



TOWN OF ORLEANS

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BOARD OF
SELECTMEN

TOWN
ADMINISTRATOR

CHARGE TO THE HUMAN SERVICES ADVISORY COMMITTEE

The Human Services Advisory Committee is charged with considering the merits of funding requests from human services agencies. In determining the total human services appropriation request to be considered by the Annual Town Meeting, the Committee shall follow the fiscal year budget policy adopted by the Board of Selectmen. Agency selection and the funding allocated to each will be at the discretion of the Committee.

The Human Services Advisory Committee shall be composed of five members who will serve staggered 3-year terms. The Assistant Town Administrator shall serve as an ex-officio member. The Committee may have representation from agencies and consumers, as long as there is no direct interest in the financial recommendations of the Committee among its members.

All funding requests from human services agencies are to be referred to the Human Services Advisory Committee for review. Eligible human services agencies are those not-for-profit organizations that provide direct assistance to Orleans residents on a regular basis through a variety of services, programs, and treatment methods. The individuals who benefit from the assistance of these agencies typically have significant needs and/or disabilities – including, but not limited to, financial, physical, mental, emotional, and social - that frequently cause them challenges and/or hardship in their lives.

The Human Services Advisory Committee will review all completed Request for Funding proposals that have been submitted by agencies prior to the advertised deadline. The Committee may request additional information from the agencies and interview their representatives, consult with Town department managers, or take other appropriate action in order to conduct a thorough review and develop recommendations. The Committee will review these recommendations with the Board of Selectmen on or before March 1, prior to formal submission of a Town Meeting funding article which will list each agency to be funded, the dollars allocated to each agency, and the total appropriation requested. The Committee will also meet with the Town Administrator, Board of Selectmen, and Finance Committee as necessary to review the recommendations in the same manner as a department manager

The Human Services Advisory Committee may also:

1. Develop or oversee the development of a needs assessment for human services in the Town of Orleans upon request by the Board of Selectmen.
2. Develop contracts for particular services with certain human service agencies on a unit cost or other basis.
3. Monitor the delivery of contracted services through documentation, site visits, interviews, or other appropriate means to establish service quality and quantity.
4. Advise the Board of Selectmen on human services issues upon request.

The Human Services Advisory Committee shall meet as necessary to fulfill this charge and file minutes with the Town Clerk.

Date Prepared: October 11, 2002

Dates Revised: October 23, 2002; December 1, 2004; December 7, 2005