

AR MINORITY HEALTH COMMISSION

Enabling Laws

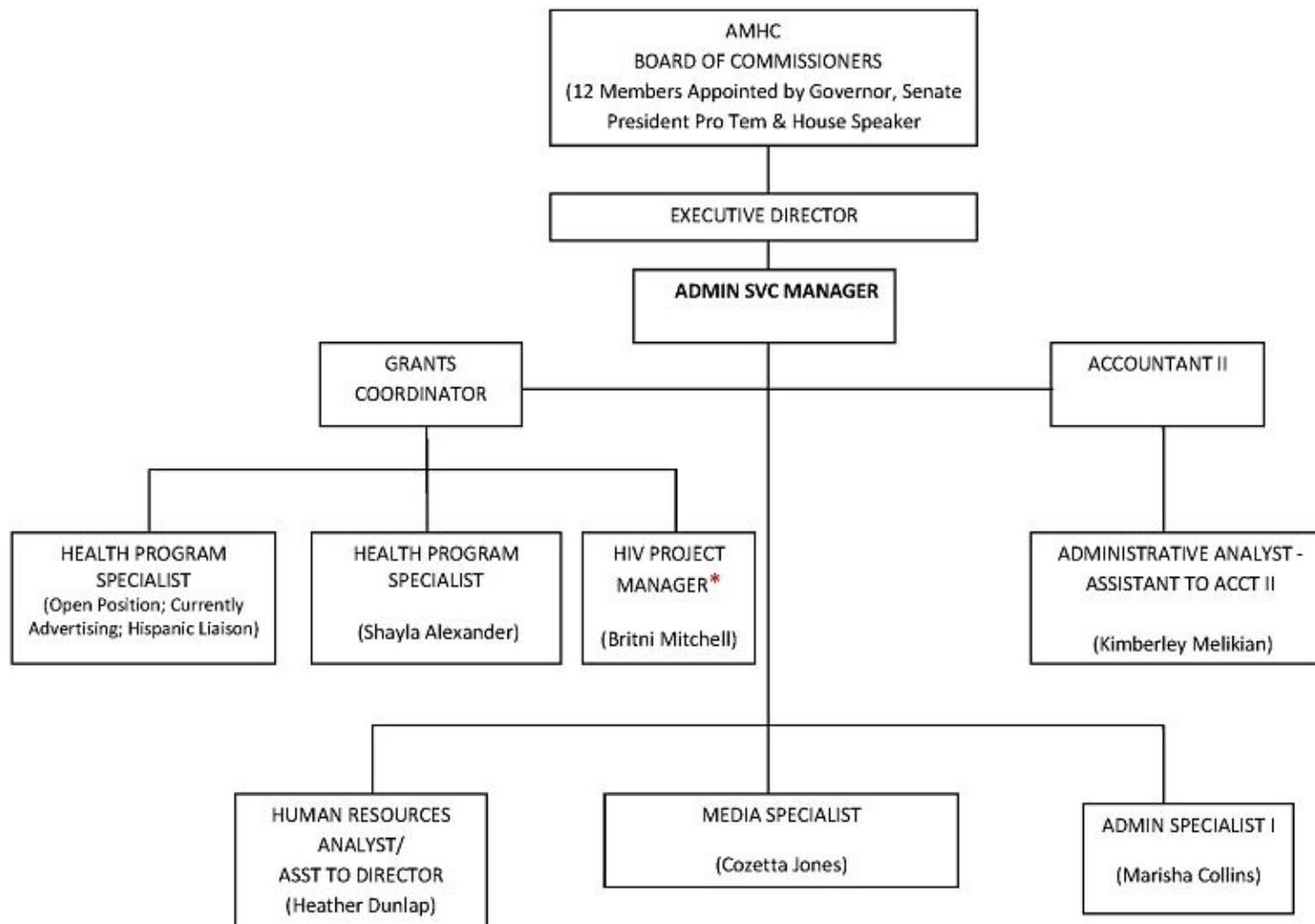
Acts 86 and 87 of 2012
A.C.A. §20-2-101 et seq.
A.C.A. §19-12-101 et seq.

