



**Contract Review Committee  
Meeting**

Town of Nantucket  
131 Pleasant Street  
Nantucket, Massachusetts 02554

[www.nantucket-ma.gov](http://www.nantucket-ma.gov)

**Contract Review Committee:** Dorothy Hertz (At-Large, Chair) Linda Williams (At-Large) John W. Belash (At-Large, Vice Chair) Sue Mynttinen (CHS Rep) Veronica Bolcik (CHS Rep) Joanna Roche (FinCom Rep) Bert Johnson (NP&EDC Rep)

**Staff:** Jerico Mele, Heather Nardone, Tomeka Gary

**~~MINUTES~~**

**Tuesday, October 10, 2023  
131 Pleasant St, Trailer**

*This meeting was held in person and via remote participation using ZOOM and YouTube.*

Staff in attendance: Jerico Mele, Human Services Director; Heather Nardone, Public Health Coordinator; Tomeka Gary, Office Manager

Attending Members: Dorothy Hertz, Sue Mynittinen,

Remote Members: John Belash, Veronica Bolcik, Joanna Roche

Meet was called to order at 4:00 pm

I. ESTABLISH QUORUM: Quorum establish 4:07pm

II. APPROVAL OF AGENDA: Agenda was approved **2:48**

III DISCUSSION ON MINUTES/APPROVAL OF MINUTES: September 25, 2023 minutes are were approved. Oct 3 can not do until it is on the website.

IV, DISUSS AND PRESENTATION OF QUESTION TO BE ASKED OF THE YOUTH BEHAVIORAL GRANT APPICANTS : So far

**General questions for all:**

1. Is this a new program or a continuation/adaptation/renewal of a previous program?
2. Does this program include evidence-based intervention(s)?
3. Is this program accessible to native speakers and English language learners?
4. If you are planning on partnering with Nantucket Public Schools, do you have the approval of the administration already? If you do not have a partnership with NPS, how will that affect the implementation of your program?
5. Who is your ideal participant?

\* What is their yearly budget and how does this requested for program dollars fit into their current programming.

\*How have you removed barriers to participation?

Examples-Fees, location and transportation to program, etc.

\* What is recruitment method for participation?

\* Who is being recruited? At risk or crisis; pre-risk or general population?

\* Please provide details on their participant evaluation to be used

\*If they are not granted full dollar amount requested, can they scale back and still provide a program?

**Add question**

\*What is your estimated of the cost per person for this program?

\*How will this funding be differentiated from the rest of your budgetary tracking

\* How will you implement your collaboration?

\*How much involvement does the organization you're collaboration with have.

\*Do you believe this program will be sustainable if you did not have this grant next year?

\*How do you believe your program will impact 0- to 25-year-old in our community?

\*Are you willing to partner with other agencies to deploy this or similar programming?

**Heather Nardone** Left the meeting 4:25 pm

**Specific to a Grant:**

## **ASAP**

\*Breakdown of fees for professionals from MAST

## **DREAMLAND**

\*regarding salaries requested in grant, what is current salary and are they considered FTE and how does this program fit with their current responsibilities

\*recruitment specific- are they going to reach students who do not participate in other drama programs

\*How is Safe Place working with them and are they providing an existing curriculum or how is it being developed.

**FAIRWINDS:** This is one of the few applicants that discuss reaching up to 25 years. How are they recruiting and reaching this group \*on their program budget, what are "incentives?"

**Dreamland:** Is there a reason you are only partnering with A Safe Place for mental health support? Did you consider Fairwinds, NAMI or ASAP?

\*What kind of evaluation are you planning for the end? A survey?

**ASAP:** What is MAST? What are you going to be measuring in the pre and post-tests? Who is designing the tests?

**Boys and Girls Club:** Are these programs passed down through the national organization or are some developed locally?

**Lighthouse School:** Is this request to expand the hours of the school counselor from part-time to full-time, or are you creating a new position?

**NAMI:** What programs are your on-island staff offering to the community currently, and will they have time to add this initiative to their portfolio?

There will not be a meeting for October 12, 2023 and started the discussions for time slots for other meeting.

**Tomeka Gary** left the meeting 4:29

**Tomeka Gary** returned to the meeting 4:33

Need to get out and know what time each will grant appicate will be having their interview at (30mins for each interview).

## **V.DISCUSSION ON HUMAN SERVICE GRANT ALLOCATION PROCESS AND REFORMS**

**Jerico** 27:12 has been inContact with Janet Schulte's and there is strategic planning process which also allocating funding for consultants which will retained for process changes next year FY25. The EIR budget has been requested for this upcoming fiscal year. The Janet Schhulte's Strategic will come a do a top to bottom professional evaluation of how we handle things. None of the process will be legally binding until FY25. The committee wants to see the cost per person served, more efficient contract portal protocols that streamlined/standard, developing a relationship between salary and overhead, percentage of grants distributing to youth and elderly.

## **VI APPROVAL OF LETTER TO GO TO FINANCE COMMITTEE AND SELECT BOARD**

Breakdown of the letter in coat into three categories General Human Services, Addiction management, Behavioral Health.

No more than a certain percentage should be for salaries. We will not put a value to each category.

**Veronica Bolcik** left the meeting 5:23 pm

**VII.OTHER BUSINESS:** We will not be able to get any minutes from Ann computer for pass minutes we have already done the one request through HR.

## **VIII. ADJORNMENT 5:26pm**

**Sue Mynittinen** 5:25pm motion for meeting to be adjourned.

**John Belash** seconded the motion.