



Town of Brewster

Health and Human Services Committee

2198 Main St., Brewster, MA 02631
(508) 896-3701

HEALTH & HUMAN SERVICES COMMITTEE MEETING AGENDA

2198 Main Street

Wednesday, August 9, 2023 @ 5:00 p.m.

Health and Human Service Committee Members

Suzanne Kenney
Chair

Sean Parker
Vice Chair

Lisa Perkins
Secretary

Deborah Blackman
Jacobs

Patricia Hess

Mary Jo Murphy

Anne O'Connell

This meeting will be conducted in person at the time and location identified above. This means that at least a quorum of the members of the public body will attend the meeting in person and members of the public are welcome to attend in person as well. **As a courtesy only, access to the meeting is also being provided via remote means in accordance with applicable law. Please note that while an option for remote attendance and/or participation is being provided as a courtesy to the public, the meeting/hearing will not be suspended or terminated if technological problems interrupt the virtual broadcast or affect remote attendance or participation, unless otherwise required by law.** Members of the public with particular interest in any specific item on this agenda, which includes an applicant and its representatives, should make plans for in-person vs. virtual attendance accordingly.

Members of the public who wish to access the meeting may do so in the following manner:

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/87354818467?pwd=ZzNCNXJuTGgxTFVUT0k3cUNNTFRUdz09>

Passcode: 027724

+1 929 436 2866 US (New York)

+1 301 715 8592 US (Washington DC)

Webinar ID: 873 5481 8467

To request to speak: Tap Zoom "Raise Hand", then wait to be recognized.

When required by law or allowed by the Chair, persons wishing to provide public comment or otherwise participate in the meeting, may do so by accessing the meeting remotely, as noted above. Additionally, the meeting will be broadcast live, in real time, via **Live broadcast** (Brewster Government TV Channel 18), **Livestream** (livestream.brewster-ma.gov), or **Video recording** (tv.brewster-ma.gov).

Please note that the Health and Human Services Committee may take official action, including votes, on any item on this agenda.

1. Call to Order
2. Declaration of a Quorum
3. Meeting Participation Statement
4. Recording Statement: As required by the Open Meeting Law we are informing you that the Town will be video and audio taping as well as broadcasting this public meeting. In addition, if anyone else intends to either video or audio tape this meeting they are required to inform the chair.
5. Public Announcements and Comment: Members of the public may address the Committee on matters not on the meeting's agenda for a maximum of 3-5 minutes at the Chair's discretion. The Committee will not reply to statements made or answer questions raised during public comment but may add items presented to a future agenda.
6. Approval of June 14, 2023 Minutes
7. Report on Meeting with Finance Committee and Town Manager
8. Grant Application Process, Time Frame and Organization's to Present
9. For Your Information
10. Matters Not Reasonably Anticipated by the Chair
11. Next Meetings: September 6, 2023, October 4, 2023 November 1, 2023, December 6, 2023

12. Adjournment

Date Posted:

Date Revised:

Received by Town Clerk:

TOWN OF BREWSTER, MASSACHUSETTS - REQUEST FOR APPLICATIONS for FY 2024 Funding for Human Services Agencies

The Health and Human Services Committee was established to enhance the quality of life of all Brewster residents by ensuring a range of health and human services in an effective and cost-efficient manner. The Committee evaluates and assesses the health and human service needs of the town, reviews and weighs requests for financial assistance, sets priorities and submits recommendations concerning the funding of those agencies and organizations best able to provide needed services to the town.

The TOWN OF BREWSTER, MASSACHUSETTS is hereby requesting applications for funding for Fiscal Year 2024 from Human Services agencies serving the residents of the Town of Brewster. Qualifying agencies are invited to submit funding applications, in response to needs identified herein. Applications selected for funding will be included in an appropriation article or the Town Operating budget submitted by the Town of Brewster at the 2023 Spring Annual Town Meeting.

Agencies shall submit ten (10) hard copies of their application packet to: Conor Kenny, Project Manager, Town of Brewster 2198 Main Street, Brewster, MA 02631 by **October 14, 2022**.

It is the responsibility of the agency to confirm that their application was received by the town.

Late or incomplete applications will require committee approval to be accepted.

Human Services Grant Funds will be allocated by the Town to supplement the overall operational cost of agencies which provide services to local residents. The Town has designed this grant program to help identify a clearer link between the grant funding it provides to Human Services agencies and the needs identified in the community. While not an exhaustive list, funding shall be targeted towards programs which address the following needs:

- Mental Health Services
- Substance Abuse Services
- Services for Children, Teens, Families-at-Risk, Elders
- Domestic Violence Services
- Legal Services
- Services Addressing Housing and Hunger
- HIV and Chronic Care Services
- Services for People with Disabilities

This RFP is for funding to Human Services agencies to offset the total cost of their operations, provided in the form of a grant, and not subject to the provisions of MGL Chapter 30B, the Uniform Procurement Act.

