

Governor's Cabinet on Nonprofit Health and Human Services

Cabinet Meeting Minutes

September 27, 2013

9:00 – 11:00 a.m.

LOB - Hearing Room 1-B

Members Present: Terry Edelstein; Peter DeBiasi; Amy Porter; Patricia Rehmer; Yvette Bello; Marcie Dimenstein; Nancy Roberts; Dan O'Connell; Anne Ruwet; Robert Dakers; Bill Carbone; James Dzurenda; Roberta Cook; Maureen Price-Boreland

Members Absent: Terry Macy; Stefan Pryor; Jewel Mullen; Joette Katz; Roderick Bremby; Deborah Chernoff; Michelle Cook; Patrick Johnson

Designees Present: Cindy Butterfield for Joette Katz; Katharine Lewis for Jewel Mullen; Cheryl Cepelak for James Dzurenda; Ajit Gopalakrishnan for Commissioner Pryor;

Meeting was called to order at 9:02 a.m. by Co-chair Edelstein. Introductions were made for recording purposes.

➤ Approval of previous Cabinet meeting minutes

- July 10, 2013 – motion for approval was made by Dan O'Connell; seconded by Amy Porter and approved unanimously with no abstentions
- August 14, 2013 - motion for approval was made by Bill Carbone; seconded by Marcie Dimenstein and approved unanimously with no abstentions
- August 21, 2013 motion for approval was made by Amy Porter; seconded by Anne Ruwet and approved unanimously with no abstentions

➤ Contract Procurement & Administration Work Group:

- Retention of Unexpended Funds: Work group co-chair Alyssa Goduti, presented final recommendations for a "*Retention of Unexpended Funds Policy*". An excerpt from those recommendations is below.

"This policy, promoting accountability and budgetary flexibility, is consistent with these key partnership principles by allowing the retention of unexpended funds while ensuring and promoting effective service delivery. This policy builds upon the partnership between state agencies and their providers and recognizes the need to assure fiscal stability and a stronger provider infrastructure.

1. That State agencies and providers will continue to collaboratively develop outcome, performance and performance monitoring systems that will enable a greater level of budgetary flexibility including retaining a portion of unexpended funds.
2. In the interim:
 - a) State agencies may work with providers to allow State funds to be spent first, provided there are no federal or other matching requirements.
 - b) Providers will continue to submit fiscal and programmatic reports in accordance with current contractual requirements. Providers and state agencies will continue to discuss these reports and other matters and adjustments will be made as needed.
 - c) Providers will submit the 8 month report as currently, in regard to which:

- i. State agencies, in consultation with the provider, may direct spending changes based on fiscal and other reports.
 - ii. State agencies and providers may continue to seek, through the budget revision process, to repurpose projected unexpended funds for one time purposes important to the program and provider.
- d) Year-end reconciliation
- i. Cost reconciliation will continue to occur at the same level that cost reconciliation currently occurs (i.e. program, SID, etc) for each contract.
 - ii. If there are unexpended funds and if State agency determines that the provider has complied with contractual and other service delivery requirements, then:
 - o The provider may retain 50% of the unexpended funds
 - o The retention amount shall be capped at 10% of the funds received by the provider (at the program, SID or other level to be reconciled).
- Note: Unexpended amounts resulting from a failure to make certain expenditures or fill positions as directed by a State agency may not be included in the calculation of the provider retention amount.
- iii. Federal funds will follow federal rules
 - iv. Unexpended funds retention would not apply in the first year of a new program.
3. In cases of budget deficits, unexpended funds retention may be suspended for a particular fiscal year by the Secretary of OPM or as part of an agency deficit mitigation plan

Bill Carbone explained that because Judicial is an independent branch of state government with its own guidelines, he would abstain from voting on the proposal while supporting the concepts. He committed to reviewing and considering within the Judicial Branch the provisions recommending compliance.

Motion to approve (Ruwet/ Rehmer)passed with one abstention (Carbone).

- Cost Standards: Discussion postponed until the October 30 meeting.

➤ **Jobs Work Group**

- Revised Recommendations: Work group co-chair Maureen Price Boreland presented edited recommendations below that incorporate changes made by the Cabinet at a previous meeting.
 - o Goal 1: Project the Workforce Needs of the Future
Delete "*While the state's current fiscal situation may preclude immediate action*" in referring to recommendations of the Commission on Nonprofit Health and Human Services final report, March 31, 2011.

Revised the section about participation of the Nonprofit Liaison in workforce meetings in order to modify the names of the suggested commissions.

A motion (Dimenstein/Carbone) to approve Goal 1 with recommended changes was approved unanimously.

- o Goal 2: Project the current workforce, and the future educational and training needs of the nonprofit human services workforce

The Cabinet recommended several wording changes regarding how data collection would occur and who would utilize the data.

The motion (Cook/Bello) to approve Goal 2 as revised passed unanimously.

- Goal 3: Project the workforce of the nonprofit health and human services sector to reflect the inclusion and diversity of the populations served.

Proposed language:

1. In recognition of the diversity of the sector and the need for the staff to reflect, be sensitive to and competent in serving such diversity, nonprofit health and human services community based providers should actively commit to hiring management and line staff that reflects the current and emerging populations
2. Service Agencies should consider expanding their contracts and policies to implement recommendation number 1 above.

The Cabinet discussed the proposed language noting:

- Proposed language would require changes in POS contracts
- State agencies already applying these provisions can share information about their respective contract provisions with other state agencies
- Inclusion and diversity are worthy goals
- At the August 14, 2013 meeting, Cabinet members recommended including veterans, people with disabilities and persons in recovery to the list of those in the workforce and made this recommendation again.

The Cabinet members present agreed to table any motion on Goal 3 until the October 30 meeting.

➤ **Population Results Work Group**

- Final Recommendations: Work group co-chair Ajit Gopalakrishnan presented the Work Group's final recommendations that responded to the charge to develop a plan that insures the linkage between program outcomes and population level results, recommend an organizing body as it pertains to the population results and indicators and, lastly, to look at best practices in the state.
- Recommendation #1 –a collaborative effort among all 3 branches of government

It was suggested that the make-up of the organizing body be clarified.

- Appendix B - Headline Indicators:
It was noted that there are small changes and clarifications needed regarding data sources before the recommendations are finalized. These include adding indicators and data sources for DORS and DPH.

A motion (Ruwet/O'Connell) passed unanimously to accept the Work Group Recommendations as presented with the understanding that in addition to minor typographical edits, small changes will be made to Appendix B and the coordinating entity will be added in Recommendation #1.

- **Next Meeting:** Terry Edelstein noted that the goal of the October 30 meeting will be to review the final recommendations of the Jobs and Contract Procurement & Administration Work Groups, and a draft of the full Cabinet's Annual Report to the Governor.
- **Recognition:** Ms. Edelstein recognized Bill Carbone on his upcoming retirement and asked him to brief the Cabinet. Mr. Carbone indicated that he will be retiring in January after 40 years in state service, and has accepted a faculty position at the University of New Haven.
- **Nonprofit Grant Program Update:** Ms. Edelstein provided a brief update about the Nonprofit Grant Program. Responses to the over 200 questions received have been posted on the DAS and OPM websites. The date for submitting applications has been extended to October 18.
- **Adjournment:** A motion (Carbone/Cook) to adjourn at 10:52 a.m. passed unanimously. .

Recorded by:

Meg Riding
Executive Secretary, Office of Policy and Management