

# HIV Health and Human Services Planning Council

Meeting of the

## **FINANCE COMMITTEE**

June 2, 2004, 3:15-5:00pm  
40 Worth Street, Room 1519

### **MINUTES**

**Members in Attendance:** Steve Hemraj (Chair), Robert Orbit Clanton, Jason DeCuir, Sharen Duke, Maija Neville, Terry Troia, Bobby Watts, Fredrick Wilson

**Members Absent:** Daliah Heller, Terri Smith-Caronia, Fatima Prioleau

**Staff In Attendance:** David Klotz (OAPC), JoAnn Hilger (DOHMH/Ryan White), Rachel Miller (MHRA/HIV CARE Services)

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### **I. Meeting Opening/FY 2003 Close-out Report**

Mr. Hemraj opened the meeting, followed by introductions. The meeting notes from the April 7, 2004 meeting were approved with one typo corrected.

Ms. Miller informed the Committee that at the end of fiscal year 2003 (March 1, 2003-February 29, 2004), the EMA had spent 97% of its total grant award (compared to 95% in FY 2002). This is possibly a record level of spending, and will guarantee that we will get the maximum points on our application for spending. Part of the reason for the high spending rate is due to take-downs instituted because of last year's cut in the award, which imposed spending discipline in the contractors. Also, last year there were no start-ups. MAI programs spent at a slightly lower rate than base programs, but still improved over the previous year.

MHRA is being more aggressive this year with start-up contracts about what they can realistically spend this year, which will help keep the spending rate high. Also, they are working to correct take-downs for agencies whose spending improved but were taken down because of the three year average. This year, passing the spending plan early will help (the scenario planning was helpful) and having a reprogramming plan in place early will also help keep spending high. Ms. Hilger noted that Tri-county has to approve its reprogramming plan before the EMA submits it to HRSA for approval.

Ms. Miller, in response to a question from Ms. Duke, said that the amount of under-spending from disallowances was probably low. Mr. Wilson noted that about a third of the under-spending was in one service category – Ambulatory Outpatient Care. Ms. Miller said that she would find out more about this and report back to the Committee.

A discussion ensued concerning the implementation of the reprogramming plan. The Planning Council develops its plan based on need, not on spending. If there is an enhancement to a 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.

The Finance Committee supports this and feels that this should be explicitly authorized by the Council, similar to the authorization to move funds within the large category groupings (“the bubbles”). We will present a motion to this effect at the next full Council meeting.

It was decided that Ms. Miller will look into how the spending graphs can be enhanced with additional data. Also, graphs for the first two months of spending will be sent out next month, in between meetings.

The Committee will also receive a report from DOHMH on the progress in executing contract renewals. All contracts have been renewed and fully executed. MHRA is on track with executing contracts from the Year 14 RFP, which will be completed by September. There was concern that this Committee, to fulfill its role, should receive these reports before the full Council and relay them to the Council. It was decided to revise the timeline of fiscal reports from the grantee to the Committee. Mr. Klotz and Ms. Miller will draft a timeline for the next meeting).

## **II. New Business**

Mr. Klotz reported that the survey of the administrative mechanism will go out this week. Questions concerning the contract negotiation and execution process will be deleted because the survey results must be in before the negotiation process will be complete, although there will be data on the rest of the RFP process. We will have results for the August Committee meeting and will be able to present it to the EC the next day for approval for the application.

Mr. Hemraj raised the issue of this Committee creating a template for the Planning Council support allocation. Mr. Klotz explained that the PC support budget was changed from a fixed amount (\$710,000 in FY 2003) to a percentage of the grant (1%, or \$1.2M in FY 2004) in order to adequately support the Council's activities (this is separate from the 5% administration allocation to DOHMH and MHRA for grant administration). A review of the Planning Council minutes of the March 2004 meeting showed that there was no formal motion for this Committee to create a template.

The Committee decided to recommend to the By-laws task force that they formalize which committee in the new structure will oversee the allocation of funds for Planning Council support. Also, the Task Force should have input from the Committee on its role for the new by-laws. Mr. Klotz reported that the Task Force will present a proposed new structure for workgroups and committees this month, and will work in the fall on rules and procedures.

The meeting was adjourned. The next meeting will be held on August 4, 2004, 3-5pm at 40 Worth Street, room 1519.

### **Follow-up Items**

- Report back to the Committee on under-spending in Ambulatory Outpatient Care (R. Miller)
- Present a motion at the next full Council meeting on reprogramming (S. Hemraj)
- Receive report on the progress in executing contract renewals (DOHMH)
- Draft timeline of fiscal reports (D. Klotz, R. Miller)
- Graphs for the first two months of spending (R. Miller)
- Investigate additional data on graphs (R. Miller)
- Recommend to the By-laws task force that they formalize which committee in the new structure will oversee the allocation of funds for Planning Council support (S. Hemraj)