Funding applications must be in the form of a lump sum request. Payments to agencies funded by the FY2024 appropriation shall be made semi-annually, in two equal payments.

The Town of Brewster reserves the right to contact any applicant for additional information if needed and to exclude from consideration any funding application which does not provide all of the information requested or does not comply with the requirements described.

1. APPLICATION COVER SHEET

A completed application cover sheet (attached), signed and dated, is required specifying the amount of funding requested for Fiscal Year 2024 and indicating which of the Town's identified Human Services needs the application will address.

2. PROGRAM APPLICATION

A. *Description of Operations.*

1. Provide the Mission Statement of your organization.
2. Describe any trends that you are seeing relative to the needs of Brewster residents.
3. Describe any new or continuing efforts to coordinate your program/service with similar programs offered by other organizations.
4. Indicate where your services will be provided from, the proposed method of contact to receive your services and proposed outreach and public awareness efforts.
5. Detail the number of service providers by number and category: [e.g. social workers, teachers, professional doctors, nurses, volunteers, administrative, management.]

B. *Funding*

1. Attach listing of all sources of funding and dollar amounts for each source.
2. Attach a breakdown of the services you provide by type and the estimated cost for each.
3. How would the requested Town of Brewster funding be used?
4. Advise your projected need for funding of services for the next three years with detailed explanation of any substantial request for increases during this period.
5. List number of years Brewster has contributed funding.

C. *Agency Data*

1. Describe how you measure your effectiveness in providing your programs and services.
2. Your agency's definition of "Units of Service (UOS)".
3. Does your agency have a cap on the number of individuals who can be served? If yes please explain why.
4. Provide the following information for your agency (1) overall and (2) in Brewster only:
 - a. number of unduplicated clients:
 - b. number of Units of Service (UOS):
 - c. cost per Unit of Service (UOS):

D. *Required Documentation.* In addition to the above requested information, please include the following items:

1. Evidence of IRS 501(c)(3) status or monitoring by a qualified agent.
2. A list of Board members or Steering Committee members.
3. Current fiscal year program and organizational budgets including revenues and expenses.
4. The most recent audited financial statement, annual report or equivalent.

IV. Review of Applications/Selection of Applications for Funding

Applications will be reviewed by members of the Brewster Health and Human Services Committee using the following evaluation system:

<i>Evaluation Criteria</i>	<i>Description</i>
NEED	Do the proposed services respond to any of the specific needs set forth in this RFP?
	Do the services meet grant requirements and priorities?
	Will the service impact the community's ability to achieve its mission statement?
ACCESS	Is the agency based in or have a presence in Brewster?
	Are the agency's programs designed to facilitate easy access?
BUDGET	Is the agency's budget reasonable and cost-effective?
	Does the agency's budget support appropriate activities?
INTERRELATEDNESS WITH OTHER SERVICES	Does the agency demonstrate collaboration with other service providers and/or organizations and/or departments within the Town of Brewster?
EVALUATION	Does the agency measure the scope and effectiveness of its services for Brewster residents?
	Does the agency demonstrate continuous improvement?

The Health and Human Services Committee selection of organizations recommended for funding, as well as their levels of funding will be based on the following:

- 1) Town needs expressed by Human Services Committee;
- 2) Meetings with new proposers;
- 3) Evaluation of the agency with regard to the items listed in the table above.

Applications selected for funding will be included in an appropriation article or in the Town's operating budget submitted by the Town of Brewster to its 2023 Spring Annual Town Meeting. The Human Services Committee will present the appropriation request to the Brewster Finance Committee and the Brewster Select Board prior to Town Meeting. Following Town Meeting, grant applicants will be advised of the outcome.

APPLICATION COVER SHEET
FY 2024 Human Services Grant Program

TO: Town Administrator, Town of Brewster
 2198 Main Street, Brewster, Massachusetts 02631

The undersigned agency _____ hereby submits this application as a Human Services agency serving the residents of the Town of Brewster for FY2024 funding in the amount of \$_____.

Check the identified Human Services needs addressed by this application (check all that apply):

<i>✓ if addressed by this application</i>	<i>Identified Human Services Need</i>	<i>Specify group(s) served (e.g., children, elderly, etc.)</i>
	MENTAL HEALTH SERVICES	
	SUBSTANCE ABUSE SERVICES	
	SERVICES FOR CHILDREN, TEENS, FAMILIES-AT-RISK, AND ELDERS	
	DOMESTIC VIOLENCE SERVICES	
	LEGAL SERVICES	
	SERVICES ADDRESSING HOUSING NEEDS AND HUNGER	
	CHRONIC CARE SERVICES	
	SERVICES FOR PEOPLE WITH DISABILITIES	

The undersigned certifies that this application has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Pursuant to MGL Chapter 62C, section 49A, the undersigned duly authorized officer of the company hereby certifies that said organization has complied with all the laws of the Commonwealth of Massachusetts relating to taxes.

