

**Provincetown Human Services Committee**  
**Meeting Minutes: December 3, 2014**

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

Members Absent: Jean Knee

Staff Present: Chris Hottle, Director Human Services

Maureen Hurst, Adm. Assistant Human Services

- Meeting opened at 5:21 pm by Cindy.
- Public Hearing: Opened at 5:21 pm by Cindy. No public present, Cindy closed the hearing at 5:23 pm.
- Approval of Minutes: Donna made motion to accept minutes of 10/22/14, Elton 2<sup>nd</sup>, unanimous.
  - Director's Report: Chris reported that donations to the John Henry Trust could be made to the principal of the trust or a gift fund could be set up. The gift fund would require approval by the selectmen for each expense. The school has been approached to do an article explaining the John Henry Fund so everyone is aware of it.
  - Human Service Brochure: Chris will start work on a brochure and hopefully have something ready by January for feedback from the committee.
- New Business
  - RFP for FY 2016 Funding: The Committee briefly reviewed the RFP's that were submitted and will do a complete review at home. Recommendations will be made 12/17/14.
  - Alzheimer's Family Caregiver: will be at the next meeting to give the committee a review of what their agency does. They are the only new applicant and the only one to present.
  - Non-compliance: Chris will call Consumer Assistance and Sight Loss to make them aware of their non-compliance in reporting.
- Next meeting: 5:30 pm on December 11, 2014.
- Meeting adjourned at 6:45 pm by Cindy.

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