



Meeting of the

FINANCE COMMITTEE

Tuesday, September 30, 2014, 11:00-11:50AM

By Conference Call

MINUTES

Members Present: Daniel Pichinson (Chair), Marya Gilborn, Graham Harriman, Matthew Lesieur, Jan Carl Park

Staff Present: *NYCDOHMH:* David Klotz, Merline Jean-Casimir; *Public Health Solutions:* Rachel Miller, Gucci Kaloo, Peter Chea; *WCDOH:* Tom Petro

I. Welcome/Introductions

Mr. Pichinson opened the meeting. The minutes of the July 22, 2014 meeting were approved with no changes.

II. FY 2014 Base and MAI First Quarter Commitment and Expenditure Reports

Mr. Kaloo gave an overview and *Mr. Chea* provided details of the FY 2014 Base and MAI first quarter reports. Due to the late notice of grant award, the year started with a partial award (3 months of Base and 4 of MAI funding). As a result a total of 41% of Base and 43% of MAI funds were committed. The remainder should be committed by the 3rd quarter, with the exception of \$411K in Base and \$440K in MAI, which will be reprogrammed for enhancements to over-performing contracts. The EIS category is overcommitted, a result of the Council's decision to cut the service category allocation by 64% all of which was taken from Base, and commitments made to contracts equal to five months of pro-rated program dollars at their original monthly maximum reimbursable amount (MRA). Although the reduction to the service category was effective March 1st, impact to contracts was not made effective until August 1st since the programs were operating for the first five months at their original funding levels (prior to the Council's approval of the 64% reduction in the Spending Plan). In order to recognize the timing of their decision and impact on contractors, the Council approved as its first item in the reprogramming plan that uncommitted funds and underspending would go to EIS to reimburse for services up to the value of the first 5 months of the original contract amounts for contracts being terminated and permanently reduced.

No Base funds were committed for nMCM (General) as this new category has been RFPed for programs beginning March 1, 2015. The uncommitted funds will be reprogrammed to pay for the overcommitted funds in the EIS category.

Spending overall was on target for the first quarter at 18% for Base and 19% for MAI. Reported spending would be slightly higher, but ADAP has, as is usual, does not report much of their expenditures until the second half of the year. *Mr. Park* suggested that the full Council receive more information from the ADAP program on expenditures and service levels, particularly in response to enrolment of patients in ACA plans. Spending for HERR was also low due to funds being added to the category which will not be committed this year. The category was re-bid in 2014 with new contracts beginning on March 1, 2015.

Mr. Petro reported that 100% of Tri-county's funds were committed. No expenditures have been reported yet due to late execution of contracts. Programs have had to front the money to run programs until they can be paid, but no clients have been denied services or payments (e.g., for utility bills).

III. FY 2014 Planning Council Support Budget First Quarter Report

Ms. Jean-Casimir presented the FY 2014 first quarter Planning Council budget expenditure report. Overall, spending was on target at 23%. Some items were fully paid at the beginning of the year (e.g., PC website, DOHMH charge for computer use). Also, DOHMH is now charging for color printer toner, which has added an extra \$5,728 to the year's budget, to be covered from grantee administration funds. *Mr. Park* will keep the Committee informed of future modifications to the budget.

Mr. Park gave a brief update on the new appointments, which may not come until November, although the Council will commence its work in October.

There being no further business, the meeting was adjourned.