reduced budget, the Community Development department is recommending the following budget in the FY23-24 CDBG Annual Action Plan:

Neighborhood Improvement \$50,000
Housing Assistance Programs \$135,000 (w/\$50K reserve for strictly basic services)
Portage Community Center Transportation Assistance \$5,000
Administration \$34,210

Monica Lloyd made a motion to accept the Community Development staff recommended FY23-24 CDBG budget. Bridget Lane supported the motion and it unanimously passed 8-0.

STATEMENT OF CITIZENS: None

ADJOURN: 7:10 p.m. Motion to adjourn by Monica Lloyd, supported by Justin Phan and unanimously supported. 8-0.

Respectfully Submitted,

Tina Perry
Neighborhood and Housing Specialist
Community Development, City of Portage

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