

**VIRTUAL: Finance Committee  
Meeting Minutes of  
Thursday, June 6th, 2024  
2:00 p.m. – 4:00 p.m.**

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

**Present:** Alan Edelstein (Co-chair), Michael Cappuccilli

**Guests:** Ameenah McCann-Woods (DHH)

**Staff:** Tiffany Dominique, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

**Call to Order:** A. Edelstein called the meeting to order at 2:03 p.m.

**Introductions:** A. Edelstein skipped introductions.

**Approval of Agenda:**

A. Edelstein referred to the June 2024 Finance Committee agenda and asked for a motion to approve the June 2024 agenda. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to approve the June 2024 Finance Committee agenda via roll call. **Motion passed:** All in favor. The June 2024 agenda was approved.

**Approval of Minutes (May 2nd, 2024):**

A. Edelstein referred to the May 2024 Finance Committee minutes. **Motion:** A. Edelstein motioned; M. Cappuccilli seconded to approve the May 2024 meeting minutes. **Motion passed:** All in favor. The May 2024 minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

M. Ross-Russell said the Finance Committee normally convened in July to review the spreadsheets of the upcoming funding cycle. She said they would need to conduct the approval of their existing award first and then create the spreadsheets from that process. She said the first Finance Committee meeting had fallen on July 4th. She asked the committee members what course of action they would like to take going forward. She said they must have the spreadsheets before their July allocations meetings. M. Ross-Russell stated they were currently using data from 2021 and would likely be using data from 2022 to base their allocations on. She said she had to wait for the HIPC members to approve the final allocations before she could create the spreadsheets. The committee agreed to have their next meeting on June 27th. T. Dominique asked if they had anything for AIDS Education Month since that day was the Prevention Summit Day. S. Moletteri replied that they would likely need to place priority to the Finance Committee meeting in the event of a scheduling conflict.

M. Ross-Russell said they were to have a scheduled site visit in the third week of July from the 16th to the 19th. A. McCann-Woods said she had a conflict with June 27th since she had jury duty on the same day. M. Cappuccilli asked the committee members what time they would most be comfortable meeting. The committee decided to meet at 2pm on June 27th.

**Discussion Item:**

***-Draft Allocations Spreadsheets-***

M. Ross-Russell said she would start with the review of the Systemwide spending. During FY24-25, they had received \$21,043,528 Part A funding, which was \$241,880 less than the previous year. She created the allocation for each region based on a level funding budget. Philadelphia county lost \$136,550. The NJ Counties had \$40,717 from their budget. The PA Counties budget was cut by \$26,773. M. Cappuccilli motioned to bring forward the budget to HIPC.

M. Ross-Russell brought up the spreadsheets for Philadelphia County. She said Philadelphia had chosen to do a proportional change for the level funding budget. The next budget was the PA Counties. The PA Counties had chosen to move some funding from Emergency Financial Assistance Services - Pharmacy (EFA-Pharma) and moved the funding to Transportation Services. M. Ross-Russell said she made sure the budget had reflected this choice with the reduction of \$80,000 in EFA-Pharma and the increase of \$80,000 in Transportation Services. She said all other services were proportional. M. Ross-Russell said the New Jersey Counties had a proportional budget with the exception of Transportation Services which was held harmless. M. Ross-Russell said she created a proportional decrease across all services.

The next spreadsheet was for the Minority AIDS Initiative (MAI) services. M. Ross-Russell said there was a reduction of \$28,429. She said she had allocated the funding proportionately. A. Edelstein asked if they needed to make a vote. M. Ross-Russell said it needed to be brought forward by the Finance Committee with a recommendation and then voted on by the HIPC as an action item.

**Motion:** M. Cappuccilli motioned; A. Edelstein seconded to approve all level funding budget scenarios for all three regions and forward them to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval.

**Motion Passed:** All In Favor. The motion to bring forward the level funding budget scenarios to the HIV Integrated Planning Council was approved.

***-Monitoring of the Administrative Mechanism-***

M. Ross-Russell had updated the Monitoring the Administrative Mechanism document for February 29, 2024. She said she had reviewed every part of the document and was ready before the site visit. She said they fortunately received their final quarterly expenditure report which allowed them to do this.

She reviewed the Procurement Process. She stated there were no request for proposals (RFP) for Ryan White Part A during the funding cycle. A. Edelstein said he had heard a news story from the Philadelphia Inquirer that had stated that the city council had a bill to change the contracting

requirements so that contracts would be open to more competitive bidding. He said this was in the wake of the overspending scandal in Homeless Services. He asked if this would impact HIV services. M. Ross-Russell said she was unsure if PHMC would be affected since they received funding from the federal government. She said that HIV services were under greater scrutiny from the federal audit requirements versus local government. She said city funds would be reported to the city auditor if they were using local funding. She said services that used both federal and local funding may be impacted. M. Ross-Russell asked if A. McCann-Woods had an answer to the question. A. McCann-Woods replied that she did not have an answer at that time.

