

Date: 2/12/18

Memorandum

From: Matt Laroche and Anita Clark

To: City Auditor/City Attorney's Office

Regarding: Conference Call held 02/08/2018 to discuss Ryan White Corrective Action Focus Area F1

Conference Call Attendees:

Vicki Vincent, Assistance City Auditor V
Jennifer Atkinson, Assistant Auditor III
Sarah Harrell, Senior City Attorney
Alexandra Pickerill, City Attorney
Anita Clark, Columbus Public Health (CPH) Fiscal Manager
Matt Laroche, Columbus Public Health Management Analyst II

Summary:

Focus Area F1 on the Corrective Action plan suggests by HRSA that the City financial process for contracting is burdensome and inflexible resulting in unobligated funds at the end of the grant cycle. The recommendations indicate that the Mayor should engage appropriate elected officials to create a mechanism to contract with vendors that eliminates or reduces unobligated balances or seek a fiduciary agent to contract for all services. The grant cycle for the Ryan White grant is from March-February. The City year end processing occurs in December along with City Council recess for four weeks during the critical timeframe of the grant to reallocate funds if vendors are not able to spend down their encumbrances. The Ryan White program staff have agreed to monitor contracts closely to ensure vendors are invoicing as per the contract Scope of Services and to monitor the spending of the vendor's outstanding encumbrance so that adequate planning of unspent funds can be reallocated as appropriate towards the end of the grant period.

All parties in attendance on the conference call agreed to the following:

- CPH will add to the contract scope of services for the Ryan White grant the ability to flex the funds within their budgets so that no modification is required. The City Attorney's office has agreed to review the Scope of Services prior to implementation.
- CPH intends to award an initial purchase order for a percentage of the total contract based on past performance of the vendor. The initial ordinance will identify the maximum contract obligation for each vendor and the ACPO will be established for the sum of the contract obligations. The City Attorney has agreed to review the ordinance prior to submission.
- CPH will award subsequent purchase orders (without requirements to legislate for modifications) from the initial ACPO based on the vendor's performance through the grant period not to exceed



the contract maximum as indicated in the initial ordinance. Should this exceed the initial contract amount, legislation would be required to modify the contract.

- In a situation that a vendor would not be able to utilize all their funds prior to the end of the grant, a written notification to the Auditor's Office, would permit the ACPO to be decreased, permitting funds to be available for another vendor. Legislation would be required if the amount is over the \$50,000.00 threshold.
- HRSA requires an action plan by the new grant period beginning March 1, 2019. We are requesting to begin this new process starting March 1, 2018 so that we can better utilize grant resources and demonstrate to HRSA that we are intent on improving this process going into 2019.

Cc: Tiffany Krauss, Clinical Division Director
Audrey Regan, Director, Sexual Health Promotion
Sean Hubert, Ryan White Program Director
Roger Cloern, Assistant Health Commissioner
Mysheika W. Roberts, Health Commissioner