History and Organization

The Arkansas Minority Health Commission was created by Act 912 of 1991 to: 1) study the issues relating to the delivery of access to health services for minorities in the State; 2) identify any gaps in the health system delivery that particularly affect minorities; 3) make recommendations to the relevant agencies for minorities and implement programs that impact the health status of minorities; and 4) study and make recommendations as to whether adequate services are available to ensure future minority health needs will be met.

Initiated Act I of 2000 provides that the Arkansas Minority Health Commission shall establish and administer the Arkansas Minority Initiatives for screening, monitoring, and treating hypertension, strokes, and other disorders disproportionately critical to minority groups in Arkansas. The program is designed to: 1) increase awareness of hypertension, strokes, and other disorders disproportionately critical to minorities by utilizing different approaches that include but are not limited to the following: advertisements, distribution of educational materials and providing medications for high risk minority populations; 2) provide screenings or access to screenings for hypertension, strokes, and other disorders disproportionately critical to minorities but will also provide this service to any citizen within the State regardless of racial/ethnic group; 3) develop intervention strategies to decrease hypertension, strokes, and other disorders noted above, as well as associated complications, including: educational programs, modification of risk factors by smoking cessations programs, weight loss, promoting healthy lifestyles, and treatment of hypertension with cost-effective, well-tolerated medications, as well as case management for patients in these programs; and 4) develop and maintain a database.

Act 358 of 2009 charges the AMHC with developing, implementing, maintaining, and disseminating a comprehensive survey of racial and ethnic minority disparities in health and health care. The Act specifies that the study is to be repeated every five years and that the commission will subsequently publish evidence-based data, define state goals and objectives, and develop pilot projects for decreasing disparities. In addition, Act 574 of 2009 modified the governance structure for the Commission and expanded and clarified its duties.



*PCS Contract

Agency Commentary

The mission of the Arkansas Minority Health Commission is to assure that all minority Arkansan access to health care is equal to the care received by other citizens of the State. The Agency also seeks ways to address and treat diseases and conditions that are prevalent among minority populations. Funding for appropriation for the Arkansas Minority Health Commission is state general revenue, tobacco settlement funds, and cash funds from donations, grants, and reimbursements.

The Arkansas Minority Health Commission (AMHC) is requesting a grade C124 Administrative Services Manager- Class Code G076G position to be added beginning July 1, 2013. The AMHC is in critical need of an Administrative Services Manager to assist the Executive Director in planning, organizing and directing the increased and relevant activities of the administrative services arm of the agency.

As you aware, AMHC has undergone significant in-house changes over the past three years under new management to accommodate the growing and expanding programmatic, policy and administrative services activities of the Commission. These changes were necessary in order to meet the legislative mandates, mission, vision and goals of the Commission. As a result, the agency has had to adjust to provide a fortified infrastructure support system to the overall successful operations of the state agency to meet its expanding needs. Prior to April of 2009, AMHC operated predominantly as an outreach and education extension into Arkansas's minority population communities. The agency's staff and predominant work surrounded participation in and attendance at health fairs, public forums, and setting up informational booths at churches and partner organization events. The infrastructure of the agency was sufficient to meet the scope of work being performed at that time.

However, AMHC Board of Commissioners underwent a Strategic Planning Process in 2008/2009 which maintained a focus on Outreach & Education, but expanded tremendously in the areas of: Grants/Pilot Projects, Public Policy & Research, and Collaboration & Coordination with partners.

In addition, the Commissioners narrowed the agency's five year foci to HIV/AIDS, Sickle Cell Disease, Workforce Diversity, Health Resource Navigation and an overarching focus on Nutrition & Physical Fitness.

As the elasticity of the agency has, out of necessity, continually adjusted over the past three years to new programs, complimentary partnerships and increased administrative oversight, AMHC desires to ensure critical infrastructural capacity of the agency by adjusting TSF funds to accommodate the growth of an Administrative Services Manager.