A. Edelstein referred to another article in the Inquirer where Dr. Jonathan Mermin, who was from the CDC, wrote a letter to the city regarding needle exchange. He said it might be worthwhile to distribute the letter with the HIPC membership.

M. Ross-Russell looked at the Monitoring the Administrative Mechanism document and discussed Contracting. She said HIPC had received information from the Recipient (DHH) about the percentage of contracts fully executed within 90 days after the Notice of Grant Award (NOA). She reported that as of February 2024, all contracts were conformed within 90 days of the NOA from HRSA.

The next item on the document was the reimbursement of Subrecipient. HIPC was to be informed if there were obstacles to timely reimbursement and if there were any adverse effects on clients or providers. The Recipient was to provide a summary to the Finance Committee on a quarterly basis. M. Ross-Russell said they did receive the spending reports and the reimbursement had depended on how early the providers submitted their invoices.

M. Ross-Russell then spoke about the Use of Funds section. The recipient was to notify HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario. M. Ross-Russell said they were notified about the partial award when it was released. M. Ross-Russell immediately started working on the partial budget. Which was also the case with the final award and it was presented today in this meeting.

The Recipient was to distribute funding in accordance with the approved allocation decisions made by HIPC. M. Ross-Russell stated they had observed this through the Finance Committee during reallocation requests and quarterly spending reports. The Recipient would also be required to deliver regular reports to HIPC on service utilization and expenditures. M. Ross-Russell reported that DHH had completed this in the last HIPC meeting.

M. Ross-Russell read the section that stated DHH would make reallocation requests to HIPC if they were greater than the 10% threshold. A. Edelstein asked if there were any reallocations this year. A. McCann-Woods said they had completed their annual reallocation request as normal in the year to mitigate underspending. A. Edelstein asked if they should record any reallocation requests. M. Ross-Russell said she could do this if she received the information beforehand. The reallocation requests were recorded in the meeting minutes. T. Dominique reminded the committee that DHH had requested reallocation for a subrecipient this year who wanted to shift their focus from substance abuse services to mental health services. A. McCann-Woods said she would send M. Ross-Russell information about the two reallocation requests to her email.

The Recipient was to have a staff member at each committee meeting except when asked not to attend. M. Ross-Russell said DHH had completed this requirement. A. McCann-Woods had participated in all 10 Finance Committee meetings during the fiscal year end. DHH staff had participated in 11 HIPC meetings and each of the allocation meetings held.

During the July 2023 Allocations process, HIPC members had created directives for DHH. There were 11 directives created and DHH was to implement and report on these directives. M. Ross-Russell said all but three directives were reported back to the HIPC. M. Ross-Russell then read the three directives that were not yet given a response from DHH. The three directives requested more information about the services used by PLWH over 50 years old, access to food banks, and awareness of EFA funding so clients have access to the service. M. Cappuccilli asked if they could rephrase this section in the document so it could be clearer. A. Edelstein asked when they could hear a report on the three directives. A. McCann-Woods said they had spoken about PLWH over the age of 50 on May 28th. She said they would need to reexamine their data again to truly understand the services PLWH 50+ years old utilize. As for Food Bank services, A. McCann-Woods said they presented information on Food Bank Services briefly, but it was not put in writing. As for the dissemination of EFA funding awareness, she said this was a more difficult topic that would require that they learn more about how clients received information about Ryan White services. She said they would need to involve their analyst and the Information Services Unit to find this information.

A. Edelstein expressed his concern that the site reviewer would not approve the three directives unless it was in writing. The committee then discussed whether it was enough that the reports were written in the meeting minutes or whether it had to be a written report. M. Ross-Russell said the purpose of the Monitoring of the Administrative Mechanism form was in response to this situation to indicate that there was a response from the Recipient on the directives or other goals. M. Ross-Russell said she would ask A. McCann-Woods to provide some information on the three directives at the next Comprehensive Planning Committee meeting. M. Ross-Russell said she would insert in the document that they were awaiting a written report on these directives by August 30th.

**Other Business:**

T. Dominique called the committee's attention to a news article that the City of Philadelphia was planning to build a substance use facility next to a prison. She said the budget for the facility had been approved and asked if they would approve including this in the letter to the mayor. A. Edelstein said that could be included.

A. Edelstein mentioned another news story about a private developer who wanted to build rehab in University City. T. Dominique said there was much discussion on land use in the last city council meeting and that A. Edelstein could read the minutes of that meeting.

**Announcements:**

None.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to adjourn the June 2024 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 3:14 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- June 2024 Finance Committee agenda
- May 2024 Finance Committee Meeting Minutes