

Provincetown Human Services Committee
Meeting Minutes: October 23, 2013

Members Present: Cynthia Franco, Donna Szeke, Gabriela Villegas, Jean Knee

Members Absent: Kristin Hatch, Karen Kelly

Staff Present: Chris Hottle, Director COA/Public Health/Human Services

Maureen Hurst, Administrative Assistant COA/PH/HS

- Public Hearing called to order at 5:40 p.m.
- Public Speak: Charlotte Fyfe updated the committee on the John Henry Trust reporting that 24 Provincetown families totaling 29 children were helped in the last fiscal year. The amount of the grant is usually between \$9,000 - \$12,000 annually. Criteria for recipients follows the same criteria used in the WIC Program. The eligible age is birth through 18 years. Charlotte discussed a want to expand the criteria to allow assistance with needs such as diapers, clothing, parent groups, child play groups and specific trainings for parents. It was agreed that this should be investigated and Chris Hottle, HS Director will inquire as to how to loosen the present criteria.
- Public Speak closed at 6:20 pm with no other speakers.
- Meeting called to order at 6:20
- The issue of late and incorrect quarterly reporting was discussed at length and a motion was made.
- Motion: A letter will be sent to all recipients stating that all agencies will receive the first quarter payment however, going forward, those who have not reported, were late and/or reported incorrectly will not receive funds until the end of the fiscal year. Reports are due quarterly and should continue to be submitted. Late and incorrect reporting may jeopardize future funding as stated in RFP. G. Villegas made this motion and it was seconded by D.Szeke. The vote was unanimously in favor.
- D. Szeke made a motion to approve the minutes of the last meeting, J. Knee seconded and the vote to accept the minutes was unanimously in favor.
- Next meeting will be December 4, at 5:45 pm.
- Meeting adjourned at 7:25 p.m.

Respectfully Submitted,
Maureen Hurst