

Provincetown Human Services Committee
Meeting Minutes: December 4, 2013

Members Present: Cynthia Franco, Donna Szeker, Gabriela Villegas, Jean Knee, 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 5:56 p.m.
- Public Speak closed at 5:58 pm with no speakers.
- Meeting called to order at 6:00 pm.
- D. Szeker made a motion to approve the minutes of the last meeting, G. Villegas seconded, K.Kelly and K. Hatch abstained, the vote to accept the minutes was otherwise unanimously in favor.
- The issue of late and incorrect quarterly reporting was discussed at length. C.Hottle explained who and why some agencies were late and incorrect. It was agreed that the following motion made at the previous meeting should be sent out.
- 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.Szeker. The vote was unanimously in favor. (10/23/13)
- Committee members will review RFP's at home and evaluate criteria for FY 2015 grants to be ready to set funding strategy at the next meeting.
- Independence House and Helping Our Women will be asked to come to the next meeting so committee members can meet new personnel.
- Next meeting will be December 11, at 5:00 pm.
- Meeting adjourned at 6:55 p.m.

Respectfully Submitted,
Maureen Hurst