

Provincetown Human Services Committee
Meeting Minutes: September 18, 2019

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

Members Absent: None

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

- Meeting opened at 5:35pm by J.M.
- Motion: J.M. made a motion to nominate D.S. as Committee Chair, 2nd by E.C., unanimous.
- Public Speak: No public present.
- Approval of Minutes: J.M. made motion to accept minutes of 3 /19 /18, E.C.2nd, 4 in favor, 1 abstain.
- Director introduced new Committee member.

- New Business:
 - 1) Committee members updated their contact information.
 - 2) J.M. suggested that upcoming meeting days be changed to Tuesdays. Date changes were noted and are pending approval. A vote will be taken at next meeting.
 - 3) Director reviewed the compliance reporting of each agency for FY 2019. S.C. explained that for the agencies that did not submit an invoice, one was created for them by the H.S. Department and that some agencies, following the deadline, needed to be contacted to submit end of year report. D.S. suggested that in Part II, #4 of RFP there be wording such as “invoices must be submitted” by dates listed.

After some discussion the Committee agreed to have the following agencies appear at an upcoming meeting to discuss reporting compliance:
Alzheimer’s Family Support Center, Gosnold, Helping Our Women, Lower Cape Outreach Council and Soup Kitchen in Provincetown.
 - 4) Director explained the John Henry Trust Fund information in meeting packet. Charlotte Fyfe will give a full report at October meeting.
 - 5) Director explained wording changes as recommended by Finance Director in the highlighted copies of RFP included in packet. Committee reviewed RFP. They discussed wording in some sections and suggested some revisions. Those recommendations will be finalized at the next meeting.
 - 6) Next Meeting - TBD
 - 7) Meeting adjourned at 7:30 by D.S.

Respectfully Submitted,
Shannon Corea, Adm. Asst. COA/HS