



Meeting of the
PRIORITY SETTING & RESOURCE ALLOCATION COMMITTEE

Monday, December 18, 2017
Cicatelli Associates, 505 Eighth Ave., NYC
3:15 – 5:00pm

MINUTES

Members Present: Matthew Baney (Co-chair), Jan Hudis (Co-chair), Paul Carr, Amber Casey (for Graham Harriman), Billy Fields, Oscar Lopez, Jesus Maldonado, L. Freddy Molano, M.D., Jeff Natt, Jan Carl Park, Saul Reyes

Members Absent: Mark Brown, Broni Cockrell, Joan Edwards, Steve Hemraj, Matthew Lesieur, Claire Simon, Kimberleigh Smith

Staff Present: David Klotz, Melanie Lawrence, Laura Hernandez, Dave Ferdinand (*NYC DOHMH*); Bettina Carroll, Gucci Kaloo (*Public Health Solutions*); Julie Lehane, PhD (*WCDOH*)

Agenda Item #1: Welcome/Introductions/Minutes

Mr. Baney and *Ms. Hudis* opened the meeting, followed by introductions and a moment of silence. The minutes of the November 13, 2017 meeting were approved with no changes.

Agenda Item #2: PSRA Orientation

Mr. Klotz presented an orientation on the priority setting and resource allocation process in order for all members to be on the same page when starting the planning for possible reductions to the grant award. Topics covered included: understanding the grant award and its components; the PSRA Committee role and how it fits into the overall planning process; the products that PSRA must complete during the planning year (service category ranking scores, spending scenarios, final spending plan, application spending plan, reprogramming plan, carry-over plan); and conflicts of interest rules. The PSRA ranking tool and its uses and the FY 2017 spending plan were described in detail. The planning tools used by PSRA were explained (service category scorecards and fact sheets, PSRA ranking tool, CHAIN reports). There was a discussion on the use of data on cost of services (the Grantee sets rates for service units and can provide a rough estimate of the per client cost of services, which would help the PSRA decide how much of a particular service to fund).

Agenda Item #3: FY 2017-18 Estimated Unobligated Balance Request

As every year, the EMA must submit an Estimated Unobligated Balance (UOB) to HRSA (due Dec. 31st). This is a condition of the grant award that allows the EMA to request the actual carry-over after the close-out in the spring. The EMA typically states in the UOB that the EMA may carry over up to the maximum

allowed (5% of formula funds and 5% of MAI funds). Hypothetical uses of the UOB were developed by the Grantee based on areas of over-performance (ADAP, Food, Legal, Housing, Psychosocial Support).

After the end of the fiscal year (February 28, 2018), the Grantee will complete the close-out and know the actual amount of unspent funds (last year, there was only about \$363K, or 0.3%, left over). The PSRA and Council will then approve a final carry-over plan. HRSA typically approves the plan in late fall/winter, leaving about two months to spend the small amount (any amount not spent will be lost and that amount deducted from the subsequent year's award). Given the constraints and timing of carry-over, the funds are typically used for short-term items that can be used by the end of the year such as purchasing food and paying for medications through ADAP.

A motion was made, seconded and passed unanimously to approve the Estimated UOB with the funds allocated to ADAP as a placeholder until the final carry-over plan is considered.

There being no further business, the meeting was adjourned.