



Human Services Committee
367 Main Street, Hyannis, MA
January 16, 2024
5:30pm

MEETING MINUTES

I. BUSINESS

A. Roll Call: Administrator Cynthia Lovell took roll call: All members participating remotely due to the extension from the Governor's office protocol due to Covid restrictions.

Members present: Cheryl Powell (Chair); Kimberly Crocker-Crowther; Sheree Kay; Rep. Steven Xiarhos; Jennifer Hinckley Needham

I. TOPICS FOR DISCUSSION:

- Roll Call
- Discuss report to be given to Town Council
- Discussion of proposal, information gathering and cataloging, roles
- Guest Speaker: Brightview
- Public Comment
- Other items not reasonably anticipated by the Chair

Chair of Committee Cheryl Powell opened the meeting up at 5:30pm. Chair of Committee did a Roll Call of members present. (See above) the meeting began with a confirmation of quorum and instructions for remote participation and mentioned she had technical difficulties with downloading the agenda and printing.

The meeting proceeded with a roll call and discussion about rescheduling the meeting date. Cheryl also announced collaborations on a report for the Town Council.

Chair of Committee started the meeting by announcing "In accordance with Massachusetts General Laws and informed that the meeting would be replayed on Xfinity Channel 8 and HD Channel 107". It was also mentioned that the meeting would be accessible on the government access channel and video on demand archives on the Town of Barnstable website. There were some technical difficulties in reading a specific part of a URL, which was eventually read by Missi.

The discussion revolved around the possible change in the meeting date of the Human Services Committee, with Cheryl suggesting a shift from the second to the third Tuesday of each month. However, no final decision was reached by the end of the meeting.

Missi raised a concern about the scheduling of a meeting, suggesting that it might overlap with other commitments. Cheryl, who had already attended two meetings that day, acknowledged the potential issue. The group discussed rescheduling the meeting to avoid back-to-back meetings, with a preference for the second Tuesday of the month. However, they also considered the possibility of meeting on the third Tuesday if the second was already taken by another committee. The final decision was to schedule the meeting on the second Tuesday, with the flexibility to switch to the third if necessary.

Chair of Committee announced she is almost completed the report for the Town Council, focusing on identified issues and potential proposals. They also discussed the ongoing quorum issues and expressed

their intention to recruit new members and establish at least one alternate position to resolve the issue of cancelled meetings. Cheryl also mentioned the need to prepare a proposal and an annual report for the Town Council, with assistance from Missi and Kim. Additionally, they discussed the status of upcoming appointments and meetings, expressing confidence in the individuals under consideration and raising the topic of conflict of interest. Chair of Committee reminded members if they are not up to date with their certifications to get them done on the States web page and send to the Administrator of the Town Council.

Cheryl clarified that the State has set up individual accounts for individuals based on your email address in October or November so once you log on to do the certifications it asks you to set up an account, so it will send you a reminder every two years do re new them. Jennifer agreed to take on the task of recording minutes with the Town Administrators guidance. Cheryl also noted that the public comment period was closed as no other participants had joined. The meeting was subsequently adjourned.

Next steps

- Cheryl will work on the report to the Town Council.
- Cheryl will continue working on the proposal for the Town Council.
- Cheryl will send the conflict of interest training links to the committee members.
- Jennifer will learn how to do minutes from Town Council Administrator.
- Cynthia will send Jennifer a meeting agenda template.

Adjourned: 6:20pm

NEXT MEETING: TBD