

**Provincetown Human Services Committee**  
**Meeting Minutes: October 7, 2019**

Members Present: Donna Cooper, Elton Cutler, Russell Dutra, Joseph Murphy, Donna Szeker

Members Absent: Karen Kelly

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

- Meeting opened at 5:34pm by D.S.
- Public Speak: No public present.
- Approval of Minutes: E.C. made motion to accept minutes of 9 /18 /19, D.C.2<sup>nd</sup>, unanimous.
- New Business:
- Director reviewed process of meeting and gave order of agencies scheduled to appear.
- The Committee met separately with Therese Dupree from Lower Cape Outreach Council as well as Hilary McHugh and Philip Franchini from Soup Kitchen in Provincetown. Alzheimer's Family Support Center was absent.
- D.S. explained to each representative the grant review process and that agency's reporting deficiency. The Committee and agency representatives had open discussion regarding the grant reporting process and documentation. Ideas for adjustments and improvements were shared. Each was given the opportunity for suggestions and questions. The Director let each know that the FY2021 RFP will be available in a couple of weeks.
- Following the meetings with the agency representatives the Committee discussed whether or not Alzheimer's Family Support Center (AFSC) should be given the opportunity to come in at the next meeting on October 8, 2019.
- Motion: D.C. made a motion to have AFSC come to the October 8, 2019 meeting. There was no 2<sup>nd</sup>, motion failed
- Committee continued discussion regarding AFSC.
- Motion: D.C. made a motion to invite AFSC to the October 8, 2019 meeting only if the agency called. R.D. 2<sup>nd</sup>, 3 in favor, 1 opposed, 1 abstained, motion passed.

1) Next Meeting – October 8, 2019

2) Meeting adjourned at 7:05 by D.S.

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