

# HIV Health and Human Services Planning Council

Meeting of the

## **FINANCE COMMITTEE**

September 8, 2004, 3:15-4:30pm

40 Worth Street, Room 1519

### **MINUTES**

**Members in Attendance:** Steve Hemraj (Chair), Sharen Duke

**Members Absent:** Robert Orbit Clanton, Jason DeCuir, Daliah Heller, , Maija Neville, Fatima Prioleau, Terri Smith-Caronia, Bobby Watts, Fredrick Wilson

**Staff in Attendance:** David Klotz (OAPC), Gucci Kaloo (MHRA/HIV CARE Services)

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#### **I. Follow-up from Previous Meeting**

Mr. Klotz reported on the follow-up items from the previous meeting:

- Report back to the Committee on under-spending in Ambulatory Outpatient Care: Rachel Miller was will provide an explanation to be forwarded to the Committee.
- Present a motion at the next full Council meeting on reprogramming: The motion was not presented due to lack of time at July PC meetings.
- Receive report on the progress in executing contract renewals: DOHMH report to the PC was forwarded to the Committee
- Draft timeline of fiscal reports: Mr. Klotz and Ms. Miller will draft
- Graphs for the first two months of spending with additional data: To be presented today
- 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: Recommendation forwarded to Task Force.

There was a discussion on changing the Committee meeting schedule to quarterly, timed with MHRA's quarterly spending reports (Sept., Nov., Feb., June). It was agreed that this will be proposed to the full Committee.

#### **II. FY 2004 First Quarter Report**

Mr. Kaloo presented graphs showing FY 2004 first quarter spending with additional tables compared with previous years. Overall, spending is on target, even slightly better than last year, which had an excellent spending rate. There is \$8.8M in uncommitted funds, mostly due to restorations, COLA and new contracts, which are being completed. Any uncommitted funds when those are complete will be reprogrammed as per the Planning Council's approved plan.

The tables showed larger under-spending in Capacity Building Services, due to new contracts which are in start-up phase. There is a slight over-commitment of funds for MAI programs due to the reduction in the award. MHRA will probably shift one contract to base funding to compensate.

Mr. Hemraj and Ms. Duke complimented Mr. Kaloo on the additional data on the graphs showing comparative under-spending by month, saying that they made things more clear. Ms. Duke asked Mr. Kaloo to look into the feasibility of creating summary graph comparing groups of categories.

The next meeting will be Wed., November 3, 3-5pm at 40 Worth St., room 1519.

**Follow-up Items**

- Propose to full Committee changing meeting schedule to quarterly (S. Hemraj)
- Look into feasibility of creating summary graph comparing groups of categories (G. Kaloo)