

TOWN OF ORLEANS  
HUMAN SERVICES ADVISORY COMMITTEE  
DRAFT Minutes of 3/14/11  
10:00 am Namequoit Room, Orleans Town Hall

Approved: 4 - 0 3/28/11

ORLEANS TOWN CLERK  
ICDewey Assl  
'11 JUN 28 9:26AM

**Present:** Mary Lyttle, Chair; Pam Chase, Gail Meyers Lavin, Robert Singer, Myra Suchenicz, Asst. Town Administrator (ex-officio); Margie Fulcher, Board of Selectman liaison (left just before 11am to attend another meeting). **Absent:** Arlene Cohen

The meeting was called to order by the Chair at 10:05 am. There was a brief review of the FY 12 final worksheets, the Committee's recommendations, and Mary's descriptions for the Board of Selectmen to confirm the final numbers. A question was raised about whether only the Juice Bar or the whole Together We Can organization had suspended operations. Mary agreed to write them to clarify. **The Minutes of February 15<sup>th</sup> were moved by Gail, seconded by Mary and approved 4-0.**

Several members provided various materials related to opening the discussion on possible recommendations for revisions to the FY 13 application. Mary distributed samples of other towns' applications, and is waiting to learn more about the application Barnstable County has developed, which several towns use. The Committee agreed that the ultimate goal is to ensure that each application would contain all the data requested in a simple comparative format, and that the answers did not have to be pulled from various parts of the application. Gail offered some samples of nonprofit grant applications that were more project or category based than general. Bob began a wide ranging discussion by presenting a worksheet draft cover page for the Committee to review. Among areas discussed were:

- whether one cover page plus back up attachments for the application was feasible;
- Clarifying definitions of "Administrative, Program, Direct, and Fundraising costs, to ensure that each definition is understood by each agency to mean the same thing – and presented to the Committee in the format requested;
- Whether the town should consider setting priorities as some do for specific areas it wants to fund in any given year (ie: housing, youth, seniors);
- Whether agencies should be asked to specifically describe a need identified among Orleans residents and then seek funds for a particular project to address it, rather than requesting funding in general, which was probably added to the general operating budget;
- If and/or how to develop a formula that would quantify in a clearer way the "apples and oranges" among the different services and how they specifically apply to Orleans residents.

**The next meeting, to continue the discussion of a revision to the application for FY13, was scheduled for Monday, March 28, 2011 at 10 am in the Namequoit Room.**

**Motion** to adjourn was made by Gail, seconded by Mary, and voted 4-0 at 11:20 am.

Submitted by:

  
Gail Meyers Lavin, Clerk