

Budget Recommendation Human Service Subcommittee

April 21, 2014

Draft Minutes

April 21, 2014, 4:00 p.m., Wheelwright Room at #10 Front St. Town Offices.

Attended by, Mr. Phil Johnson, Mr. Nelson Lourenco, Mr. Don Woodward,

Budget Recommendations Committee Members also, Mr. Russ Dean, Exeter Town Manager & Ms. Sheri Riffle, Town Executive Assistant.

The workgroup focused on improving the process used by the town with respect to funding Human Service agencies.

Both the application the town uses to collect information regarding the nature of the service(s) provided and the format used by the sub-committee that's reported to the entire Budget Recommendations Committee and Select board were studied. The following changes were discussed;

To the Application Form,

- 1). Request the most recent copy of Federal Form 990, if the provider uses one.
- 2). The cost of the service performed per person served. If there are different services provided, that could be added as an appendix to the application.
- 3). Establish a deadline of August 30th, 2014 for submission of the application to allow the town committee sufficient time to review the application. It was noted in the past that many "last-minute" applications are received making the review the all applications difficult.
- 4). Schedule meeting times with applicants, if required to answer questions, or if there are increases or decreases in their request for funding.
- 5). Continue past practice of having new applicants request funding through a citizen's petition on the annual town ballot.

To the Reporting Format,

- 1). A spread sheet format could include separate columns for,
 - a). Match amounts Exeter \$ vs. State \$ vs. Federal \$ vs. other \$
 - b). Percentage or Number of Exeter residents served compared to the entire number of non-Exeter residents served.

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Russ suggested a Historical “Look-back” form to be included in the report that would show over a 5 to 8 year period, what significant changes have occurred. This would allow the committee to identify if there are any historical trends such as increases in service requests or growth in the number of residents served or if there is a downshifting costs back to the Town due to reductions of support from State, Federal or other agencies or grantors.

Several 2014 applications were being reviewed by committee members to aid in “Brainstorming” what other improvements would be of value.

The next meeting of the workgroup is scheduled for Tuesday, May 6th at 4:15 P.M.

Meeting Adjourned at about 5:00 p.m.

Draft As recorded, Don Woodward 4/22/2014