

APPROVED ON _____ April 7, 2005 _____
CITIZENS ADVISORY COMMITTEE
CAC MEETING MINUTES

MARCH 21, 2005

PORTSMOUTH CITY HALL

6:00 P.M.

Present: Chairman Bob Layton, Vice Chairman Cicero Lewis, Dani Rooney, Jean Pecunies, Lynne Langley, and Stephen Lichtenstein.

Absent: Nancy Emerson (notified staff), William Thorpe, Barbara Driscoll (notified staff)

Staff: Cindy Hayden, Deputy City Manager (first part of meeting); David Moore, Program Manager

At 6:00 p.m. Chairman Layton opened the meeting. He noted that each agency would have 15 minutes to present information about their applications. He asked that the presenters address the questions on the handout, which they had been sent.

Ms. Judy Bunnell made a presentation on behalf of the Portsmouth Housing Authority, Foot Care Clinic. Mr. Bunnell explained the past history of the program and stated that the CDBG program had funded the foot care clinic program through another agency in the past. She explained that foot care is a critical component of preventative health care for seniors. She pointed out that the health services firm that would conduct the clinic would go into Portsmouth Housing Authority apartments and provide the services directly to the residents. In the past, the clinic has been offered only at a single site, thereby reaching a fewer number of seniors who suffer from mobility impairments or who are otherwise unable to get to a location outside of their buildings. Ms. Hayden asked if there was another place that foot care clinics are offered in Portsmouth. Ms. Bunnell said no other similar services exist in Portsmouth for this type of work. As there were no further questions, Chairman Layton thanked Ms. Bunnell for her presentation.

Maureen Arsenault and Ms. Bunnell were then recognized to present the application for the Portsmouth Housing Authority's Senior Citizens Center. Ms. Bunnell advised the Committee that she has a new position and title which is Director of the Community Services Division for the Portsmouth Housing Authority. She is now responsible for the Senior Citizens Center and the RSVP program. Ms. Arsenault is the new director of the Senior Citizens Center. She said the committee is being asked to fund the activity aide position, special activities and a portion of the nurse's salary. Demand is changing because seniors are more independent. The Community Services Division is arranging activities to meet the needs of their new more independent clientele. She said there is no other senior center for their clientele group. Mr. Moore asked the presenters about the difference between the services offered by the Senior Center and Compass Care. Ms. Arsenault said that Compass Care's Senior Companion program is one-on-one support for seniors, whereas the Senior Center's activities provided an opportunity to gather in groups and build community. As there were no further questions, Chairman Layton thanked both Ms. Arsenault and Ms. Bunnell for their presentation.

The Chairman then asked Ms. Kathy Beebe to begin her presentation on behalf of Sexual Assault Support Services (SASS). Ms. Beebe described the client services program of the agency. In

addition to client services, the agency is trying to build its support groups and increase usage of its hotline. The agency has hired a new outreach coordinator and Ms. Beebe stated that she is hopeful that there will be increased participation in the next year. Ms. Beebe said, despite a formula change in their federal funds (Violence Against Women Act), the agency would receive about the same amount of funding as last year. Ms. Beebe also said that a PEN grant (Partnership for Effective Non-profits) provided funding to the agency to work with a consultant who would analyze their fundraising strategy. Mr. Lewis asked what the impact would be if no funding was received from CDBG in the next fiscal year. Ms. Beebe said that the services offered would not change but the amount of services available would be reduced. Ms. Hayden asked if the agency received funds from the Dover or Rochester CDBG programs. Ms. Beebe said that funds were received from the City of Rochester CDBG, as well as funds from the City of Dover General Fund but not the Dover CDBG program. Mr. Moore asked when the consultant would be brought on for work on the fundraising strategy. Ms. Beebe said that they hoped to have the suggestions for the consultant in place by the start of the next fiscal year. Ms. Rooney asked if the agency received fees from the schools where presentations are given. Ms. Beebe said that the agency asks for honoraria from the schools but it is not required. As there were no further questions, Chairman Layton thanked Ms. Beebe for her presentation

Ms. Jackie Cowell was then asked to begin her presentation on behalf of the Community Child Care Center (CCCC). Ms. Cowell said she was most proud of her agency because of its goal of combining affordability with high quality childcare services. She said that the CDBG funds assist families who are not eligible for state assistance, but do not earn enough to entirely fund their childcare expenses. She said their location at the Community Campus allows the CCCC to refer families in need to other important services, offered at the campus. They rely on private payments for services for most of their budget, but do have federal funding in the form of grants. She also described their fundraising efforts including their adopt-a-classroom program. Mr. Moore asked Ms. Cowell about the decrease in the proposed number of assisted individuals from FY 05 to FY 06. Ms. Cowell said that tuition to the programs had increased and, therefore, less funding was available to assist families. Ms. Hayden asked about the projection in revenues for the next year including all sources of income. Ms. Cowell said that fundraising efforts were increasing and very successful. Individual and major gifts were harder to come by, but she described increased activity in soliciting business partnerships, including the adopt-a-classroom program. As there were no further questions, Chairman Layton thanked Ms. Cowell for her presentation.

