

**Falmouth Human Services Committee
Minutes
June 15, 2016**

Meeting commenced at 3:00 pm

Attendance:

- Members present: Liz Page (Co-Chair); Karen Cardeira; Anne Connolly; Sunny Davidson; Pamela Harting-Barrat; Jessica Lambert; Elaine Sinni; Barbara Sullivan (Co-Chair); Tanya White; Alexander Ziss

Minutes:

- Motion made by Liz to accept the May minutes with no changes, Elaine seconded and Committee was all in favor to accept minutes as written and post.

Correspondence/FYI's:

- Brief discussion about the Hoarding Task Force- Karen explained the multi-disciplinary structure of support, goals that the task force has and actions they take.
- Human Services Department relocation plan to the Marks Building is now slowed and not anticipated for at least 2-3 years. Heather Harper who was the lead on this project has since left town employment.

Sub-committee Reports:

- **Annual Review & Budget Process**
 - Reviewed FY16 yearend budget expenditures. All non-profit agencies have been contacted by Sue to send in the last of their 4th quarter invoices. Not anticipating any issues will fiscal close.
 - Committee members signed FY17 contracts ready for signature (Consumer Assistance Council and Falmouth Public Schools anticipated for signature at July's meeting)
- **FY17 Homeless Prevention town funds:**
 - Committee reviewed the updated Notice of Funding Availability (NOFA)
 - Only certified 501(c)3's can apply or a group can work with a certified 501(c)3 as their fiscal agent.
 - Committee discussed that "case management services" should be described and should be listed as "Professional case management services."
 - Committee discussed potential partnerships and what applications they anticipate receiving due to the amount of funds available. Committee anticipates that an applicant would partner with an agency that already has a plan in place.
 - Pam made a motion to change the "Collaboration" section to ask for attached MOU, letters of collaboration/or support. Sunny seconded the change and Committee was all in favor of change.
 - Anne made a motion to approve the NOFA with the above changes, Elaine seconded and Committee was all in favor. NOFA will be released to the public by Friday.
- **Committee reviewed draft proposal for Human Services Committee Funding Strategy for fiscal year 2018.** Areas of discussion:
 - Purpose is to distribute the town funds in a more effective way; the Committee is recommending that the town funds programs and services that provide a safety net for vulnerable citizens and address identified human service needs of

residents. The Committee will identify high priority unmet and emerging needs, make funding recommendations to Board of Selectmen and Town Meeting, and seek proposals from public and private entities to address the identified needs.

- Funded contracts would be for one-year, with the ability for a non-competitive renewal for two additional years based upon Town Meeting approval.
- Amount per category would be determined in time for the submission of the budget in November.
- Karen discussed with Town Manager and Finance Director and gained approval and support for changing to a NOFA system of distributing town funds starting in FY18.
- Committee discussed potential plan to move forward to gain Town Meeting approval. Jennifer Petit, Finance Director, will present plan to Board of Selectmen prior to September. Committee members may consider presenting new plan at Precinct meetings to gain community support prior to Town Meeting in November. Committee agreed that a formal presentation be put together so all members are communicating the plan the same way. Committee members will work with Karen to present at Town meeting.
- Committee reviewed monthly action plan (see attached). October will be when the Committee will have to determine funding goals and write an executive summary for two categories to develop NOFA's.
- Motion made by Sunny to move Sight Loss Services to Community Support Services category, seconded by Anne and Committee was all in favor.
- Committee felt that the plan mapped out for a 3-year cycle would be helpful in the overall understanding. Karen will map out and bring to July's meeting.

Meeting adjourned at 4:30pm (Motion made by Liz to adjourn and Elaine seconded and Committee was all in favor)

Attachments:

1. June 15th Agenda
2. May 18th Minutes
3. FY16 Expense Account Balance Report
4. Updated Draft for Notice of Funding Availability (NOFA)
5. NOFA Funding Application Form FY17
6. NOFA Proposed Budget form for FY17
7. Draft Town of Falmouth HSC Human Services Funding Proposed Strategy and Action Plan
8. Monthly Tickle List

Next meeting: August 17, 2016

Respectfully submitted by Susan Clondas