

SELECT BOARD

JOINT MEETING WITH COUNCIL FOR HUMAN SERVICES AND CONTRACT REVIEW COMMITTEE

Minutes of the meeting of October 7, 2024. The meeting took place at the Meeting Trailer at 131 Pleasant Street and via Zoom Webinar. Select Board Members present in person were Brooke Mohr, Thomas Dixon, and Dawn Holdgate. Matt Fee was not present. Dr. Malcolm MacNab joined the meeting later as noted. Also present were Town Manager C. Elizabeth Gibson, Assistant Town Manager Rick Sears, and Human Services Director Jerico Mele. Operations Administrator Erika Mooney was present remotely.

Council for Human Services members present were Chair Veronica Bolcik, Sarah Wright, Amanda Wright, Tara Restieri, Kelly Steffen. Members participating remotely were Sue Mynttinen and Suzanne Keating.

Contract Review Committee members present were Veronica Bolcik. Members participating remotely were Joanne Roche, Sue Mynttinen, Bert Johnson and John Belash.

I. CALL TO ORDER

Chair Mohr called the Select Board meeting to order at 3:05 PM and called roll for those present.

Chair Veronica Bolcik called the Council for Human Services (CHS) meeting to order at 3:05 PM and called roll for those present and remote.

Ms. Bolcik called the Contract Review Committee (CRC) meeting to order at 3:06 PM and called roll for those present and remote.

II. JOINT MEETING WITH COUNCIL FOR HUMAN SERVICES AND CONTRACT REVIEW COMMITTEE TO REVIEW HUMAN SERVICES FUNDING ALLOCATION PROCESS.

Julia Novak of Raftelis, the consulting firm engaged to conduct the review, provided an overview of the scope of work (attached), including the objectives, roles and responsibilities and how specifically the review was conducted, noting that several town officials from the Finance Committee, Select Board, Town Administration, applicants for funding and others were interviewed and/or surveyed. She used the presentation as contained in the Board's packet. She noted the most recent human services needs analysis of the Nantucket community most recently occurred in 2010 and recommended that be updated. Emily Uselton also of Raftelis, reviewed the comparative information from other communities as contained in the presentation.

Dr. MacNab joined the meeting remotely at 3:10 PM.

Ms. Novak reviewed the preliminary recommendations as contained in the Board's agenda packet. Ms. Uselton elaborated as needed throughout this section of the review. Dr. MacNab commented on the organizations that traditionally receive grants, and expressed some concern as to how newer or other groups are able to access funds. He spoke in favor of allocating funds for new programming. Ms. Bolcik spoke on the recognition by the CHS of on-going needs but also the need to support needed new programming. Ms. Wright spoke on the potential need for the different groups in the community that give funding to various non-profits and suggested that that be coordinated somehow. She added that funds secured through fund raising also be examined. Ms. Mynttinen and Ms. Restieri spoke on funding allocations, generally as related to the recommendations. Ms. Restieri suggested that funding allocation guidelines also be aligned with the CHS mission. Ms. Holdgate suggested that some of the data shown in the survey be updated, including median home values and population. Mr. Mele noted that funding sources from some of the other communities are not quite "apples to apples". Ms. Bolcik commented that an

updated needs assessment is important. Mr. Belash spoke on the history of CRC funding and acknowledged that increased coordination with other local groups that also provide funding, such as the Community Foundation of Nantucket, is important. He also expressed an observation as to difficulties communicating with the diverse, sometimes non-English speaking, populations of the Island. Mr. Dixon spoke on Nantucket's unique characteristics. Chair Mohr suggested there may be able to be some centralized coordination on some of the funding application evaluation tasks with other groups that conduct similar evaluations. She said identifying needs can be difficult with groups that do not necessarily emerge as needing help. She said that the Town should periodically review what it makes available for allocation. Mr. Dixon asked about the current ranking system that the CRC is using to evaluate applications. Mr. Mele responded and explained. Some discussion followed. Ms. Bolcik commented on the "angst" that the process seems to somehow unnecessarily cause and said the review and the associated recommendations are appreciated. Chair Mohr agreed and said some simplifications could be made. Mr. Mele concurred and explained that some of this is already underway. Discussion followed on some of the recommendations and their origins. Ms. Holdgate said that a balance needs to be weighed between staff time, volunteer time and the cost of outsourcing. Discussion followed on this. Mr. Mele spoke in favor of becoming more efficient and utilizing the expertise of groups that may be better positioned to conduct certain parts of the evaluation. Mr. Belash spoke on the history of the CRC. Chair Mohr suggested that the CRC and CHS work together on these recommendations and come back to the Board with a suggested plan, in the spring, recognizing that the grant work for FY 2026 funding is already underway. Some discussion followed on this. Mr. Mele said that some additional assistance from Raftelis could be helpful. Chair Mohr said that if anything is needed from the Select Board, Mr. Mele could let it know.

