

Falmouth Community Wellness Committee- Human Services Sub-Committee
Meeting Minutes
Tuesday, January 25, 2021

Present:

Nancy Lightbody, <i>Co-chair</i>	✓	Doug Michaud	✓	Marguerite Fleming, <i>Staff</i>	✓
Diane Moore, <i>Co-chair</i>	✓			Nathan Poore, <i>Staff</i>	✓

The meeting began at 11:00 am.

Doug motioned to elect Nancy and Diane as Sub-Committee co-chairs; Diane seconded. The motion carried unanimously.

1. Discussion about the Town Human Services Funding Application Process.

Those present reviewed the draft letter to accompany the Community Wellness Committee’s request for a supplemental appropriation to restore the FY21 Human Services funding.

The Sub-Committee made the following recommendations regarding the FY21 human services funding application process, conditional on the Town Council approving a supplemental appropriation to restore the funding to the budget.

- The Sub-Committee recommended that the Sub-Committee be responsible for the administration of the funding program.
- The Sub-Committee recommended the following timeline for the FY21 application process
 - February 10-Finance Committee discussion of supplemental appropriation request
 - February 22-Town Council considers supplemental appropriation request
 - Week of February 22-Distribute Application (assuming supplemental appropriation is approved)
 - End of April-Deadline for social services agencies to submit application
 - Week of May 3-Town staff circulate applications to Sub-Committee members
 - Week of May 24-Sub-Committee meets to determine funding recommendations
 - June 8-Sub-Committee presents funding recommendations to Wellness Committee
 - Week of June14-Checks are mailed to applicants
- Due to the anticipated short FY21 application process, the Sub-Committee recommended limiting notice of the application process to the prior recipient agencies. The Sub-Committee will develop a plan to more broadly advertise the FY22 application process.

The Sub-Committee will present these recommendations to the full Wellness Committee at the February 9 meeting.

There was consensus not to change the application for the FY21 application cycle. Nancy will share examples of completed applications with the Sub-Committee members. Due to the short

amount of time between the FY21 and FY22 application cycles, the Sub-Committee discussed allowing FY21 applicants to complete a supplemental application for the FY22 cycle rather than completing the full application again.

Those present created a table outlining a proposed FY22 application process timeline to present to the full Wellness Committee at the February 9 meeting.

2. Adjourn.

The meeting adjourned at 1:00 pm.

Meeting minutes prepared by Marguerite Fleming on March 9, 2021.