

**Provincetown Human Services Committee**  
**Meeting Minutes: September, 19, 2018**

Members Present: Elton Cutler, Jean Knee, Joseph Murphy, Donna Szeker

Members Absent: Cynthia Franco, Karen Kelly

Staff Present: Chris Hottle, Director, COA/HS; Shannon Corea, Adm. Assistant COA/HS

- Meeting opened at 5:31pm by E.C.
- Motion: J.M. made a motion, in Chair's absence, to elect E.C. as temporary Chair, 2<sup>nd</sup> by J.K., unanimous.
- Public Speak: No public present.
- Approval of Minutes: D.S. made motion to accept minutes of 1 /11 /18, J.M.2<sup>nd</sup>, 3 in favor, 1 abstain.
  
- New Business:
  
- Director informed Committee of the membership status of C.F, K.K. and G.V. At this time both C.F. and K.K. will be absent for an undetermined amount of time and G.V. has resigned, leaving one immediate vacancy on the committee. C.H. explained the new member appointment process and will reach out to K.K. and C.F. in the coming weeks for an update. The committee will consider potential applicants.
  
- Committee members updated their contact information.
  
- J.K. informed the Committee about her indefinite absence as of 10/15/18.
  
- E.C. informed Committee of his absence for the December meeting.
  
- J.M. suggested that upcoming meeting days be changed to accommodate the absences. Motion made by E.C. to accept and approve the time line with revisions, 2<sup>nd</sup> by J.M., unanimous.
  
- Director reviewed the compliance reporting of each agency for FY 2018. C.H. reported that Mass Appeal notified her that missed FY 2019 application was due to staff turnover and will reapply for FY 2020. E.C. asked for some clarity regarding the invoice submissions. S.C. explained that for the agencies that did not submit an invoice, one was created for them by the H.S. Department.
  
- Director reported that the John Henry Trust Fund spent \$19,920.00 of \$20,000.00. Charlotte Fyfe will give a full report in October. C.H. suggested that the adoption of free child care in Provincetown may impact John Henry Trust Fund spending.
  
- Committee reviewed RFP. They discussed wording in some sections and suggested some revisions regarding compliance and evaluation criteria. Those recommendations will be finalized at the next meeting.
  
- Next Meeting/Public Hearing: Tuesday, October 9, 2018 at 5:30 p.m.
  
- Meeting adjourned at 6:45 by E.C.

Respectfully Submitted,  
Shannon Corea, Adm. Asst. H.S.