



Health Information and Analysis Oversight Council Administration & Finance Committee

Executive Office for Administration and Finance
State House Room 373, Boston, MA
November 15, 2017 1:30 PM

MEETING MINUTES

Present were Meghan Sisk (designee of Secretary Michael Heffernan), David Seltz, and CHIA Executive Director Ray Campbell.

Mr. Campbell called the meeting to order at 1:33 p.m. It was noted that a quorum was not present and that approval of prior meeting minutes must be delayed until the next meeting scheduled for February 27, 2018.

Mr. Campbell led the Committee through a conversation on CHIA's fiscal year 2018 budget. Mr. Seltz asked about CHIA's capital bond funding request and its progress. Mr. Campbell explained that CHIA had met with the Executive Office of Technology Services and Security to review the agency request and discuss the eligible IT projects. It was determined that five projects will be funded using capital funding. Mr. Campbell noted that CHIA's payroll is still a thirty percent decrease from where it was prior to the creation of the Community Hospital Reinvestment Trust Fund transfer. This was accomplished mostly through not backfilling positions immediately. A brief discussion occurred around the staffing reduction and associated cost savings. Mr. Seltz asked whether CHIA now had a sub-lease tenant, to which Mr. Campbell answered in the affirmative.

Mr. Campbell briefly described the fiscal year 2019 budget and the goals CHIA aimed to accomplish to close any necessary budget gaps. A representative of the Executive Office for Administration and Finance (ANF), Angela Marin, asked about CHIA's budget request timeline and process. A discussion ensued on how CHIA previously framed their fiscal year 2018 budget request and whether to duplicate it for the upcoming fiscal year. Mr. Campbell noted that CHIA will once again need capital funding which the budget should reflect. The Committee agreed that CHIA should frame its budget request to include capital funding and retained revenue. Ms. Sisk recommended that Mr. Campbell coordinate with Ms. Lauren Peters at the Executive Office of Health and Human Services prior to submitting a budget to ANF.

There being no other business to discuss, the meeting adjourned at 1:59 p.m.