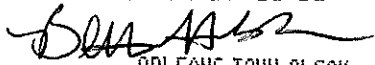


Approved 11/16/ 2023

Human Services Advisory Committee  
August 24, 2023  
Town Hall  
Minutes

'23 NOV 17 10:36AM  
  
ORLEANS TOWN CLERK

Present: Ellen Faherty, Susan Chandler, Barbara Hartford, Suzanne Moore, Francis Mustaro, Mihaela Miteva, Mary Lyttle (previous chair/guest)

Call Meeting to Order at 11:00.

Old Business: Introductions: Mary Lyttle, past chair joined the committee to help with the transition as she steps off the committee after many years of dedicated service. The committee introduced themselves.

Elections: Ellen Faherty was nominated and elected unanimously as chair. Susan Chandler volunteered to serve as clerk. She was unanimously elected.

Background. Mary and Mihaela explained the process of how the applicants submit their applications and how the applications are reviewed. The town advertises in The Cape Codder. The committee recommended other outlets be considered. The committee usually has a meeting in September to review the application form. Then Miheala compiles the applications and the committee divides up the applications so each member receives and reviews 3 or 4 depending on the total number submitted. The applications are due December 8<sup>th</sup>. They will be available to the committee members to begin their review by Monday, Dec 11<sup>th</sup>. A suggestion was made that all of the committee members be able to read ALL of the applications electronically (via scans). Each committee member would be a "point person" for three or four applications and lead the discussion at the review meeting. Everyone would get the summary sheet for each application. Now we will receive a full copy of every application. Each member could call an organization to get follow-up information and/or get questions answered. Members could also invite application to come to the committee.

QUESTION: Conflict of Interest. If you have a monetary interest in an organization that is being reviewed, the committee member should not

participate in the review or vote. If have any other relationship or volunteer with the nonprofit, ask town counsel for advice. Such committee members should send a letter to the Select Board detailing the relationship. The Chair will need to write the warrant for the Town Meeting and write up the committee description for the Town Book.

The committee work should be complete by the beginning of March.

**Budget:** The committee doesn't have a set budget. We are guided by the last year's budget. The applicants ask for a set amount of money and the committee has usually given what they ask. The baseline last year was \$154,000 with an expected 2% increase, annually. The committee needs to provide a rationale for the amounts the applicants are awarded. The Chair may be asked to attend a joint Select Board/ Fin Com meeting to respond to questions about the submitted budget.

**Meeting Time:** Thursdays @ 11:00.

**Application Form:** Any changes? How about adding a question about Impact? Perhaps ask the applicants to measure and define success (outcomes)? Perhaps include it in #3. Let applicants know that this is a new form with a few changes.

Clarify the term "direct assistance." What if they are doing advocacy? Is that direct service? Perhaps the words should be "services and activities." Maybe ask about their range of services? Item #7. Definitions and breakdown of categories (i.e. administrative, program costs, fundraising?) Summary sheet asks for the amount and breakdown of categories and percentages. They also must describe the number of Orleans clients being served. Do we know how they will use the money we give them? #8 is complicated and confusing. What do *free care* and *units of service mean*? Do we need to clarify that or perhaps delete the item? Does the committee have a check list of criteria to assess each organization against one another? There is duplication on page 3 and the summary sheet re: name and contact information. If we are doing it electronically next time, we do not need the information twice. Do we ask for their profit and lost statements? Or is that in the organizational budget? Is to too much?

**MOTIONS:** Susan moved and Suzanne seconded a motion to delete Item 8 from the application. It passed unanimously.

Suzanne moved and Ellen seconded a motion to change the language in Item #3 from “direct assistance” to “services and activities.” It passed unanimously.

Ellen moved and Francis seconded the motion to change Item #4 “How do you evaluate the effectiveness of your services.” It passed unanimously.

Advertising: Maybe add Philanthropy Partners of Cape Cod? Must do a public ad. The announcement is on the town’s website. Mail it to all previous applicants and try to update the list when we hear about new agencies. The Cape Codder may not be the best place to advertise anymore. Is it required to advertise in print? Do we want to say we give out \$X amount, usually? Maybe put a limit on the amount/range? Most just ask for the same amount year after year. Do we know what they get from others? Could say last year we gave \$154,000 to X number of agencies, so they get an idea of the range of awards. The committee covers health and mental health services even though it is called the “human services advisory committee.”

Minutes: Francis moved and Ellen seconded to approve the minutes of the April 28, 2023 meeting. From now on, the minutes will be sent to the town clerk and posted.

Upcoming Meetings. We will try to keep the meetings to one hour. We can invite organizations to the committee meetings to learn about them. Last year, they invited two agencies at a time. The review work of the committee will start the second week of Jan and finish by first week in March. We begin the reviews and work weekly until done. The point person presents information to the committee and has asked the organization any questions that need clarification. It was suggested that we do the reviews electronically, rather than make paper copies for everyone. Let’s save paper! There will be three paper copies submitted. Let the chair know if you want to be the point person (or not) for a particular agency or agencies, otherwise Ellen will assign the organization to committee members who responsible to lead the review discussion.

**NEXT MEETING January 11, 11:00 at Town Hall**

Adjourn: Suzanne moved and Barb seconded motion to adjourn at 12:45. It passed unanimously.

Minutes taken by Susan Chandler, committee clerk.