

HIV Health and Human Services Planning Council

Meeting of the

FINANCE COMMITTEE

February 4, 2004, 3-5pm
40 Worth Street, Room 1519

DRAFT MINUTES

Members in attendance: Steve Hemraj (Chair), Robert Orbit Clanton, Jason DeCuir, Terri Smith-Caronia, Terry Troia (by phone), Bobby Watts

Members Absent: Sharen Duke, Daliah Heller, Maija Neville, Fatima Prioleau, Fredrick Wilson

Staff In Attendance: Frank J. Oldham, Jr., David Klotz (OAPC), Robert Cordero (OAPC), JoAnn Hilger (DOHMH/Ryan White), Gucci Kaloo (MHRA/HIV CARE Services), Rachel Miller (MHRA/HIV CARE Services)

Guest in Attendance: Sheila McCarthy (HRSA)

Mr. Hemraj welcomed the Committee, including its new members and welcomed NY EMA HRSA Project Officer Sheila McCarthy. The minutes from the December 3, 2003 meeting were approved with no changes.

Mr. Klotz reviewed comments regarding the Finance Committee's roles and responsibility from a report prepared by consultant Emily McKay from a TA session held in December with the Executive Committee.

Mr. Hemraj stated that he will use the report to help draft a revised description of the Committee's description for the By-laws Task Force. Any by-laws revisions will go to the EC and full Planning Council for approval.

Mr. Hemraj talked about his desire to have back-up should he not be able to fulfill his duties as Finance Officer. Several options were discussed for a possible co-chair, and the issues that it raises, such as whether one would be elected or appointed, and how a co-chair position would be a template for succession. Mr. Hemraj will explore this issue further. Ms. McCarthy suggested that the Committee discuss the rationale for having this position elected, and the need to be clear about the position's and the Committee's role. Mr. Clanton raised the possibility of qualifications requirements for the role, which there was a consensus was not needed.

Mr. Cordero gave an update on the FY 2004 spending scenario planning. The EC sub-committee has proposed principles for planning for a reduction, which the full EC will consider tomorrow. Should there be a reduction, the final spending plan will wait for after the award is announced. Ms. McCarthy stressed that an across-the-board cut is not planning, and that the Planning Council is required to rank and respect the ranking of its priorities. The EC's intent is to do more surgical cuts without violating core principles.

Mr. Kaloo presented the third quarter spending report, which is actually reconciled data from March through September. The variances in committed funds were due to some savings after contract negotiations and to start-up of TA contracts. 100% of funds are expected to be committed by the fourth quarter. Spending at this point in the year is also ahead of last year's. Mr. Kaloo also reviewed graphs of more current but un-reconciled spending that shows an improvement over last year. It was agreed that the quarterly reports will be labeled by their actual reporting period.

It was agreed that Mr. Hemraj will write up a one-page summary for presentation to the full Planning Council, along with the spread sheet by large service categories prepared by Mr. Kaloo.

The next meeting will be held on April 7th. The meeting was adjourned.