



Meeting of the

FINANCE COMMITTEE

December 7, 2005, 3:30-4:30pm
40 Worth Street, Room 1519

MINUTES

Members in Attendance: Patrick McGovern, (Chair), Jason DeCuir, Sharen Duke, Steve Hemraj

Staff in Attendance: Jan Park (DOHMH/OAPP), David Klotz (DOHMH/OAPP), Darryl Wong (DOHMH/OAPP), Jo Ann Hilger (DOHMH/Ryan White), Rachel Miller (MHRA/HIV CARE Services), Gucci Kaloo (MHRA/HIV CARE Services),

I. FY 2005 Second Quarter Report

Mr. McGovern opened the meeting.

The Committee reviewed and approved the minutes of the September 14, 2005 meeting.

Ms. Miller and Mr. Kaloo presented on the second quarter spending for FY 2005 (through August 31st). Spending rates continue to be excellent, surpassing last year's record rate. Unspent funds were 58% (as opposed to 63% at this point last year). As there is always more spending in the second half of the year, there is no concern that spending is not at 50% half way through the year.

Areas of higher than average under-spending are Ambulatory Outpatient Care for Women, and Ambulatory Outpatient Care for People Over 50. This was due to that fact that those programs had not submitted second-quarter reports at the time the report was prepared. These programs' expenditures from the second quarter will appear in the next quarterly report. Also, Emergency Rental Assistance has already spent 2/3 of its funds. They are due to get an increase in their overall amount in FY 2006, as per the Council's spending plan. They will try to resolve any potential shortfall this year by securing funds from another source. Mr. McGovern wondered whether the availability of funds "from another source" raised the issue of Title I funds being payor of last resort (e.g., HOPWA funds many of the same programs as Title I). The answer is that for many housing programs, there is greater demand than funding available. Ongoing rental assistance fund is only one of three program components in the HOPWA program, further reinforcing the limited supply of available services for emergency rental assistance. RW services are coordinated with HOPWA at the individual client level (i.e., clients sign release forms to attest that they are not receiving the same services elsewhere.

There is an increase in the amount of uncommitted funds this quarter, as some permanent contract take-downs were not included in the last report. These funds will shift to the ADAP pool as per the Council's reprogramming plan. This is the third year that MHRA has done permanent take-downs which result from a multi-year pattern of under-spending.

II. New Business

Ms. Miller reported that the electronic payment system for Title I contractors will start soon. Letters will go out for enrolment, and agencies that enroll will receive their first transfer in March for the January spending report.

Mr. Kaloo reported that the combined program and budget modification form (called the contract modification form) will be used starting March 1st. The total number of modifications allowed per year will remain at four. MHRA's target will be to complete 50% of all modifications within 30 days of receipt, and 100% by 60 days.

The Committee agreed to meet by conference call for the first and third quarter reports, unless the chair, upon request from a member, determines that there needs to be a face-to-face meeting. The next meeting will be by phone on March 1, 2006.

Ms. Duke asked for an explanation of the "modified spending plan" column in the report. This is now the same as the plan passed by the Council after the award came in, but will change at the end of the year to reflect the actual amounts spent in each category after reprogramming. The carrying cost of the portfolio (not the same as the modified plan, as some reprogrammed funds are one-time only) will be used by the Priority Setting & Resource Allocation Committee when considering the next year's spending plan for the application.

The list of awardees from the last Title I RFP is public and will be presented to the Council at its January meeting.

There being no further business, the meeting was adjourned.