

Provincetown Human Services Committee
Meeting Minutes: September 14, 2016

Members Present: Cynthia Franco, Elton Cutler, Joseph Murphy, Donna Szeker, Gabriela Villegas
Karen Kelly

Members Absent: Jean Knee

Staff Present: Chris Hottle, Director COA/HS; Maureen Hurst, Adm. Assistant COA/HS

- Meeting opened at 5:23 pm by C.F.
- Public Speak: No public present.
- Approval of Minutes: D.S. made motion to accept minutes of 1/6/16, G.V. 2nd, unanimous.
- New Business:
 - Committee members updated their contacts.
 - Motion made by J.M. to approve timetable for FY2018, D.S. 2nd, unanimous.
 - Director reviewed the compliance reporting of each agency and after discussion it was decided that the Director should send a written letter to all FY 2016 grant recipients with an annual review of their reporting history.
 - Motion made by G.V. to send annual review of reporting history, J.M. 2nd, unanimous.
 - Director reviewed suggestions by Town Manager for RFP. Director will follow up with inquiries to other Cape HS Depts. regarding how specific they are with how grant funds are to be used and other questions regarding reporting.
 - Committee will review RFP's and then recommendations will be made at next mtg.
 - Human Service Brochure discussion was tabled.
- Next Meeting/Public Hearing : Wednesday, October 12, 2016 at 5:30 p.m.
- Meeting adjourned at 6:45 pm by CF.

Respectfully Submitted,
Maureen Hurst, Adm. Asst. H.S.