Audit Findings

DIVISION OF LEGISLATIVE AUDIT
AUDIT OF :
ARKANSAS MINORITY HEALTH COMMISSION
FOR THE YEAR ENDED JUNE 30, 2011

Findings

In April 2009, the Agency began issuing grants to local not-for-profit organizations to assist in promoting education, awareness, and other health-related activities in communities. At the beginning of this process, the agency did not establish procedures to sufficiently monitor subrecipients' activities to ensure that these activities were appropriate, allowable, or adequately documented. The Agency investigated and addressed problems as they became known.

During fiscal year 2011, the Agency implemented additional policies and procedures with the assistance from the Department of Finance and Administration. Expenditures of assistance, grants, and aid to local not-for-profit organizations totaled \$264,542, \$311,256, and \$150,000 in fiscal years 2011, 2010, and 2009, respectively.

Recommendations

Continue to evaluate and respond to controls and procedures related to subrecipient monitoring, which require subrecipients to obtain, retain, and submit adequate supporting documentation and financial reports of their activities.

Performance Audit Findings

*Brothas & Sistas, Inc. Grant Expenditures
Arkansas Minority Health Commission
(April 1, 2009 – March 31, 2010)*

Findings and Conclusions:

- Brothas & Sistas, Inc. allowed equipment purchased with state grant funds to be used to create documents for outside organizations.
- Forty-nine percent of grant funds (or \$24,575) was advanced to the grantee prior to the submission of expenditure supporting documentation.
- The Commission paid the grantee \$1,821 for expenditures that were in excess of amounts permitted by the grant, reimbursed or advanced the grantee \$6,132 for undocumented expenditures in contradiction to Arkansas Department of Finance and Administration financial management requirements, and did not provide proper oversight of grant funds by not prohibiting Brothas & Sistas, Inc. from comingling grant funds with other funds.
- The Brothas & Sistas, Inc. grant application contradicts itself by first indicating the grantee would "request" matching funds while simultaneously indicating in the budget portion of the grant application that the grantee would provide \$25,000 of in-kind matching to maximize the financial impact on the grant initiative.

Recommendations:

- The Commission more clearly communicates allowed and unallowed uses of grant assets and institutes an internal procedure to monitor grantees for compliance.
- The Commission reconsiders the practice of advancing funds to grantees to ensure that grant funds are expended for grant purposes.
- The Commission develops uniform and comprehensive reimbursement procedures for grantees in compliance with state laws and regulations to ensure only allowed expenditures are reimbursed within the terms of the grant and adequate documentation is retained to support the expenditure of grant funds.
- The Commission clarifies future grant requirements in writing prior to the issuance of grant awards.

State Contracts Over \$25,000 Awarded To Minority Owned Businesses Fiscal Year 2012

None

Employment Summary

	Male	Female	Total	%
White Employees	0	1	1	20 %
Black Employees	0	3	3	60 %
Other Racial Minorities	0	1	1	20 %
Total Minorities			4	80 %
Total Employees			5	100 %

Publications

A.C.A. 25-1-204

Name	Statutory Authorization	Required for		# of Copies	Reason(s) for Continued Publication and Distribution
		Governor	General Assembly		
AMHC Annual Report	A.C.A. §19-12-114, A.C.A. §20-2-101	Y	Y	100	Requests by the Public, Commissioners and Legislators
AMHC Yearly Magazine - Bridge	A.C.A. §19-12-114 (Initiated Act 1 of 2000)	N	N	5,000	Requests by the Public and Commissioners
Arkansas Racial & Ethnic Health Disparity Study Report	A.C.A. §20-2-101 (Act 912 of 1991)	N	Y	100	Requests by the Public, Institutions, and Agencies
Minority Health Consortium Directory	A.C.A. §19-12-114, A.C.A. §20-2-101	Y	Y	100	Requests by the Public, Commissioners and Legislators

