

Ryan White Planning Council (RWPC) of the Philadelphia Part A EMA
Finance Committee
Meeting Minutes of
Thursday, July 7, 2016
2:00-4:00p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Michael Cappuccilli, Alan Edelstein, David Gana, Sayuri Lio, Steven Saunders, Nurit Shein, Leroy Way, Mark Coleman, Karen Coleman

Excused: Tre Alexander, Kevin Burns, Keith Carter, Lupe Diaz

Absent: Joseph Roderick

Guests: Chris Chu (AACO), Ricardo Colon (AACO), Elizabeth Cannon-Dang

Staff: Mari Ross-Russell, Antonio Boone, Jennifer Hayes

Call to Order: A. Edelstein called the meeting to order at 2:08p.m.

Welcome/Introductions: A. Edelstein welcomed the Finance Committee. Those present then introduced themselves.

Approval of Agenda: A. Edelstein presented the agenda for approval. **Motion: L. Way moved, M. Cappuccilli seconded to approve the agenda. Motion passed: All in favor.**

Approval of Minutes (June 02, 2016): A. Edelstein presented the minutes for approval. **Motion: L. Way moved, M. Coleman seconded to approve the June 02, 2016 minutes. Motion Passed: All in favor.**

Report of Chair: No report.

Report of Staff: No report.

Action Items:

- **Reallocation Request**

R. Colon stated that the reallocation request was originally presented at the June Finance Committee meeting. He said it had been tabled pending further clarification.

R. Colon said that the New Jersey legal services program was in need of funds for additional staffing in order to maintain and expand services. He stated that the grantee was requesting to move 0.9%, or a total of \$18,715, of allocated funds from the following service categories into legal services: outpatient ambulatory care, medical case management, mental health, and oral health care. He explained that the amount taken from each category was less than 1% and would not decrease any existing service awards.

A. Edelstein asked for clarification on whether the Finance Committee needed to vote on the reallocation request, as the shifts were less than 1% from each service category. M. Ross-Russell

explained that the shift to legal services would represent more than a 10% increase in the legal services category.

N. Shein asked who was requesting the increase. R. Colon replied that the grantee was making the request. He stated that additional administrative support for legal services in NJ was an identified need, based on AACO program evaluations. S. Saunders asked if the shift would carry over into the next year's budgets. R. Colon replied that it would not automatically carry over. S. Saunders stated that the shift would need to carry over, as the funding shift would fund a staff position.

M. Cappuccilli stated that the request was outside his area of practice in New Jersey. He asked who identified the need for additional staffing in the legal services category. R. Colon stated that the need for the increase was passed down through AACO.

A. Edelstein asked how the four service categories that funding would be moved out of would maintain the same level of service delivery. R. Colon explained that the increase in the budget compared to the previous year meant that the decreases did not affect service delivery relative to the previous year. C. Chu stated that individual agencies would still be receiving the same award amounts, though the budgets for the overall service categories would be reduced. M. Ross-Russell explained that 2016-2017 budgets had already been approved by the Planning Council. Thus, dollars had already been awarded to those service categories. She stated that the group was considering reducing the amount of funding in 4 different categories relative to this year's level funding budget.

N. Shein noted that the level funding budget in New Jersey for FY2017-2018 had decreased. She asked if the reductions from the four service categories would impact service delivery in those categories. A. Edelstein replied that the amounts taken from the four service categories could be shifted for the FY2017-2018 to reflect the reduction in overall funding for that year. N. Shein stated that the amount of funding reallocated to fund one staff position this year could not be reduced in the following year.

S. Saunders asked why there was a need for additional staff in legal services. R. Colon replied that the grantee had identified an increase in service utilization in the service category. He noted that monitoring utilization in different service categories was a grantee responsibility.

N. Shein asked if the grantee had determined if the increase to legal services could be funded by other service categories than the four that were selected. R. Colon responded that the grantee had considered other options and found the reductions in four service categories most prudent. M. Cappuccilli asked why food bank/home delivered meals and transportation were not also being reduced. S. Saunders noted that additional transportation funding had been given to the state, so there was not as much need for Ryan White transportation funding. M. Cappuccilli asked if the money to fund legal services could be taken proportionally from food bank and transportation as well, and R. Colon stated that it could.