III. ADJOURNMENT

Ms. Holdgate moved to adjourn the Select Board meeting at 4:23 PM; seconded by Mr. Dixon; by roll call vote: Chair Mohr – Yes; Mr. Dixon – Yes; Ms. Holdgate – Yes; Dr. MacNab – Yes; so voted.

The Council for Human Services and Contract Review Committee meetings continued for other business.

Approved the 16th day of October 2024.

**SELECT BOARD
OCTOBER 7, 2024 – 3:00 PM
MEETING TRAILER, ROOM A, 131 PLEASANT STREET
AND REMOTE PARTICIPATION VIA ZOOM WEBINAR
NANTUCKET, MASSACHUSETTS**

List of documents used at the meeting:

- II. Raftelis presentation of review of Council for Human Services, Contract Review Committee and Human Services Division in the Human Services Grant process; Raftelis Scope of Services



ATTACHMENT A

SCOPE OF SERVICES

Town of Nantucket Human Services Evaluation and Review (11.30.3023)

The CONTRACTOR will conduct a review of the operations, guidelines and working relationships between the Human Services Department (HSD), the Council for Human Services (CHS), and the Contract Review Committee (CRC).

To complete this review, the CONTRACTOR will:

- 1) Identify and review the roles and responsibilities of the Human Services Director in the oversight and operational management of the Council for Human Services and the Contract Review Committee;
- 2) Identify and review the current operations and decision-making protocols of and relationship between the CHS and the CRC including their alignment with Town bylaws and/or regulations;
- 3) Review the process for grantees to apply for funding from the CRC to insure thorough and thoughtful reviews of applicants and community needs;
- 4) Review established criteria and priorities for awarding funding and process by which priorities are established.
- 5) Identify other local funding sources and grant opportunities that are available to applicants and how they collaborate with the Town

The assessment will include review of:

- 1) Town of Nantucket bylaws, Charter and any applicable regulations associated with CHS and CRC and the HSD
- 2) Web pages describing the CHS and CRC and the HSD
- 3) Human Services Director Job Description and duties relative to the CHS and CRC
- 4) Guidelines for applying for CRC funds and relevant application materials including random selection of documents submitted by applicants and including how CRC recommendations are developed (ie, is there established criteria? Current Community Needs Assessment?)
- 5) Meetings with the Human Services Director, Director of Health and Human Services, Town Manager to determine relationship between administration and applicable volunteer committee/commission
- 6) Meetings with members of the Select Board and Finance Committee who have been involved with the CRC process
- 7) Meetings with members of the CHS and CRC for information about their work and functions and any concerns
- 8) Meetings and/or surveys with Grantees to discuss the grant application and review process from their perspective
- 9) Reports of any community needs assessments that have been conducted to determine human service needs of Nantucket residents

ATTACHMENT A

- 10) Human Services programs including grant evaluation processes and identifying Human Service needs in similar towns (i.e., Mashpee, Provincetown, Harwich, Falmouth, and Greenwich CT)

Deliverables will include a written report with recommendations for

- 1) Oversight and support of the CHS and CRC by the HSD
- 2) Defining the role and establishing effective strategies by the CHS for providing services and resources to Nantucket residents through the HSD operations and the CRC grant-making process
- 3) Process of setting annual priorities for grant funding by the CRC with direction from the CHS and HSD
- 4) Frequency of a community needs assessment in the Human Services arena including data-driven evaluations of community needs to allocate Town financial resources to maximize impact on the Nantucket community
- 5) Streamlining and facilitating the decision-making process to review CRC funding applications including information collected from Nantucket agencies
- 6) Streamlining the grant awards with the Town's Finance Department so that applicants receive funding in a timely manner
- 7) Any recommendations on possible changes to the grant contracts and/or the administration/reporting of what is required of the grantees
- 8) Identifying and implementing best practices for a municipal Human Services Department