



Meeting of the

FINANCE COMMITTEE

Tuesday, May 24, 2011, 3:00-5:30PM
Two Gotham Center, room 19-12

MINUTES

Members Present: Steve Hemraj (Chair), Kim Atkins, Marya Gilborn, Jan Carl Park, Allan Vergara
Staff Present: *NYCDOHMH:* David Klotz, JoAnn Hilger, Rosanna Volpe, Darryl Wong, Nina Rothschild; *WDOH:* Julie Lehane, Ph.D.

I. Welcome/Introductions

Mr. Hemraj opened the meeting, followed by introductions. The minutes of the March 11, 2011 meeting were approved with no changes.

II. Planning Council Support Budget

Ms. Volpe reviewed the FY 2010 close-out report of the Planning Council support budget. Of the \$927,000 budgeted for the year, \$139,616 (15%) was unspent. Personnel costs were overspent by \$23,528 and OTPS was underspent by \$172,132 (49%). The unspent funds were pooled with other unspent funds and reprogrammed according to the Council's reprogramming plan to enhance over-performing contracts. Mr. Park raised the possibility of the Council developing separate reprogramming plans for PC support funds. It was noted that an obstacle to this is the issue of timing the ability to spend the funds on new initiatives at the end of the fiscal year.

The Committee reviewed a preliminary FY 2011 budget. Line item amounts for a preliminary FY 2011 budget were adjusted to better reflect actual costs in FY 2010. For example, postage (budgeted in FY 2010 at \$7,000 with \$399 spent) was reduced to \$500 for FY 2011. Several line items were eliminated (advertising, water cooler leases). The following is a summary of the line items discussed:

- \$5,200 is proposed to be added to the personnel costs for a summer graduate intern to assist with the CAB survey data collection and analysis.
- The amount for out-of-town travel for HRSA conferences for Council members was reduced further, to \$2,500, given that there will be no All Titles Conference this year.
- \$4,400 is proposed for additional funds under contractual services to pay for a parliamentarian at Council and some EC meetings.

- The annualized amount for the maintenance of the PC website, which increased by \$2,645, will be determined.
- \$16,000 is proposed for development of an on-line training for Council and committee members. The online training can be done by amending a contract with the contractor that provides the HOPWA program's eCompass data system and will allow the Council staff to track trainee's progress and learning. The training will be integrated with any face-to-face trainings provided by the Leadership Training Institute (LTI).
- The cost of LTI (\$63,000), currently paid under the grantee administrative costs, will be moved to the PC support budget as a placeholder, pending a new training plan with new costs to be developed by Council staff. Given the probable timeline for development of online training, the LTI will likely provide orientation for new Council members for FY 2011.
- \$30,000 is proposed for a consultant to write the full Needs Assessment. The last Needs Assessment was done in 2002 and HRSA has stated that this is a Council function.
- An additional line item for PC training was eliminated as redundant.
- An additional \$162,341 was proposed to supplement the budget (currently \$774,077, paid out of the grantee portion of administration funds) for the CHAIN study, which has not had an increase in 10 years and is hobbled in their activities in both NYC and Tri-county by an insufficient amount of funding.
- The amount for nutritional snacks was brought down further to better reflect actual costs, given that there will no longer be PLWHA Advisory Group meetings.
- The Committee agreed to keep a \$500 placeholder for child care services.

The preliminary budget will be presented to the Executive Committee for approval. The full FY 2011 grant award is expected in late June. After the award is received, the Council and grantee will negotiate a final amount. A report on the first quarter spending of the PC support budget will also be reviewed for indications of spending in order to make possible additional adjustments.

III. Other Business

The FY 2010 base and MAI close-out report will be available on June 27th. The next Committee meeting will be held in early July.

There being no further business, the meeting was adjourned.