

HIV Planning Council Finance Committee Meeting Notes

June 4, 2003m 3:15-5:15pm

Members in attendance: Bobby Watts (Chair), Jason DeCuir, Sharen Duke, Daliah Heller, Steve Hemraj, Will Murphy, Fatima Prioleau, Tom Sentell, Terri Smith-Coronia

Staff: Frank Oldham (MOAPC), David Klotz (MOAPC), Judi Verdino (MHRA/HIVCS), Roger Liwer (MHRA/HIVCS)

I. Update

Bobby Watts reviewed the two resolutions passed at previous FC meeting: 1) Council/EC should review for possible revision the MOU on the evaluation of the administrative mechanism; 2) the Council/ workgroups should consider planning for carry-over and accruals simultaneously with regular priority setting. Both are being implemented.

II. Timeline for Fiscal Reports Presented by Mr. Watts

Discussion on timing of quarterly reports: Vouchers from agencies due one month after end of quarter. MHRA has 45 or 60 days (Judi Verdino will check) to get their report to DOHMH, which compiles it with the other components of the grant (PC, Tri-county, direct DOHMH). First quarter report available late August at earliest.

There was general agreement that 1st and 2nd (and often 3rd) quarter reports are not useful, even when trends from previous years are examined. **MHRA will work with FC to determine a time frame for quarterly reports so that the FC can schedule its meetings productively, and to put reports into a mutually agreeable format. The timeline will be revised to reflect this.**

FC agreed to recommend to the EC that the MOU be changed so that monthly reports are only provided in the fourth quarter, with format and content to be decided by the FC and MHRA.

III. Year 12 Closeout Report

Ms. Verdino described the reasons for under-spending in categories with higher than average amounts. Housing: problems finding HUD-acceptable apartments at fair market value, delays with licensing and certificates of occupancy. Mental Health: most services are reimbursable. MAI: new program start-up. Planning Council support: staff vacancies. It was also noted that Food and nutrition had only 1% under-spending, even with enhancements.

IV. Year 13 Under-spending (Yr. 12 Carryover, Yr. 13 Uncommitted)

Uncommitted base funds from contract turned back by agency. MAI from start-up for new programs. All base under-spending previously committed by PC to ADAP pools. Options are open for MAI under-spending.

V. Reporting Form

Steve Hemraj developed a revised reporting form. **It was agreed to add a column at the end showing the percent variance for the same period in the previous year, and to add a footnote of the “Adjustment” column. The form will be e-mailed to FC members for further comment.**

Next meeting: Wed. July 2, 3-5, 346 Broadway, room 1106.