

BUDGET TASK FORCE

Meeting Minutes

March 22, 2024 9:30 - 11:00 am

Hybrid: In-person at the Community Health Institute/JSI and virtually on Zoom

Attendance

Name	Attendance
Task Force Members	
Traci Fowler (Co-Chair)	In person
Matt McKenney (Co-Chair)	Zoom
John Burns	Absent
Alissa Cannon	In person
Karen Collins	In person
Annette Escalante	Absent
Kate Frey	In person (part of the meeting)
Powen Hsu	Absent
Lauren McGinley	In person
Cheryle Pacapelli	In person
Kristine Paquette	In person
Sarah Shanahan	Zoom
Shannon Swett	In person
Public	
Diane Castrucci	In person
Destiny Heery	In person
Liaison(s)/ Subject Matter Experts/ Invited Guests	
Jill Burke	Zoom
Center for Excellence on Addiction/JSI Staff	
Amy Daniels	Zoom (part of the meeting)
Becca Spaulding	In person
Olivia Skaltsis	In person

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Welcome and Introductions

As not enough people were present at the start of the meeting to have a full quorum, the JSI team took the opportunity to explain the new $\frac{1}{3}$ quorum rule to the task force. For this rule to take effect, at least $\frac{1}{3}$ of the task force members must be present in person, and there must be enough online attendees to add up to a standard half + 1 quorum. Under these circumstances, each online task force member must share where they are, who is in the room with them, and why they were unable to attend in person. Then, the in-person task force members must vote on whether the Zoom attendee's vote should count toward a quorum. Under these circumstances, a full roll call should be taken for every vote held.

Two Zoom attendees underwent this process. Sarah Shanahan shared that she was in her office in Epping, NH, with no one in that room with her. She was unable to join the task force in person because her organization was switching its office to another building that day. Alissa Cannon made a motion to approve her contribution to quorum, which Shannon Swett seconded. Karen Collins, Cheryle Pacapelli, Kristine Paquette, Traci Fowler, and Lauren McGinley all voted in favor.

Matt McKenney shared that he was joining the meeting via Zoom from his hotel room in Las Vegas, NV. He was in Las Vegas for a work-related ribbon-cutting ceremony. Karen Collins made a motion to approve his contribution to quorum, and Cheryle Pacapelli seconded that motion. Alissa Cannon, Kristine Paquette, Traci Fowler, Shannon Swett, and Lauren McGinley all voted in favor.

Approve Minutes from November 17th Meeting

Lauren McGinley made a motion to accept the November 17th meeting minutes as written, which Shannon Swett seconded. Alissa Cannon, Kristine Paquette, Karen Collins, Cheryle Pacapelli, Traci Fowler, and Matt McKenney all voted in favor. Sarah Shanahan abstained, as she was absent during the November meeting.

Review and Discuss Financial Dashboard Format

Jill Burke shared with the task force the proposal for changes to the Financial Dashboard and requested feedback on the proposal. She recommended that the investments in the dashboard should be broken down into buckets for different categories, which do not exactly align with the State Action Plan. However, she shared that she is able to show a mapping of where each investment aligns with the Action

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Plan. She suggested that this proposed new organization will help in the long term to see where investments are going. In addition to this change in organization, she recommended that a programmatic dashboard be developed in order to track progress in meeting the objectives of each contract and see how these objectives align with the Plan.

The task force largely agreed or otherwise had no issues with the proposed new organization of the Dashboard, but there were some additional comments. One task force member noted the importance of being able to see who is receiving funds, in particular whether they are receiving funds within the timeframe they were meant to. This way, it can be identified whether issues are arising due to not receiving the money within an appropriate time frame. Amy Daniels noted that it is important to continue thinking of the Dashboard as a public facing document, so it may diminish its utility to include a lot of confusing details.

