

DeLing, Asst
TOWN OF ORLEANS
TOWN CLERKS OFFICE

11 FEB 15 AM 11:59

TOWN OF ORLEANS
HUMAN SERVICES ADVISORY COMMITTEE
Minutes for 1/24/11
10 am Namequoit Room, Orleans Town Hall

Approved: 2/7/11

AMR

Present: Mary Lyttle, Chair; Arlene Cohen (until 10:55 am), Gail Meyers Lavin, Robert Singer, Myra Suchenicz, Asst. Town Administrator (ex-officio). **Absent:** Pam Chase, Margie Fulcher (Board of Selectman liaison)

The Chair welcomed new member Bob Singer to the committee. Gail agreed to serve as Clerk.

- Because the committee was concerned by the small number of applications in comparison to other years, Myra reported that she had contacted all agencies which had usually submitted applications to ask if there was any particular reason why they had not applied. Two agencies immediately responded that they had definitely submitted them, and had copies to show the dates of mailing or submission. After reviewing the situation with Town Counsel, Myra informed the committee that it is within its discretion to vote to include them in this year's review for funding. **Motion** was made by Gail, seconded by Arlene to accept the applications of Sight Loss Services and Elder Services for consideration and distribute both to Bob to review. **Voted 4-0.**

Myra mentioned that she had not heard back from Outer Cape Health Services, and after members noted that there had been recent turnover at the agency, it was agreed that Myra would contact the Finance Director to confirm that they had not applied this year.

- The committee agreed to modify the receipt procedures for next year to require the applicants to send one copy directly to the Chair of the Human Services Committee at Town Hall and one to the Town Administrator's Office, Att. Myra Suchenicz. Arlene questioned the timing of the notice and deadline, and the committee decided that an interim reminder might be useful mid-way between September and the December deadline.
- Bob asked how the distribution of applications to members was normally decided, and after discussion, and it was suggested that it might be more appropriate to swap the applications around each year, so that each member had the opportunity to expand his or her knowledge of the different agencies that apply.
- Bob asked some general questions about the committee budget (\$64,871 last year), how the budget amount is determined, what the process is for reviewing the applications, whether there were comparison spreadsheets, etc. Myra explained that the committee is treated as a department, and is expected to meet the towns' budget policy, a copy of which she would send to all. Mary explained that previous chair Paul O'Connor had kept detailed spreadsheets of each year's allocations, a history, and other information, some of which had been given to her after his death by his widow. She said she would forward them to all.
- Minutes of December 20, 2010 were deferred to the next meeting.
- Next meetings:
Monday, Feb. 7th, 2011 at 10 am Namequoit Room
Monday, Feb. 14th, 2011 at 1 pm Namequoit Room. **Please note change of time.**

Motion to adjourn was made by Gail, seconded by Bob and **voted 3-0.**

Meeting Adjourned @ 11:15 am.


Gail Meyers Lavin, Clerk