Department Appropriation Summary

Historical Data

Agency Request and Executive Recommendation

Appropriation	2011-2012		2012-2013		2012-2013		2013-2014					2014-2015						
	Actual	Pos	Budget	Pos	Authorized	Pos	Base Level	Pos	Agency	Pos	Executive	Pos	Base Level	Pos	Agency	Pos	Executive	Pos
2MF Treasury Cash	46,319	0	65,000	0	100,000	0	65,000	0	65,000	0	65,000	0	65,000	0	65,000	0	65,000	0
463 Minority Health Initiative	1,538,655	6	1,637,421	6	1,648,961	6	1,638,920	6	1,708,985	7	1,647,380	6	1,638,920	6	1,708,985	7	1,647,380	6
815 Minority Health Operations	205,252	3	194,388	3	197,934	3	195,151	3	203,871	3	203,871	3	195,151	3	203,871	3	203,871	3
Total	1,790,226	9	1,896,809	9	1,946,895	9	1,899,071	9	1,977,856	10	1,916,251	9	1,899,071	9	1,977,856	10	1,916,251	9

Funding Sources		%		%		%		%		%		%		%		%		%		
Fund Balance	4000005	12,830	0.7	746	0.0		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0
General Revenue	4000010	183,745	10.3	186,469	9.8		195,151	10.3		203,871	10.3		195,151	10.3		203,871	10.3		203,871	10.6
Cash Fund	4000045	34,235	1.9	64,254	3.4		65,000	3.4		65,000	3.3		65,000	3.4		65,000	3.3		65,000	3.4
Merit Adjustment Fund	4000055	21,507	1.2	7,919	0.4		0	0.0		0	0.0		0	0.0		0	0.0		0	0.0
Tobacco Settlement	4000495	1,538,655	85.9	1,637,421	86.3		1,638,920	86.3		1,708,985	86.4		1,638,920	86.3		1,708,985	86.4		1,647,380	86.0
Total Funds		1,790,972	100.0	1,896,809	100.0		1,899,071	100.0		1,977,856	100.0		1,899,071	100.0		1,977,856	100.0		1,916,251	100.0
Excess Appropriation/(Funding)		(746)		0			0			0			0			0			0	
Grand Total		1,790,226		1,896,809			1,899,071			1,977,856			1,899,071			1,977,856			1,916,251	

Agency Position Usage Report

FY2010 - 2011						FY2011 - 2012						FY2012 - 2013					
Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused	Authorized in Act	Budgeted			Unbudgeted	% of Authorized Unused
	Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total			Filled	Unfilled	Total	Total	
9	8	1	9	0	11.11 %	9	8	1	9	0	11.11 %	9	6	3	9	0	33.33 %

Analysis of Budget Request

Appropriation: 2MF - Treasury Cash

Funding Sources: NMH - Cash in Treasury

This cash fund appropriation allows the Agency to expense any grants, donations, or reimbursements that it may receive on reimbursements for expenses of providing seminars or educational activities.

The Agency Request is requesting Base Level in the amount of \$65,000 each year of the biennium for this appropriation.

The Executive Recommendation provides for the Agency Request. Expenditure of this appropriation is contingent upon available funding.

Appropriation Summary

Appropriation: 2MF - Treasury Cash

Funding Sources: NMH - Cash in Treasury

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			2013-2014			2014-2015		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Personal Svcs & Oprs Exp	5900046	46,319	65,000	100,000	65,000	65,000	65,000	65,000	65,000	65,000
Total		46,319	65,000	100,000	65,000	65,000	65,000	65,000	65,000	65,000
Funding Sources										
Fund Balance	4000005	12,830	746		0	0	0	0	0	0
Cash Fund	4000045	34,235	64,254		65,000	65,000	65,000	65,000	65,000	65,000
Total Funding		47,065	65,000		65,000	65,000	65,000	65,000	65,000	65,000
Excess Appropriation/(Funding)		(746)	0		0	0	0	0	0	0
Grand Total		46,319	65,000		65,000	65,000	65,000	65,000	65,000	65,000

Analysis of Budget Request

Appropriation: 463 - Minority Health Initiative

Funding Sources: TSE - Targeted State Needs Program Account

The Tobacco Settlement Funded Minority Health Initiative is one of four targeted state needs programs established by Initiated Act 1 of 2000. This Initiative was established and is administered by the Agency to provide screening, monitoring, and treatment of hypertension, stroke, and other disorders disproportionately critical to the State's minorities.

