

HIV Health and Human Services Planning Council

Meeting of the

FINANCE COMMITTEE

November 3, 2004, 3:20-4:45pm
40 Worth Street, Room 1519

MINUTES

Members in Attendance: Steve Hemraj (Chair), Orbit Clanton, Sharen Duke, Maija Neville, Terri Smith-Caronia

Members Absent: Jason DeCuir, Daliah Heller, Patrick McGovern, Fredrick Wilson

Staff in Attendance: David Klotz (OAPC), Rachel Miller (MHRA/HIV CARE Services), Jo Ann Hilger (DOHMH)

I. Follow-up from Previous Meeting

The Committee reviewed the minutes of the September 8th meeting.

Mr. Hemraj will follow up on bringing a motion to the Executive Committee on codifying existing practice regarding implementation of the reprogramming plan: If a reprogramming item is an enhancement to a service category, the grantee will not enhance programs that are under-spending, only those that are spending fully. Thus, if not all of the funds allocated in the reprogramming plan can be allocated to a category, the funding automatically falls to the next ranked priority on the list.

II. FY 2004 Second Quarter Report

Ms. Miller presented and explained graphs and tables showing FY 2004 second quarter spending. 98% of funds are committed and overall spending is on target, closely tracking last year's rate at this time.

There is larger under-spending in Capacity Building Services, due to new contracts which are in start-up phase. There is a slight over-commitment of funds for MAI programs due to the reduction in the award. MHRA will probably shift one contract to base funding to compensate.

Ms. Miller was also able to report on the question of under-spending in the Outpatient Medical Care category, raised in a previous meeting. This was from one large contract, and MHRA has a plan in place to correct the situation.

There was a discussion on the Council's long standing strategy of using under-spending to fulfill the ADAP contract, which allows the EMA to carry a larger portfolio than the award. The danger in that strategy is if HRSA changes its carry-over policies.

III. Change to Quarterly Meetings

The Committee decided to change its schedule to quarterly meetings, timed to the availability of MHRA's data. Meetings will be February (3rd qtr.), May (4th qtr./close-out), September (1st qtr.) and November (2nd qtr.). An additional meeting may be added to complete other tasks (e.g.

survey of administrative mechanism), although those will likely be done at the quarterly meetings. Staff will develop a timeline of tasks.

IV. Survey on Administrative Mechanism

There was a consensus that, while the administrative agent was generally rated positively, the FC decided that, because of a low response rate, the data was not significant. We will work on increasing the response rate for next year, especially by making the survey web-based. Also, it was made clear that this survey is just one aspect of the overall assessment of the administrative mechanism, and so the title is misleading.

The next meeting will be Wed., February 2, 2005, 3-5pm at 40 Worth St., room 1519.