



Meeting of the

FINANCE COMMITTEE

Monday, February 29, 2015, 3:40-4:45PM
DOHMH, Long Island City

MINUTES

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

Other Council Member Present: Randall Bruce

Staff Present: *NYCDOHMH:* David Klotz, Darryl Wong, M. Bari Khan; *Public Health Solutions:* Gucci Kaloo, Peter Chea, Christine Nollen (by phone); *WCDOH:* Julie Lehane

I. Welcome/Introductions

Mr. Pichinson opened the meeting followed by introductions. The minutes of the July 20, 2015 meeting were approved with no changes. Mr. Park noted that there needs to be follow up on the discussion for PSRA to revisit the 15% cap on enhancements. Mr. Kaloo said that Public Health Solutions can provide historical data on categories (e.g., Legal, SCF) that have reached the cap at close-out for the next PSRA meeting.

II. FY 2015 Planning Council Support Budget Expenditure Report

Mr. Wong reported on Planning Council budget expenditures, complete as of the end of the 3rd quarter, with projected 4th quarter data (some payments as still outstanding). With the staff vacancy created by the retirement of Raphael Molina, and modifications to OTPS lines, 85% of the PC support budget was spent in FY 2015. The staff vacancy will be filled shortly. Personnel lines take up the bulk of the budget. In the OTPS lines, funds allocated for a re-design of the website were not used, and funds for staff travel to the USCA were not used due to DOHMH not approving the travel requests. Unspent funds were returned to PHS for reprogramming. Highlights of the discussion included:

- The Council needs to develop a formal policy for consumer transportation.
- The Council should consider adding a line item for honoraria so that speakers can be brought to the meetings that otherwise would not be able to participate.
- When negotiating the new fiscal year's budget, the Council and grantee should consider a fixed percentage of the grant award or administrative budget, so that the Council, in the event of a reduction, can make adjustments, as the grantee does with its portion of the administration budget.

- With mostly fixed costs (personnel, mandated operations like space rental), there is very little to work with in the Council's budget and it might not be helpful to be tied to a fixed percentage.
- There are ways for the Council to know more about the use of grantee administration dollars. The Council chairs and Finance Chair can discuss this further with grantee staff.

III. FY 2015 Base and MAI Third Quarter Commitment and Expenditure Reports

Mr. Kaloo gave an overview and *Mr. Chea* provided details of the FY 2015 Base and MAI third quarter commitment and expenditure reports. 100% of MAI funds and all but about \$25K in Base funds were committed for the year. Due to the combined Base/MAI spending plans, there were some shifts between the two to make sure the amounts equal the grants' respective allocations, but this does not affect category amounts. Modifications have been completed and funds set aside for enhancements to programs and ADAP. About \$1.1M in carry-over and \$1.2 in uncommitted funds were reprogrammed.

In the MAI portion of the grant, the unspent funds were mostly in ADAP Plus, which is due to late reporting by the AIDS Institute. The ADAP Plus amount is expected to be fully spent by the end of the year. Without factoring in ADAP Plus, MAI has spent about 75% as of the end of the third quarter, which is on target. There was higher than average under-spending in Housing Placement Assistance (also in Base HPA), which is a structural issue – the lack of affordable housing makes it difficult to place clients. PHS is looking at revising payment points for this service to better reflect the effort that programs put into housing placement activities, rather than just the outcome of a successful placement.

In the Base portion of the grant, 71% was spent as of the end of the third quarter, about on target. Areas with higher than average under-spending were mostly due to either timing of reporting (ADAP Plus, Non-Medical Case Management), or new contracts (nMCM, Supportive Counseling, Health Education). Quality Management showed high under-spending due to the State billing mostly during the fourth quarter. Modifications were made per the preprogramming plan, with more to be reported in the fourth quarter.

Dr. Lehane reported that 100% of Tri-county (TC) funds were committed and 71% spent as of the end of the third quarter. All categories spent at the targeted rates. Westchester Department of Health does not have a mechanism for making modifications, and enhancements were made to Food, Transportation and Housing, areas that can absorb extra funds later in the year. With the change to PHS for contract management in TC, modifications will be done more easily. Also, with all TC contracts due to be re-bid, the portfolio will change from coast-based to performance-based.

There being no further business, the meeting was adjourned.