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ORLEANS TOWN CLERK

Approved at the January 18<sup>th</sup> Meeting

Town of Orleans

Human Services Advisory Committee

Minutes

January 11, 2024

Present: Ellen Faherty, Susan Chandler, Barbara Hartford, Suzanne Moore, Francis Mustaro, Mihaela Miteva, (Town project and procurement officer).  
Absent: Andrea Reed (Select Board liaison)

Meeting called to Order at 11:00.

Approval of the Minutes: There were two corrections to the minutes. Then the committee unanimously approved the minutes.

Announcements:

Mihaela offered to have a Dropbox Workshop.

One more application was added to the Dropbox for committee review. It met the deadline but didn't get into the Dropbox

The meeting with Janet Taylor, a philanthropy advisor, will be on February 15<sup>th</sup>. We will ask her to discuss what are the best practices for nonprofits? What are some of the common issues and challenges they face? Is our reviewer checklist adequate. What else should we ask the nonprofits?

Reviewing process: Each committee member may choose to review one of their assigned agencies. Each member will put the information from the checklist into the Dropbox for other members to see. Each presentation should be about 10 minutes.

Susan will miss the January 18<sup>th</sup> meeting. She will watch the committee meeting on video to stay updated on the committee's review. Mihaela offered to take minutes in Susan's absence.

### Committee Discussion and Questions

Should each agency submit an itemized budget request for how the money being requested will be spent? Members can contact the agency and ask for this information.

### Assignments

Ellen reviewed AIDS SGCC today

Ellen will review Alzheimer Support and Big Brothers next week

Barb will review Food 4 Kids

Fran will review South Coast Legal Services

Suzanne will review Lower Cape Outreach

### Agency Visits

The committee discussed if we should establish some criteria for which agency we invite to visit the committee. We thought maybe new agencies? Agencies with changed services? Maybe the ones asking the largest amounts?

We agreed that we would do the presentations first and then discuss which agencies to invite.

### Deadlines

We hope to complete the reviews in four weeks (by Feb. 15<sup>th</sup>). We then discussed if we would want to ask to be invited to the Select Board when they discuss the budget request. Mihaela said that we would need to get our recommendations to the town administration by March 7<sup>th</sup> and to the S.B. by March 13<sup>th</sup> to make the warrant printing date. We decided to ask Andrea for advice about this timing.

### Presentation

Ellen reviewed the AIDS SGCC application.

**MOTION:** Fran moved and Suzanne seconded the motion to adjourn. The motion passed and the committee adjourned at 12:35.

Respectfully submitted by Susan Chandler, Committee Clerk