Chairman Layton then recognized Marcia Sink, President/CEO of CASA of NH and Jack Capelas, Portsmouth CASA/GAL supervisor. Ms. Sink stated that there is demand for CASA GAL services in New Hampshire. She explained that CASA of NH provides court-appointed advocates to victims of child abuse and neglect. They are currently serving 65 area children. Mr. Capelas said that volunteers range from ages 21 to 84 years of age. Ms. Langley asked about trainings for CASA volunteers. Ms. Sink said that the trainings were extensive and the program requires a lasting commitment from volunteers. She also said that the agency is always looking for volunteers and described the revenues for the agency as dropping. As there were no further questions, Chairman Layton thanked both Ms. Sink and Mr. Capelas for their presentation.

Jennifer Murphy, Southeast regional manager for Micro-Credit NH, a program of the New Hampshire Community Loan Fund (NHCLF) was recognized to begin her presentation. Ms. Murphy described NHCLF's programming, which includes comprehensive business skills training, access to micro loan capital, and wider market opportunities. She stated that people who earned low and moderate incomes routinely accessed their services. Mr. Moore inquired about the difference between the services offered by the NH Small Business Development Center and Micro-Credit NH. Ms. Murphy said that though the services were similar, Micro-Credit NH offered direct access to financing opportunities for its clients. She said that the agencies work together and often refer clients to each other. Ms. Rooney asked how interested local persons would contact Micro-Credit NH since they are located in Concord. Ms. Murphy said that any inquirer to the Concord office would be referred to the regional staff person. Mr. Lichtenstein asked about the services that are offered by banks in the area of micro credit assistance. Ms. Murphy said that their agency was able to provide technical assistance along with financing to prospective clients. As there were no other questions, Chairman Layton thanked Ms. Murphy for her presentation.

Mr. Frank Nappo of the Seacoast YMCA was then recognized to begin his presentation. He described the ACCESS sliding scale subsidy program for low and moderate-income people. The YMCA has seen a decrease in funding in recent years and this has affected the organization's ability to assist individuals and families who want to access their programs. Despite difficulties in providing subsidies, Mr. Nappo said that clients are never turned away from YMCA services. Mr. Nappo explained the changes that have been made, and the extra funding that has been sought, to ensure the ongoing provision of services to low and moderate-income people. Mr. Moore asked what percentage of ACCESS program funds are given to support memberships, versus specific one-time program subsidies. Mr. Nappo said that of the \$75,000 budgeted for the ACCESS program, \$50,000 goes toward membership fees and \$25,000 to program fees. As there were no further questions, Chairman Layton thanked Mr. Nappo for his presentation.

Ms. Deborah Anthony then began her presentation on behalf of Greater Seacoast Big Brothers – Big Sisters. The typical client for the agency is between 6 and 16 years old, whose family earns a low or moderate-income. These clients come from both single-parent and two-parent homes. In many cases, even with two parents, there may be a need for attention from another adult. Mr. Lichtenstein asked if there was a waiting list. Ms. Anthony said that there had been a waiting list that had been closed. The list has since been reopened. Mr. Moore pointed out that the agency had indicated they would increase Portsmouth clients served by 25 children (or 33% of last year's total served). Ms. Anthony said that the agency had made significant progress in matches and that she expected their new corporate partnerships to yield more matches. As there were no further questions, Chairman Layton thanked Ms. Anthony for her presentation.

The committee then discussed the agency presentations. Ms. Rooney stated that she did not feel CASA's services would end if CDBG did not fund that agency. Ms. Langley and Mr. Lichtenstein discussed how the business development programs did not seem to fit naturally in the competition for funds with health care agencies. Ms. Langley asked if they could be funded outside of the grant program. Mr. Moore said that might be possible, but reminded the committee that the CAC had received many request for funding a variety of projects outside the Public Service Agency grant program. Chairman Layton asked about the new guideline

regarding the location of an agency seeking CDBG funding. Mr. Moore clarified the new guideline says that agencies who apply for CDBG fund, but which do not have a place of business in Portsmouth, must offer a unique service that is determined to not be available to people in Portsmouth who earn low or moderate incomes.

The meeting was adjourned at 8:00 p.m.