

**Provincetown Human Services Committee**  
**Meeting Minutes: October 8, 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 5:35pm by D.S.
- Public Speak: No public present.
- Approval of Minutes: D.S. made motion to accept minutes of 10 /7 /19, E.C.2<sup>nd</sup>, unanimous.
- New Business:
  - 1) The Committee met separately with Paul Bender from Gosnold, Gwynne Guzzeau from Helping Our Women and Melanie Braverman from Alzheimer's Family Support Center.
  - 2) 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.
- Next Meeting – October 15, 2019
- Meeting adjourned at 7:13 by D.S.

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