

Provincetown Human Services Committee
Meeting Minutes: September 24, 2014

Members Present: Karen Kelly, Jean Knee, Joseph Murphy, Donna Szeker, Gabriela Villegas

Members Absent: Cynthia Franco

Staff Present: Chris Hottle, Director, Maureen Hurst, Admin. Assistant

- Donna Szeker chaired the meeting in the absence of Cynthia Franco, Chair
- Meeting called to order at 5:09 p.m. by Donna
- Public Speak: no one present
- Approval of Minutes Karen made a motion to approve the minutes of the last meeting (May 14, 2014), Jean Knee seconded and the vote to accept the minutes was unanimously in favor.
- New Business
 - Applicant for Membership: Chris announced a new applicant for the H.S. Committee, Elton Cutler. After brief discussion, it was decided that application will be considered at next meeting with applicant in attendance.
 - The membership list was passed around and updated.
 - Approval of time table postponed to next meeting.
 - Chris and Maureen detailed FY2014 grant recipients' reporting compliance. Lengthy discussion re: reasons for non-compliance, Committee expectations, options for improvement.

Karen moved to recommend that the Committee eliminate quarterly reports and revise the final report to include quarterly numbers. Joe seconded and the vote was unanimously in favor.

Joe moved to recommend that payments be made semi-annually as opposed to quarterly for the amount allocated. Gabi seconded and the vote was unanimously in favor.

Chris will investigate the process of making these changes and will contact Committee Chair to determine if an additional meeting should be scheduled prior to October 22.
 - Chris reviewed changes made by Committee and approved by Board of Selectmen earlier this year. Charlottle Fyfe, Cape Cod Children's Place, will present her annual report to the Committee at the next meeting.
 - Initial review of RFP. Changes may need to be made based on above recommendations. Committee will go over RFP as well as Final Report for discussion at next meeting.
- Next meeting 5:15 on October 22, 2014.
- Meeting adjourned by Donna at 7:45 p.m.

Respectfully Submitted,
Maureen Hurst