Special Language allows the Agency to transfer from its Operating Expenses and/or Screening, Monitoring, Treating and Outreach appropriation and funds to be used in the acquisition of promotional items.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency Request is for a Base Level of \$1,638,920 each year of the biennium with a Change Level of \$70,065 in appropriation and funding. The request is for a Grade C124 Administrative Services Manager position to assist the Executive Director in planning, organizing, and directing the increased and relevant activities of the administrative services arm of the agency. The request also consists of a reclassification of one Grade C112 Administrative Specialist III to a Grade C117 Human Resource Analyst, and one Grade C115 Administrative Analyst to a Grade C117 Health Program Specialist I due to the increased workload at the Commission.

The Executive Recommendation provides for Base Level, with the exception of the reclassification for the two positions.

Appropriation Summary

Appropriation: 463 - Minority Health Initiative
Funding Sources: TSE - Targeted State Needs Program Account

Historical Data

Agency Request and Executive Recommendation

Commitment Item	Historical Data			2013-2014			2014-2015		
	2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries 5010000	174,108	194,233	211,767	194,233	246,383	201,006	194,233	246,383	201,006
#Positions	6	6	6	6	7	6	6	7	6
Personal Services Matching 5010003	68,738	76,425	70,431	77,924	95,839	79,611	77,924	95,839	79,611
Operating Expenses 5020002	329,177	339,650	339,650	339,650	339,650	339,650	339,650	339,650	339,650
Conference & Travel Expenses 5050009	19,990	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
Professional Fees 5060010	388,536	448,559	448,559	448,559	448,559	448,559	448,559	448,559	448,559
Data Processing 5090012	0	0	0	0	0	0	0	0	0
Promotional Items 5090028	9,727	0	0	0	0	0	0	0	0
Capital Outlay 5120011	0	0	0	0	0	0	0	0	0
Screen/Monitor/Treat & Outreach 5900046	548,379	558,554	558,554	558,554	558,554	558,554	558,554	558,554	558,554
Total	1,538,655	1,637,421	1,648,961	1,638,920	1,708,985	1,647,380	1,638,920	1,708,985	1,647,380
Funding Sources									
Tobacco Settlement 4000495	1,538,655	1,637,421		1,638,920	1,708,985	1,647,380	1,638,920	1,708,985	1,647,380
Total Funding	1,538,655	1,637,421		1,638,920	1,708,985	1,647,380	1,638,920	1,708,985	1,647,380
Excess Appropriation/(Funding)	0	0		0	0	0	0	0	0
Grand Total	1,538,655	1,637,421		1,638,920	1,708,985	1,647,380	1,638,920	1,708,985	1,647,380

FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 Biennium.

Change Level by Appropriation

Appropriation: 463 - Minority Health Initiative
Funding Sources: TSE - Targeted State Needs Program Account

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	1,638,920	6	1,638,920	100.0	1,638,920	6	1,638,920	100.0
C01	Existing Program	61,605	1	1,700,525	103.8	61,605	1	1,700,525	103.8
C10	Reclass	8,460	0	1,708,985	104.3	8,460	0	1,708,985	104.3

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	1,638,920	6	1,638,920	100.0	1,638,920	6	1,638,920	100.0
C01	Existing Program	0	0	1,638,920	100.0	0	0	1,638,920	100.0
C10	Reclass	8,460	0	1,647,380	100.5	8,460	0	1,647,380	100.5

Justification

C01	The Commission is requesting a Grade C124 Administrative Services Manager position to assist the Executive Director in planning, organizing, and directing the increased and relevant activities of the administrative services arm of the agency.
C10	This request is to reclass one (1) Grade C112 Administrative Specialist III to a Grade C117 Human Resource Analyst and one (1) Grade C115 Administrative Analyst to a Grade C117 Health Program Specialist I due to the increased administrative workload.

