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HUMAN SERVICES ADVISORY COMMISSION
DRAFT Minutes of Regular Meeting
October 19,, 2015

Commissioners Present: Karen Roy Guglielmi , Michael Winkler, Terilyn Rogers
Commissioners Absent: Charita Alston, James Purnell
Staff Liaison Present: Marina Rodriguez

Approval of Minutes
Regular meeting of 9/21/15 minutes were approved

Communications & Correspondence
- Announcement of Cornerstone Open House on 10/21 3:00-7:00 pm
- Communications with Finance re: Human Services budget timetable for FY 2016-17

Human Services Budget 2016-17
Commission discussed process, interviews, & timetable. The process is expected to remain the same as last year. The Commission expressed that it is more confident about the Human Services budget process this year after meeting with selected agencies during the summer; and have a better understanding of the programs and funding needs prior to the start of the budget process. Town staff continues to work on a feasible way to implement the draft timetable for moving up the application process. The draft proposed timetable is:

DRAFT Proposed Human Services Budget Timeframe for FY 2016-17

DATE	ACTIVITY	RESPONSIBLE
October 15	Mail 2016-17 Grant Application Packet & cover letter to Agencies	Finance
November 16	Applications Due to Finance	Finance
By December 15	Prepare Budget Books and Distribute to HSAC	Finance Social Services
December 21 – January 29	Review applications, complete interviews as needed, & decide recommendations	HSAC
By February 8	Submit recommendations to Finance/Mayor	HSAC

The Commission felt that the proposed schedule could still work for this fall even if dates have to be slightly adjusted. Agencies would be notified if timeframe changes.

Regular meeting: Monday, November 16, 2015

Submitted by Marina Rodriguez MCR