**

**Governor’s Nonprofit Cabinet on Health and Human Services**

Meeting Minutes

October 30, 2013

**Members Present:** Terry Edelstein; Peter DeBiasi; William Carbone; Deborah Chernoff; Michelle Cook; Roberta Cook; Robert Dakers; Marcie Dimenstein; James Dzurenda; Patrick Johnson; Terrence Macy; Daniel O’Connell; Amy Porter; Maureen Price-Boreland; Patricia Rehmer; Nancy Roberts; Anne Ruwet

**Members Absent:**  Jewel Mullen; Joette Katz; Roderick Bremby; Yvette Bello; Stefan Pryor

**Designees Present:** Cindy Butterfield for Joette Katz; Katharine Lewis for Jewel Mullen; Ajit Gopalakrishnan for Stefan Pryor, Kathleen Brennan for Roderick Bremby

The meeting was called to order at 9:02 a.m. by co-chair Terry Edelstein.

**Approval of September 27, 2013 Cabinet Meeting Minutes:** A motion (Porter/ Roberts) to approve the September 27, 2013 meeting minutes was approved unanimously by voice vote.

**Work Group Reports- Recommendations and Discussion**

**Contract Procurement & Administration Work Group:**

* Final recommendations for Cost Standards:
* Section 1 - Advertising and Public Relations, subsection b -Allowable Costs, part b: The words “or communicating about available services and access to care” were added so that the paragraph would read:

(b) Costs of conducting general liaison with news media or government public relations officers, to the extent that actions are limited to communication or liaison necessary to keep the public informed on matters of public concern, such as notices of contract or grant awards or financial matters or communicating about available services and access to care.

*A motion (Ruwet/Dimenstein) to accept the Work Group recommendation for Allowable Costs as edited passed unanimously.*

* Section 1, Subsection c - Unallowable Costs:

- Part 1: Recommended that the words “specific to fundraising or other organizational activities” be removed, as well as subsections sections 1a, 1b, and 1c which read:

1. Costs of displays, demonstrations, or exhibits;
2. Costs of meeting rooms, hospitality suites, or other special facilities used in conjunction with shows or other special events;
3. Salaries and wages of employees or cost of services engaged in setting up or displaying exhibits, making demonstrations, or providing briefings.

The new Unallowable Costs, Section 1 would read: Costs of meetings or other events not related to the state award.

- Part 2: It was recommended to remove the words “promotional items or,” “including,” and “souvenirs which are not related to the state award” to instead read: Costs of memorabilia, models, gifts, or hospitality suites.

- Part 3 was edited to add the phrase “or solely for fundraising purposes,” to read: Costs of advertising or public relations designed solely to promote the organization or solely for fundraising purposes.

*A motion (Chernoff/Dimenstein) to accept the Work Group recommendations for Unallowable Costs as edited passed unanimously.*

* Section 20 “Fundraising,” subsection a, recommended to remove the word “grants” to read:

Fundraising:

a. Definitions: Fundraising is defined as the organization’s efforts to raise capital or obtain contributions (e.g., cash, non-cash assets, services, time, gifts) through financial campaigns, endowment drives, or other forms of solicitation.

Examples of fundraising costs include, but are not limited to, the proportional salaries and wages of staff members engaged in fundraising; fees for professional fundraisers; recruiting or training volunteer fundraisers; preparation, printing, or distribution of fundraising materials; preparation or maintenance of mailing lists; or participation in federated fundraising campaigns [see Item 1c(1)].

*A motion (Roberts/Porter) to accept the Work Group recommendation on Fundraising as edited passed unanimously.*

* Section 43 – Rental: The Work Group considered revisions to this section and recommends continued work on this issue, rather than proposing changes at this point.
* Section 49 “Taxes,” subsection b: The Work Group recommends continued work on this section in order to amend the language to clarify that taxes incurred under the Affordable Care Act are not reimbursable expenses under the Cost Standards.

*A motion (Brennan/ Dimenstein) passed unanimously to accept the Work Group recommendations related to future action on Sections 43 and 49.*

**Jobs Work Group:**

* Goal 3: Co-chairs Macy and Price-Boreland reviewed proposed revisions to GOAL 3: Project the Workforce of the Nonprofit Health and Human Services Sector to Reflect the Inclusion and Diversity of the Population Served.
* Recommendation 1 was presented for consideration as follows:
* Nonprofit staff should reflect, be sensitive to and competent in serving underrepresented populations, and nonprofit health and human services community based providers should actively commit to hiring management and line staff that reflects the underrepresented populations to whom they provide services (e.g. veterans, persons with disabilities, people in recovery and the formerly incarcerated).

After Cabinet discussion, the co-chairs proposed the following revision to Recommendation 1:

* Nonprofit Health and Human Service Providers may demonstrate their sensitivity and competence in serving underrepresented populations by actively and affirmatively committing to hiring management and line staff that reflects the underrepresented populations to whom they provide services (e.g. veterans, persons with disabilities, people in recovery and the formally incarcerated).

*Motion (Cook/Dimenstein) to accept the revised Recommendation 1 passed unanimously.*

* Recommendation 2 was presented for consideration as follows:
	+ State agencies who contract with Nonprofit Human Services Agencies and Nonprofit Human Service Agencies should consider contract language and policies that explicitly support recommendation number 1 above.

*It was moved (Carbone/Roberts) to accept the Work Group recommendations as presented. After discussion, motion (Carbone/Roberts) passed unanimously to amend the motion on the floor by eliminating the words “contract language and” and adding “and procedures” as well as the sentence, “It is also recommended that these policies and procedures be consistent to the extent possible.”*

With these changes, Recommendation 2 would read: State agencies who contract with Nonprofit Human Services Agencies and Nonprofit Human Service Agencies should consider policies and procedures that explicitly support recommendation number 1 above. It is also recommended that these policies and procedures be consistent to the extent possible.

*The amended motion (Carbone/Roberts) to accept Recommendation 2 as amended passed unanimously.*

**Consideration of Draft Report to the Governor:** Cabinet members reviewed the format of the draft Report to the Governor, and recommended the following changes:

1. Streamlined recommendations for the Contract Procurement & Administration Work Group
2. Governor’s charge to each work group prior to the recommendations
3. Addition of partnership principles to the body of the report
4. Brief summary prior to Populations Results Work Group recommendations
5. Changing recommendation 5 of “Additional Recommendations for Future Focus of Cabinet Work” by removing the phrase “hot topic” and replacing with “critical”

*A motion (Roberts/Johnson) to accept the final recommendations and recommended future focus of the Cabinet was approved unanimously.*

**Adjournment:** Co-Chair Edelstein adjourned the meeting at 10:23 a.m.

Recorder: Brittany Kaplan, Public Policy Intern to the Governor’s Nonprofit Liaison, Office of the Governor