



Meeting of the

FINANCE COMMITTEE

Monday, January 4, 2017, 3:35-5:05pm
DOHMH, Long Island City, Room 22-12

MINUTES

Members Present: Steve Hemraj (Chair), Marya Gilborn (by phone), Amber Casey, Jan Carl Park, Dorella Walters (by phone)

Other Council Members Present: Billy Fields (by phone)

Staff Present: *NYCDOHMH:* David Klotz, Darryl Wong, Merline Jean-Casimir, Ashley Azor; *Public Health Solutions:* Christine Nollen, Gucci Kaloo, Peter Chea, Louis Wharton

I. Welcome/Introductions

Mr. Hemraj opened the meeting followed by introductions. There were no changes to the minutes of the July 26, 2016 meeting.

II. FY 2016 Planning Council Support Budget Spending Report

Ms. Jean-Casimir and *Mr. Wong* presented the FY 2016 Planning Council budget third quarter report and projected 4th quarter spending. The following is a summary of the report and ensuing discussion:

- There is about \$91K in accruals from open staff lines (one since filled). Some of that, as per the original budget, is allocated towards one-time projects (PC strategic retreat, social media needs assessment), which is expected to be spent by the end of the fiscal year (Feb. 28). The rest is reprogrammed to services. Another \$30-35K is expected to be reprogrammed before the end of the year.
- A one-time project to redesign the Council website is being shelved for this year, as further investigation showed that the allocated amount (\$20K) is insufficient for such a project. The Council staff will look at various options for improving the website.
- The current staff vacancy is extended due to issues in the hiring process, especially the withdrawal of one candidate and the fact that the second candidate lacked proper credentials.
- Spending on the parliamentarian was lower due to the lower number of meetings.

III. FY 2016 Base and MAI Second Quarter Reports

Mr. Kaloo and *Mr. Chea* presented the FY 2016 Base and MAI second quarter commitment and expenditure reports.

NYC MAI

\$42,497 (<1%) of funds were uncommitted for the year, all due to one Early Intervention Services contract that was terminated and the funds reprogrammed. Spending was on target for the 2nd quarter: 41% spent (48% not counting ADAP, which spends its allocation in the third and fourth quarter, as they assign their expenditures to their various federal, state and Part A funding cycles to maximize spending). Transitional Care Coordination was 82% unspent and the grantee is providing TA, and there is some under-spending expected in this category. Housing Placement Assistance is only 41% unspent, and if they continue to spend above their allocation, they will be eligible for enhancements through reprogramming.

NYC Base

NYC Base programs were over-committed by \$154,565 (a combination of under- and overcommitment in various categories). This will be managed through reprogramming and will disappear in FY 2017. Under-committed categories include: Care Coordination (which will be fully committed in the 3rd quarter), and Food & Nutrition (uncommitted funds are from the previous year's carry-over). Over-committed categories include: Non-Medical Case Management, Mental Health Services (due to contracts extended until the awards from the new RFP were made), and Home and Community-Based Services (contracts from this eliminated category were extended an extra month to ensure adequate close-out and transitioning of clients, due to the late award).

Overall, spending was on target at 62% unspent (55% without ADAP). Non-Medical Case Management was under-spent due to a reporting lag related to the program's move to HHC. Health Education & Risk Reduction was 70% under-spent due to poor performance by one contractor (it was noted that there were eShare issues with this category).

There was a discussion of the Quality Management allocation, which shows higher underspending due mostly to the fact that the State's consultants tend to bill toward the end of the year. Mr. Park suggested looking at trends in QM spending. It was noted that QM activities are a grant requirement, and that unspent QM dollars are reprogrammed to services.

Tri-County

\$56,945 was overcommitted, which represented a restoration of the amount of the upfront reduction to the Medical Transportation category made at the beginning of the year in order to offset the reduction to the award and not cut any program dollars. Spending is at a better rate than the previous year due to the change in TC administration from the Westchester Department of Health to Public Health Solutions. It was noted that TC will have no performance-based until their portfolio is re-bid for FY 2018, which will allow performance-based reprogramming in the future.

There being no further business, the meeting was adjourned.