Diane Castrucci, a member of the public, noted that the order in which the buckets are listed is important. For example, she suggested that the work done by NHADACA be placed at the top of the list, as their work affects the other buckets as well.

Kate Frey arrived at 10:19 am, at which point the $\frac{1}{3}$ quorum rule was no longer in effect.

Update on Alcohol Fund Revenue

Kate Frey shared that unlike in previous years, this year, the Alcohol Fund did actually receive 5% of the profits from liquor sales in the previous year. However, she noted that the calculations for the profits for the year are typically calculated before the conclusion of the year, and profits are difficult to estimate ahead of time. So, in HB 2 last year, there was a change made to how the Liquor Commission will transfer the funds. Going forward, they will do it in two rounds. In the first round, they will transfer funds based on their estimates. If gross profits are higher that year than they estimated, then in the second round, the Liquor Commission will transfer the difference, until the full 5% of profits have been transferred. The course of action for if gross profits are lower than initially estimated has not yet been determined. As of this meeting, the total estimated profits for 2023 is \$10.7K, but the final number remains to be determined. Our next

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estimate will be received with a transfer in August 2024 for FY25. If there is an additional amount to send, that will be sent in January 2025.

Debrief of December and February Commission Meetings

Traci shared that Matt took the lead at the December Commission meeting and shared the recommendations the Budget Task Force put together. Matt reported on the events of that meeting. Most of what the Budget Task Force initially recommended at the November Task Force meeting was in the final recommendations made at the Commission meeting. Matt shared that the Budget Task Force's recommendations for harm reduction and financial strategy funding were tabled, but not rejected.

Traci shared that there was not much for her to report at the February Commission meeting, as they were unable to have an official Budget Task Force meeting in January due to lack of quorum. However, the Funding Crosswalk was shared at the February Commission meeting.

Review and Discuss Funding Crosswalk

Olivia shared that the Funding Crosswalk was presented very briefly at the February Commission meeting, but it will be discussed again at another Commission meeting more thoroughly. She shared that Patrick asked for the Budget Task Force to take a closer look at the Crosswalk and discuss priority areas for adding to the document.

The group identified that the entirety of DHHS is the top priority for adding to the Funding Crosswalk. They also mentioned the Department of Safety, Department of Public Health, Overdose Data to Action (OD2A), Department of Corrections, Department of Justice, and Department of Education as additional areas of interest for future consideration.

Discussion of 2024 Priorities

The Budget Task Force identified three main priorities for 2024. The first is to elevate and plan around expected federal funding reductions for SUD work. The second is to build out the Funding Crosswalk to include other funding streams. The third is to develop a process for unencumbered, encumbered but unspent, and carry-forward dollars. In light of this, the priorities of the other task forces were brought to the attention of the

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Task Force: Data will recommend posting a chart of available NH data and focus this year on reframing objectives and measures, and C&C will be putting a process in place to collect public input. Keeping this in mind, the importance of communication between the three task forces was emphasized.

Public Comment

Diane Castrucci introduced Destiny Heery as the development director coordinating all the state funding finance trainings. Diane shared that they are running a pilot training now with people from BDAS and the Budget Task Force, among a few others. In January, there was an in-person training, and there will be another in April and June. In between these trainings, there will be virtual lunch and learns, going more in-depth into different topics. After the pilot round of trainings, they plan to open them up to a wider range of people to attend. They plan to do more of these trainings in FY25, FY26, and FY27.

After public comment was completed, Traci Fowler moved to adjourn, Karen Collins seconded, and all voted in favor.

Decisions/Recommendations Made

1. The 2024 Budget Task Force priorities determined are as follows:
 - a. Elevate the upcoming funding reductions
 - b. Building out the crosswalk to add in other funding streams.
 - c. Developing a process for unencumbered, encumbered but unspent, and carry-forward dollars.

Next Steps

1. The next Budget Task Force meeting will take place on May 24th, 2024, at 9:30 am at the Center for Excellence.