Motion: M. Cappuccilli moved, N. Shein seconded that the Finance Committee recommend the Planning Council approve the grantee's reallocation request. **Motion passed:** 8 in favor, 0 opposed, 1 abstained.

- **FY2017-2018 Allocations**

M. Ross-Russell explained that there was a reallocation request at current level funding to add money to legal services based on demonstrated need. She noted that this change had not been reflected in the 2017-2018 budget for New Jersey.

Pennsylvania Counties

M. Ross-Russell stated that, in the PA suburban counties, the allocations group elected to maintain level funding and to carry out proportional increases/decreases in the 5% increase, 10% increase, and 5% decrease budgets.

M. Ross-Russell explained that the percentage share of the HIV epidemic in each region had shifted. She stated that Philadelphia's share of the epidemic had decreased, NJ had seen a small decrease, and PA's share had risen.

Philadelphia

M. Ross-Russell reported that, at level funding, the Philadelphia group had voted to place \$168,000 in health insurance premium/cost-sharing assistance, which would be used specifically for cost-sharing for out of pocket costs, including co-pays, for individuals who were insured. She said this money would be moved from Direct Emergency Financial Assistance (DEFA), AIDS Pharmaceutical Assistance. She noted that Medicaid recipients pay between \$1 and \$3 for copays. Therefore, there was not as much need for cost-sharing assistance for people using Medicaid insurance.

N. Shein asked how clients would be reimbursed in the health insurance premium/cost-sharing assistance program. M. Ross-Russell said the mechanism for administering the program had not yet been determined. She stated that it would likely be administered similarly to DEFA. N. Shein asked who would be eligible for reimbursement. M. Ross-Russell stated that eligibility would be determined based on needs assessments. She explained that the Planning Council had previously discussed a desire to fund health insurance premium/cost-sharing assistance, but they had voted to fund it in a 10% increase scenario only. She stated that determinations about how to administer the program would be made in the coming year. She said the Needs Assessment and the Comprehensive Planning Committee would begin doing research on the need for health insurance premium/cost-sharing assistance. She stated that the Planning Council would also seek technical assistance from HRSA, which would not require using any of the funding in the category. She said that all elements of starting the program would need to be put in place by March 1st, 2017.

N. Shein asked if copay cost-sharing could be administered through DEFA (AIDS Pharmaceutical Assistance). M. Ross-Russell replied that the two services operated differently. She said money had been moved from the Local AIDS Pharmaceutical Assistance (LPAP) category to DEFA because of changes made in HRSA's recent Policy Clarification Notice 16-02.

M. Ross-Russell stated that, in the 5% decrease budget scenario (listed in red), the decrease was taken proportionally from the new level funding budget. In the 5% increase budget scenario, the amount of money placed in health insurance premium/cost-sharing assistance was doubled, whereas the other service categories were increased proportionally with level funding. N. Shein asked about the rationale for the funding increase. M. Ross-Russell stated that the group agreed the increase in funding to the service category would be beneficial given the need for the service.

K. Coleman stated that the group had allocated \$160,000 to health insurance premium/cost sharing assistance due to underutilization of funding in local AIDS pharmaceutical assistance (LPAP) in the past.

M. Ross-Russell stated that, in the 10% increase budget, Philadelphia voted to leave all services level relative to the 5% increase budget. She stated that the increase relative to the 5% increase budget was then placed in housing. N. Shein noted that there was a need for housing.

N. Shein asked that the group vote on the allocations budgets separately.

Motion: D. Gana moved, A. Edelstein seconded to approve the PA counties allocations as represented on the spreadsheets. **Motion passed:** 9 in favor, 0 opposed, 0 abstained.

A. Edelstein stated that the Finance Committee would recommend the Planning Council vote to approve the PA counties budget.