Analysis of Budget Request

Appropriation: 815 - Minority Health Operations

Funding Sources: HUA - Miscellaneous Agencies Fund

The general revenue funded Minority Health Operations appropriation is used to assure equal access of the State's minorities to health care, provide disease education, treatment, screening, and prevention, study health delivery issues, increase awareness, and make agency and legislative recommendations concerning these issues.

Special Language allows the Agency to transfer from its Operating Expenses appropriation and funds to be used in the acquisition of Promotional Items.

Base Level Regular Salaries and Personal Services Matching includes Career Service payments for eligible employees. Personal Services Matching also includes a \$20 increase in the monthly contribution for State employee's health insurance for a total State match per budgeted employee of \$410 per month. Base Level salaries and matching do not include appropriation for a Cost of Living Adjustment or Merit Pay Increases.

The Agency Request is for a Base Level of \$195,151 each year of the biennium with a Change Level of \$8,720 in appropriation and general revenue funding. The request consists of a reclassification of one Grade C115 Administrative Analyst to a Grade C116 Media Specialist, and one Grade C112 Administrative Specialist III to a Grade C117 Health Program Specialist I due to the increased workload at the Commission.

The Executive Recommendation provides for the Agency Request.

Appropriation Summary

Appropriation: 815 - Minority Health Operations
Funding Sources: HUA - Miscellaneous Agencies Fund

Historical Data

Agency Request and Executive Recommendation

Commitment Item		Historical Data			Agency Request and Executive Recommendation			Agency Request and Executive Recommendation		
		2011-2012 Actual	2012-2013 Budget	2012-2013 Authorized	2013-2014			2014-2015		
					Base Level	Agency	Executive	Base Level	Agency	Executive
Regular Salaries	5010000	154,380	143,021	151,691	143,021	150,002	150,002	143,021	150,002	150,002
#Positions		3	3	3	3	3	3	3	3	3
Personal Services Matching	5010003	49,445	49,638	44,514	50,401	52,140	52,140	50,401	52,140	52,140
Operating Expenses	5020002	1,228	1,229	1,229	1,229	1,229	1,229	1,229	1,229	1,229
Conference & Travel Expenses	5050009	199	500	500	500	500	500	500	500	500
Professional Fees	5060010	0	0	0	0	0	0	0	0	0
Data Processing	5090012	0	0	0	0	0	0	0	0	0
Capital Outlay	5120011	0	0	0	0	0	0	0	0	0
Promotional Items	5900028	0	0	0	0	0	0	0	0	0
Total		205,252	194,388	197,934	195,151	203,871	203,871	195,151	203,871	203,871
Funding Sources										
General Revenue	4000010	183,745	186,469		195,151	203,871	203,871	195,151	203,871	203,871
Merit Adjustment Fund	4000055	21,507	7,919		0	0	0	0	0	0
Total Funding		205,252	194,388		195,151	203,871	203,871	195,151	203,871	203,871
Excess Appropriation/(Funding)		0	0		0	0	0	0	0	0
Grand Total		205,252	194,388		195,151	203,871	203,871	195,151	203,871	203,871

FY13 Budget amount in Personal Services Matching exceeds the authorized amount due to matching rate adjustments during the 2011-2013 Biennium.

Change Level by Appropriation

Appropriation: 815 - Minority Health Operations
Funding Sources: HUA - Miscellaneous Agencies Fund

Agency Request

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	195,151	3	195,151	100.0	195,151	3	195,151	100.0
C10	Reclass	8,720	0	203,871	104.5	8,720	0	203,871	104.5

Executive Recommendation

Change Level		2013-2014	Pos	Cumulative	% of BL	2014-2015	Pos	Cumulative	% of BL
BL	Base Level	195,151	3	195,151	100.0	195,151	3	195,151	100.0
C10	Reclass	8,720	0	203,871	104.5	8,720	0	203,871	104.5

Justification

C10	The Commission is requesting to reclass one (1) Grade C112 Administrative Analyst to a C117 Media Specialist and one (1) C112 Administrative Specialist III to a Grade C117 Health Program Specialist I due to increased administrative workload.
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