

Provincetown Human Services Committee
Meeting Minutes: October 9, 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 5:53pm by E.C.
- Motion: J.M. made a motion, in Chair's absence, to elect D.S. as temporary Chair, 2nd by J.K., unanimous
- Public Hearing: No public present.
 - 1) In the absence of Charlotte Fyfe of Cape Cod Children's Place, Director reviewed with the Committee the FY2018 end of year grant report on the John Henry Trust Fund. The report stated that 28 families received assistance totaling \$19,920.50. Of this the majority was for childcare. J.M. suggested adding new or revisiting older needs categories for the grant.
- Public Hearing closed at 6:02pm by D.S.
- Approval of Minutes: E.C. made motion to accept minutes of 9/19/18, 2nd by J.K., unanimous.
- Old Business:
 - 1) RFP for FY2020 was reviewed.

Motion: E.C. made motion to approve FY2020 RFP with proposed changes, 2nd by J.M., unanimous
 - 2) C.H. addressed current Committee membership status. J.M suggested having a meeting to introduce potential new applicants before the next scheduled meeting. Committee discussed the possibility of remote participation by members with upcoming absences. C.H. stated she will look into the details of remote participation.
 - 3) Timeline for FY2020 was reviewed

Motion: D.S. made motion to revise the timeline to reflect the meeting date change from 12/12/18 to 12/10/18, 2nd by E.C., unanimous.
 - 4) C.H. stated that there may be sixteen (16) or more grant applicants this year and she reviewed the funding history with the Committee.
- New Business: No new business
- Next meeting: Wednesday, December 5, 2018 at 5:30
- Meeting adjourned at 6:29 by D.S.

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