Motion: K. Coleman moved, M. Cappuccilli seconded to approve the Philadelphia counties allocations as represented on the spreadsheets.

Discussion on the motion

N. Shein noted that she had been unable to attend the Philadelphia allocations meeting. However, she said she did not believe there was a sufficient demonstration of need or a mechanism to provide either health insurance premium/cost-sharing assistance or housing services. She said that there was a known need and mechanism for providing direct services. M. Ross-Russell noted that there was a waiting list for HOPWA.

Motion passed: 6 in favor, 1 opposed, 2 abstained.

New Jersey

N. Shein asked if the reallocation request for New Jersey was discussed at their allocations meeting.

A. Edelstein said it was not. He stated that the request was presented at the previous Finance Committee meeting, but the group decided to table it for further discussion this month. N. Shein asked if the group could alter the allocations budget to reflect the reallocation request that they just approved. A. Edelstein replied that they could. He noted that the budget had not yet been voted on by the full Planning Council. However, there were members from New Jersey attending today's meeting.

N. Shein noted that the group could approve the allocations on today's spreadsheets as is, or alter them to reflect the reallocation request.

N. Shein suggested that the group update the FY2017-2018 allocations spreadsheets based on the grantee's identified need for additional staff support in legal services, in the amount of \$18,715. A. Edelstein suggested implementing the change for FY2017-2018 on a percentage basis rather than a dollar basis. He noted that New Jersey's allocation had been reduced for FY2017-2018. M. Ross-Russell said she'd have to revise the current level funding budget for FY2017-2018 to alter the amount in other professional services/legal services. Then, based on New Jersey's budget plans, she could proportionally increase across the 5% increase, 5% decrease, and 10% increase budgets.

M. Ross-Russell stated that, for the level funding budget, the NJ group proposed a proportional increase across all service categories. She stated that, in the 5% decrease scenario, the group voted to reduce case management by 75% of the amount of the decrease and transportation by 25%. She stated that the other categories would remain at level funding. She reported that, in the 5% increase

scenario, all categories were to remain at level funding, except mental health, which would receive the full amount of the 5% increase. She explained that, in the 10% increase scenario, half of the 10% increase went to mental health, and half went to the substance use services category. A. Edelstein noted that substance use services were not funded at the NJ state level. M. Ross-Russell stated that NJ had recently made changes in funding within their state system.

Motion: S. Saunders moved, M. Cappuccilli seconded to recommend the NJ allocations be shifted to reflect the grantee's reallocation request for legal services, proportional to the grant decrease in the 2017-2018 fiscal year. **Motion passed:** 9 in favor, 0 opposed, 0 abstained.

A. Edelstein noted that none of the allocations groups had voted to make any instructions to the grantee.

M. Ross-Russell reviewed the EMA wide allocations spreadsheet. She explained that the 5% increase and 5% decrease budgets did not rise and fall by the same amounts. She noted that systemwide dollars were taken out before any increases or decreases were carried out. She added that the EMA-wide spreadsheet included Minority AIDS Initiative (MAI) funding based on a 5% increase, 5% decrease, and 10% increase budget scenario, proportional with level funding. She stated that 2 services were funded under MAI. She explained that MAI funding was systemwide and not regionalized. She said these allocations needed to be voted on by the Planning Council at their meeting.

N. Shein asked why there was an increase to systemwide at level funding. M. Ross-Russell explained that the increase was consistent with the increase in the grant award.

Motion: M. Cappuccilli moved, D. Gana seconded to approve the EMA-wide allocations, as reflected on the spreadsheet. **Motion passed:** 9 in favor, 0 opposed, 0 abstained.

Old Business: None.

New Business: None.

Announcements: None.

Adjournment: **Motion:** L. Way moved, M. Cappuccilli seconded to adjourn the meeting at 3:11 p.m. **Motion Passed:** All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- June 2, 2016 Minutes
- Grantee New Jersey Region Reallocations Request
- FY2017-2018 Allocations Spreadsheets
- OHP Calendar