

Approved: 4-0

TOWN OF ORLEANS
HUMAN SERVICES ADVISORY COMMITTEE
Rev. Final Minutes of 11/29/11
1 pm Namequoit Room, Orleans Town Hall

ORLEANS TOWN CLERK

K. Darling, Asst.

'12 JAN 23 1:45PM

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

The meeting was called to order by the Chair at 1:05 pm. **Motion to accept the Minutes of November 8, 2011** was made, seconded and voted unanimously 5-0.

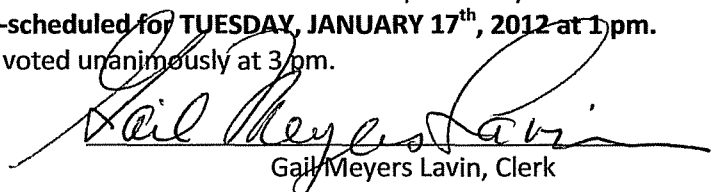
Two charts, updated from FY 2012, were provided –a 2013 worksheet and a history of FY08 – FY 12 funding with numbers of Orleans clients served. Gail said that when she was preparing the updates and comparing the FY12-13 cover sheets, she noticed that the FY09 - FY11 figures of Orleans clients served did not match the data provided. On review, she found that the client numbers for the earlier years were pulled from previous applications' projected figures, whereas the dollar figures were the actual amounts funded. She corrected the spreadsheet history to reflect the number of Orleans clients recorded by the organizations on their cover sheets; and Arlene suggested that a 3 year history was enough for the committee's purposes. All agreed by consensus. Gail noted that the Orleans clients served figures will now be the actual ones provided by the organization's cover sheet for the previous year, which in a couple more years will provide better verifiable data; and eventually, a more accurate longer history can be maintained for committee records.

Members began their individual organizational assessments, noting what information or data were either not clear or missing, and discussing whether the new application and cover sheet had met its expectations. Arlene suggested "Name any Orleans Board members" would improve the Board list requirement. Gail wanted to be sure that every attachment and the answers required by the application were available to the committee, especially budgets and other funding, before proceeding. It was agreed that each member would contact his or her organization before the next meeting to ensure that answers and items required in the checklist were available – budgets, other funding, etc. and clarify any ambiguous answers, including:

ORGANIZATION	REV.	QUESTIONS TO ASK ORGANIZATION BEFORE NEXT MEETING
CapeAbilities	PC	Why \$5,827 each time? Number of projected Orleans clients? 11 mil?
Cape Cod Child Development	ML	Budget breakdown should equal 100%
Consumer Assistance Council	PC	60% admin/40% program – doesn't sound right - check.
Elder Services of CC&I	BS	OK
Gosnold Inc.	GML	OK
Homeless Prevention Council	ML	79% program/21% admin/FR – seems high? 2880? 240?
Independence House, Inc.	AC	No organizational budget; No ref. to Orleans funds use; Orl. Bd.Members?
Lower Cape Outreach Council	GML	Other funding – in budget, but not spelled out.
Orleans After School	BS	No budget; 68.5% program/31% admin – doesn't sound right – check
Outer Cape Health Services	AC	? Total units of svce/Orleans units same? Orl.Bd.mem? <u>1,000</u> Orl.clients??
Sight Loss Services	BS	OK
South Coast Legal Services	AC	OK?

In view of how much had been accomplished, the Committee decided to cancel the previously scheduled December 13th meeting. **The next meeting was re-scheduled for TUESDAY, JANUARY 17th, 2012 at 1pm.** **Motion to adjourn** was moved and seconded and voted unanimously at 3 pm.

Submitted by:


Gail Meyers Lavin, Clerk