

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, Terri Smith-Coronia, Bobby Watts, Fredrick Wilson

Members Absent: Amjad Ali, Soraya Elcock, Daliah Heller, Joe Pressley

**Staff In Attendance:** David Klotz (OAPC), Robert Cordero (OAPC), JoAnn Hilger (DOHMH/Ryan White), Gucci Kaloo (MHRA)

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**I. Second Quarter Report**

Mr. Hemraj welcomed the committee, expressing his hope to have a productive and cooperative tenure as chair.

The notes from the October 1, 2003 meeting were approved with no change.

Mr. Kaloo reviewed the second quarter report, which covers spending through the end of June (thus it is actually 1/3 of the calendar year), and which contains information collected through August 31<sup>st</sup>. The report shows that 99% of the year's funds have been committed, and spending is at about 33%, an improvement from the previous year and on target. While it is too early to predict final a carry-over amount, we are on track to have less under-spending than last year.

Ms. Duke and Mr. Watts questioned the four-month lag in reporting, stressing that the Committee would like to have up-to-date figures two months after the close of the reporting period. Ms. Duke suggested developing a compromise timeline that would be useful for the committee and not burdensome to MRHA.

Mr. Kaloo agreed to develop a template for a draft interim report for the next meeting.

Ms. Hilger suggested looking at trends as a way to assess the rapid disbursement of funds (i.e. compare to previous year for same time period).

Mr. Cordero suggested that the Committee review its roles, responsibilities, structure, etc. (e.g. the Planning Council voted that the Committee should meet bi-monthly after the first year). The By-laws Task Force is looking at the roles, responsibilities, structure, etc. of the full Planning Council.

Ms. Smith-Caronia and Ms. Duke said that the workgroups need additional fiscal information beyond the spending plan for planning. Also, spending reports should be broken down by service category, not just the “bubbles”, so as to be able to compare to the spending plan.

Mr. Watts reiterated that the Committee desires reports within two months of the close of the period, but that the Council can negotiate the final timeline with the grantee.

Ms. Duke suggested amending the Committee roles to include “identify potential problems”, and to clarify its roles vis a vis oversight and analysis of spending.

## II. Committee Membership

All members present re-affirmed their desire to continue their membership except for Mr. Murphy, who is undecided.

Mr. Hemraj is polling other members to determine their desire to continue as members. He will also solicit potential new members at the November Planning Council meeting.

Ms. Smith-Caronia said that meetings need to be in person, in order to comply with rules requiring open meetings.

### **Action items/Follow-up (Timeline/Responsible parties)**

- Develop a template for a draft interim fiscal report (Next meeting/G. Kaloo)
- Solicit new members at November PC meeting (Nov. 20/OAPC staff)