

**Provincetown Human Services Committee
Meeting Minutes: October 22, 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 5:42pm by J.M.
- Motion: J.K. made a motion, in Chair's absence, to elect J.M as temporary Chair, 2nd by D.S., unanimous.
- Public Speak: No public present
- Approval of Minutes: D.S. made motion to accept minutes of 10 / 9 /18, 2nd J.K., unanimous.
- Old Business:
 - 1) Director reviewed the Town Board Remote Participation Policy with the Committee.
 - 2) Committee discussed Chair position and decided to continue alternating each meeting.
- New Business:
 - 1) New Committee applicant, Donna Cooper, introduced to the Committee. Members shared the activities, purpose, duties and process of the Committee with her.
 - 2) Director shared the history of the Human Services Committee.
 - 3) Director explained the Committee appointment process.
- Motion: J.M. made motion to appoint D.C. as new member to the HSC, 2nd by E.C., unanimous.
 - 4) Director explained the post Committee appointment procedure with the Clerk's Office and reviewed the Committee timeline.
- Next Meeting: Wednesday, December 5, 2018 at 5:30.
- Meeting Adjourned at 6:13 by J.M.

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