AGENCY NAME/PHONE: _____

PRINTED NAME/TITLE: _____

SIGNATURE: _____ DATE: _____



Town of Brewster Health and Human Services Committee

2198 Main St., Brewster, MA 02631
(508) 896-3701

HEALTH & HUMAN SERVICES COMMITTEE MEETING MINUTES

Wednesday, June 14, 2023 @ 7:00 p.m.

Present: Sean Parker, Chair, Suzanne Kenney, Mary Jo Murphy, Patricia Hess, Anne O'Connell, Deborah Blackman Jacobs, Lisa Perkins
Absent: Conor Kenny, Town Project Manager

1. Declaration of a Quorum: A quorum was reached.
2. Meeting Participation Statement was read by Chair, Sean Parker.
3. Recording Statement was read by the Chair.
4. Public Announcements and Comment: None
5. Approval of November 16, 2022 Minutes: Minutes were approved 7-0.
6. Elect New Committee Chair, Vice Chair, and Secretary: Sean noted that he would be stepping down as a Chairperson of the committee. He indicated that he would continue on the committee and provide support to the new officer team. Sean also noted that Jonathan O'Neil had resigned from the board. Suzanne Kenney volunteered to serve as Chair. Sean indicated that he would serve as Vice Chair. Lisa volunteered to continue in the role of secretary. Committee vote for each of the three offices was 7-0.
7. Discuss the Annual Funding Cap: Sean reviewed the discussion at our last meeting regarding whether the HHS committee should have to adhere to the town's

funding cap. This discussion came about due to the fact that funding a new agency in any given year would necessitate a reduction in the amount recommended for each agency if we were required to keep the total amount of our funding recommendations to less than or equal to 2.5% increase of what was awarded the prior year. Anne noted that based on this year's reaction from the select board to our request for an increase of greater than two and a half percent, it would appear that we would be able to recommend an amount over the cap if a new agency were added to the list. Sean discussed framing our recommendation in a way that showed we are adhering to the funding cap for the current agencies and that new requests would be separated from this total. He recommended that he and Suzanne meet in August with Conor Kenny to discuss this and that the committee convene after that meeting.

8. For Your Information: None.

1. Matters Not Reasonably Anticipated by the Chair: Members of the committee discussed the variability in the completed funding applications received this past year, noting lack of adherence on the part of the agencies to specific requests for information on the application. Suggestions included revamping our cover letter, with the purpose of clearly delineating application requirements. Upcoming meetings would include meeting to revamp the letter and, perhaps, the application itself in the hopes of having it ready to go to agencies by October. Given the inability to meet with agencies during the pandemic years, members discussed wanting opportunities to meet with funded agencies for more current information and becoming more acquainted with what is happening in town more generally. The consensus of the group was to invite Brewster Police Chief Eldredge to our September meeting. Patricia noted that there was a new non-profit

agency in Brewster dealing with drug rehabilitation and wondered if the committee was still interested in finding new agencies to support. The committee supported this idea. Discussion ensued about the date and time of our monthly meeting. After discussion (and follow up post communication with town office), the consensus was that we hold our meetings the first Wednesday of the month at 5:30 p.m. with a goal of returning to more frequent monthly meetings (with the possible exception of summer months). Sean will check the time with town office to determine if that date/time is available and if Conor would be available at that time as well. Additionally, Suzanne raised the issue of how much impact does our funding have-especially when the agency was very large. Members agreed that this would be an important topic to review at a future meeting. Finally, the Committee thanked Sean for his service as Chairperson for the past 5 years.

2. Next Meetings: The meeting date will be August 9, 2023 at 5:30 p.m.
3. Adjournment at 7:44 p.m.

September 2023

Dear Applicant,

The Town of Brewster is pleased to invite your organization to apply for Town funds in support of the important work you provide Brewster residents. Please be advised that all information requested must be completed and timely submission is required for your application to be considered. Any proposal received without requested documentation including attachments will no longer be reviewed regardless of past funding. The request for Town funding has become more competitive and with that the challenge of meeting all requests given budgetary constraints. In addition, if your organization has received prior funding, your Fiscal Year 202 (?) application will only be considered if final reports and invoice from the previous fiscal year have been received by (DATE).

Applications are due by (DATE). Applicants may be asked to attend a Health and Human Service Committee meeting prior to approval of the grant in late fall or early winter. Any questions about the process prior to the due date for submission may be directed to Connor Kenny, Town Program Manager (email or phone?).

The Town of Brewster is grateful for your continued mission-based efforts in meeting the needs of our community.

Sincerely,