

Provincetown Human Services Committee
Meeting Minutes: October 22, 2014

Members Present: Cynthia Franco, Jean Knee, Joseph Murphy, Donna Szeker, Gabriela Villegas

New Member Present: Elton Cutler

Members Absent: Karen Kelly

Staff Present: Chris Hottle, Director Human Services

- Meeting opened at 5:20 pm by Cindy.
- Public Hearing: Opened at 5:21 pm by Cindy. No public present, Cindy closed the hearing at 5:26 pm.
- Annual Report re: John Henry Trust Fund
Charlotte Fyfe, Cape Cod Children's Place, reported on JHTF activity for FY 2014, stating it was a successful year for the program with \$14, 967 being distributed to 25 families, including 30 children. The average award was \$700 with 6 awards for rent, 12 for childcare, 3 for utilities and 4 for transportation/car repairs. Provincetown children continue to benefit from CCCP services as well, including a playgroup and referrals for additional services as needed. Charlotte continues to work closely with the Homeless Prevention Council, the Provincetown School, Lower Cape Outreach Council and the Provincetown Police. Charlotte raised two issues for consideration by the Committee:
 - The JHTF is publicized through the school, churches, police, town website and other local organizations. Does the Committee feel additional publicity is needed? It was agreed that publicity has been adequate but an article in the Banner focusing on resources for children, including the JHTF is suggested. Chris will contact the School Superintendent.
 - It is possible for individuals to make donations to the JHTF (to the capital, so it can be used, not the principle)? Chris will consult with the Town Finance Director and report back.
- Approval of Minutes: Donna made motion to accept minutes of 9/24/14, Joe 2nd, unanimous.
- Old Business
 - Applicant for Membership: Elton Cutler applied for membership to Committee. After discussion with applicant, motion to accept Elton Cutler as a member of the Human Services Committee made by Gabi, Jean 2nd, unanimous.
 - Time Table: Motion to approve FY 2016 HSC Time Table by Donna, Gabi 2nd, unanimous.
 - Director's Report: Chris reported that the two recommendations for changes to the reporting system and award allocation schedule that the Committee voted in at the last meeting were reported to the Acting Town Manager and will be reported to the Board of Selectmen at the next budget meeting as well. She also presented compliance info re: FY 2015 first quarterly reports: 9 agencies were correct and on time; 3 were incorrect but on time; 1 has not yet been received.
- New Business
 - Review of RFP for FY 2016 Funding: The Committee fully reviewed the RFP, making several changes (see attached). Annual report also updated (see attached).
- Next meeting: 5:15 pm on December 3, 2014.
- Meeting adjourned at 8:00 pm by Cindy.

Respectfully Submitted, Chris Hottle