

## **HIV Planning Council Finance Committee Meeting Notes**

October 1, 2003, 3:15-5pm

Members in attendance: Bobby Watts (Chair), Daliah Heller, Steve Hemraj, Will Murphy, Terri Smith-Corona

Staff: David Klotz (OAPC), JoAnn Hilger (DOHMH/Ryan White)

### I. Program Support Budget

Recommendation: All non-administration line items in the spending plan should be reviewed by the appropriate Planning Council committee or workgroup as part of the annual planning process. All line items related to data collection should be reviewed by the Data Committee as part of the annual planning process.

### II. Finance Committee Appointments

Recommendation: Staff will provide an attendance analysis. Members with poor attendance may be asked to step down, which will open new seats for staggered terms to begin.

### III. Assessment of the Administrative Mechanism

Recommendation: The Finance Committee will retain the core function of assessing the administrative mechanism for the rapid disbursement of Title I funds. The Committee will do this through a timeline of regular spending reports from the grantee, to be agreed upon between the Committee and grantee. The Committee would ideally like reports no later than 2 months after the close of the period being reported upon. The Committee will hold the grantee accountable to the timeline and issue a report for the application.

### IV. Other

The Committee would like to discuss and make recommendations on the following issues:

- The annual contract take-down process
- Re-programming within categories from under-spenders to “maxed-out” contractors
- Reporting on spending from sub-contractors to MHRA

Next meeting: Wed. November 5, 3-5, 40 Worth Street, room TBD.