

HIV Health and Human Services Planning Council

Meeting of the

FINANCE COMMITTEE

November 5, 2003, 3:15-5pm
40 Worth Street, Room 1519

DRAFT MINUTES

Members in attendance: Steve Hemraj (Chair), Jason DeCuir, Sharen Duke, Will Murphy, Bobby Watts

Members Absent: Amjad Ali, Soraya Elcock, Daliah Heller, Joe Pressley, Terri Smith-Coronia, Fredrick Wilson

Staff In Attendance: David Klotz (OAPC), Robert Cordero (OAPC), JoAnn Hilger (DOHMH/Ryan White), Judi Verdino (MHRA)

Mr. Hemraj welcomed the Committee and reported on his meeting with MHRA/HIV CARE Services, saying that there was a positive spirit for problem solving. Items discussed included: data for fiscal reports, timelines for reports, how to restructure reports to best serve the Committee and Planning Council.

There was a discussion of the By-laws Task Force in its considering of the Finance Committee's role. There was a consensus that the basic functions laid out in the Planning Council's original charge should be preserved: get fiscal information from the grantee in a timely manner; seek clarification of fiscal information from the grantee, when necessary; evaluate fiscal information from the grantee for completeness and accuracy and for potential problems in the administration of Title I funds and trends in under-spending; disseminate this information to the Council and the community; monitor the administrative mechanism for the timely distribution of Title I funds.

There was a discussion on recruitment of new Committee members. The Committee asked that the application form be sent out electronically. Mr. Hemraj will review the applications with Community Co-chair Noemi Nagy and select members who will be oriented in January.

Mr. Hemraj discussed the need for a co-chair who can fill in for him should he be unable to attend a meeting. A long-term recommendation can be made to the By-laws Task Force.

Mr. Klotz discussed the first meeting of the Ad-hoc Committee on Assessing the Administrative Mechanism. The Committee is examining the set of questions from the existing surveys and Title I manual and will analyze them to see which should be asked, who should answer them (e.g. Title I providers), and who should analyze the results (e.g. Finance Committee).

Ms. Verdino presented sample monthly un-reconciled spending reports in the form of easy-to-read graphs that can show trends in comparison to previous years. This allows the Committee to have current data without waiting for a reporting period to be fully closed out.

Mr. Watts suggested that the graph include dollar amount for the total major category and for the last point on the graph. Mr. Hemraj suggested adding more than just the previous year for comparison's sake (Ms. Verdino pointed out that each year has its own particularities, e.g. RFPs).

Mr. Hemraj will work with staff to make sure that materials are available to the Committee at least one week prior to meetings.

There was a discussion of what the Committee does with the information it reviews. Some is related to the administrative mechanism. Other data is to enable the Committee to keep an eye on spending in order to identify potential problems for the Planning Council to address (e.g. carry-over) and assist the Council with planning (e.g. re-programming).

Mr. Cordero said that the Committee should think about the planning aspects of its role and how fiscal information can be used for planning (e.g. unit costs).

It was agreed to hold the next meeting in February in order to have time to orient new members.