



Meeting of the

## **FINANCE COMMITTEE**

Monday, July 26, 2016, 3:10-4:35pm  
DOHMH, Long Island City

### **MINUTES**

**Members Present:** Daniel Pichinson (Chair), Marya Gilborn (by phone), Graham Harriman, Matthew Lesieur, Jan Carl Park, Dorella Walters (by phone)

**Staff Present:** *NYCDOHMH:* David Klotz, Darryl Wong; *Public Health Solutions:* Christine Nollen, Gucci Kaloo, Peter Chea; *WCDOH:* Julie Lehane

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#### **I. Welcome/Introductions**

*Mr. Pichinson* opened the meeting followed by introductions. There were no changes to the minutes of the February 26, 2016 meeting.

#### **II. FY 2016 Planning Council Support Budget**

*Mr. Park* presented the draft FY 2016 Planning Council budget. The total budget is \$1,039,849. This is an increase from FY 2015 despite the decrease in the grant award, but due to accruals from two open staff lines, the amount will end up about the same as the previous year. Several of the OTPS expenses are one-time initiatives (social media, redesign of the Council website, Council and staff strategic retreats). Also, the amounts for many OTPS line items are the maximum possible expenditure but actual amounts will likely come in lower (e.g., staff travel, parliamentarian).

The Committee discussed moving toward using a fixed percentage in future years (e.g., 1% of the overall grant award), as the grant administration must do, and working within that amount (although personnel costs will continue to increase, albeit slowly).

**There was a consensus to recommend this budget to the Executive Committee, with a way to denote the one-time expenditures.**

#### **III. FY 2015 Base and MAI Fourth Quarter Close-out Reports**

*Mr. Kaloo* gave an overview and *Mr. Chea* provided details of the FY 2015 Base and MAI fourth quarter close-out reports. 100% of all Base, MAI and Tri-County funds were committed for the year. There was another record year of low under-spending, as follows:

- Base NYC: \$153,572 (0.17%)
- MAI: \$225,320 (2.34%)
- Tri-County: \$24 (0%)

In terms of reprogramming, after a spending analysis in December 2015/January 2016, 40 contracts were taken down for a total of \$1.898M and the funds reprogrammed to over-performing contracts. There is a potential for a total of \$1.66M of enhancements at close-out.

There was higher than average under-spending in MAI Transitional Care Coordination due to the one contractor in that category having difficulties due to the agency re-locating and with staff vacancies. In NYC Base, the Housing Placement Assistance programs continued to have challenges finding affordable units, resulting in higher under-spending. Non-Medical Case Management had higher than average under-spending due to the normal first year startup of new contracts. The Quality Management program under-spent due to staff vacancies and untimeliness of invoices.

#### **IV. Assessment of the Administrative Mechanism**

*Mr. Klotz* explained that the assessment of the administrative mechanism chart summarizes the Council's work overseeing the grantee's spending, as required by the Ryan White legislation. The assessment summarized the following areas:

*Executed Contracts/Renewals:* The Grantee once again received the award from HRSA in two parts. Subcontracts were executed and renewed on a timely basis using the partial award. Insofar as it is within the Master Contractor's control, all contracts shall be executed within six (6) weeks of receipt of a complete and accurate contract package approved from DOHMH. The EMA received a slight decrease to its award in 2015. Contracts were adjusted and executed on a timely basis. Uncommitted funds resulting from contract negotiations and/or contract terminations were reprogrammed on a one-time basis as per the PC's Reprogramming Plan.

*Procurement:* There were no RFPs in FY 2015.

*Subcontractor Payments:* Subcontractors were paid in a timely manner (within 30-60 days) of receipt of a complete and accurate expenditure report / invoice. This was confirmed during site visits by BHIV Administration staff to monitoring the 2 master contracts (PHS, WCDOH).

*Spending:* FY 2015 expenditures by service category were reported quarterly to the FC, EC and PC. Spending rates continued at high rates. Modifications to the spending plan were reported by service category to the FC, EC and PC and matched the PC's reprogramming plan.

*Ms. Nollen* presented the results of a 2015 contractor satisfaction survey, which is administered every two years. There was a 56% agency and 43% contract response rate from program managers. 96% of contractors said that PHS's performance meets or exceeds expectations. It was noted that PHS has a grievance procedure for contractors, but no grievances have ever been filed. There are occasional requests for quick payments, which can be accommodated.

#### **There was a consensus to forward the assessment to the Executive Committee.**

The staff and Committee members thanked Mr. Pichinson for his leadership as Finance Officer for three years and wished him well.

There being no further business, the meeting was adjourned.