



Meeting of the

FINANCE COMMITTEE

June 1, 2005, 3:15-4:10pm
40 Worth Street, Room 1519

MINUTES

Members in Attendance: Steve Hemraj (Chair), Orbit Clanton, Patrick McGovern, Maija Neville, Fredrick Wilson

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

I. FY 2004 Third Quarter Report

The Committee reviewed and approved the minutes of the February 2nd meeting. The Committee gave congratulations to Sharen Duke on the birth of her twin boys.

Ms. Miller and Mr. Kaloo presented on the FY 2004 close-out. Total under-spending was 3%, or \$3.4 million, all of which is allocated to ADAP as part of the Planning Council's FY 2005 reprogramming plan. The rate for NYC programs is 2%. Overall, there was an excellent spending rate. Funds were also spent intelligently, as budget modifications went well. Contractors avoided having to spend down significantly in the last quarter. All reprogramming funds were committed and mostly spent (e.g., ADAP spent 100%).

The few categories with higher than average under-spending were mostly due to late start-up of new contracts (e.g., Mental Health Services in Specialty Settings). The only category with chronic under-spending was Housing Enhancements for Special Populations, which is a number of small contracts that mostly pay for personnel services. Mr. Wilson said that the Council should target more funds for emerging populations.

Ms. Miller and Mr. Kaloo reported that MHRA streamlined its monitoring process, completing budget modifications within revised expectations, which helped contractors spend their funds in a more timely fashion. Also, MHRA is now doing budget modifications for most OTPS costs by contract category, rather than line item, which streamlines the process. They are now doing an analysis of contractor spending for recommendation of permanent take-downs and implementing a single contract modification form which will be used by contractors to request changes to their programs and budget. This new form will replace the separate budget and program modification forms. Finally, MHRA will do a presentation on the details of the contract monitoring process for the Planning Council in the fall, when new members are seated.

II. Assessment of the Administrative Mechanism

The Committee discussed the survey of the RFP process, which has been done annually, with limited utility. It was decided to do the survey again this year, as it was a large RFP and there may be a higher response rate, which will be compared to subsequent years. The survey will be modified to delete questions related to parts of the process that have not yet been completed. Mr. Klotz will look into having the survey available on line. Results are due to the Planning Council by its July 21st meeting.

The next meeting will be on Wednesday, August 10th.