

# MEETING AGENDA

*VIRTUAL:*

*Thursday, August 1st, 2024*

*2:00 p.m. – 4:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (June 27th, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Action Item
  - Review of Allocations Decisions and Directives
  - Reallocation Request
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Finance Committee meeting is

VIRTUAL: September 5th from 2:00 p.m. – 4:00 p.m.

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

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Please contact the office at least 5 days in advance if you require special assistance.

**VIRTUAL: Finance Committee  
Meeting Minutes of  
Thursday, June 27th, 2024  
1:00 p.m. – 3:00 p.m.**

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

**Present:** Michael Cappuccilli, Keith Carter, Alan Edelstein (Co-chair), Adam Williams

**Guests:** A. McCann-Woods (DHH), Ashley Wright (DHH)

**Staff:** Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

**Call to Order:** A. Edelstein called the meeting to order at 1:05 p.m.

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

**Approval of Agenda:**

A. Edelstein referred to the June 27th, 2024 Finance Committee agenda and asked for a motion to approve the June 2024 agenda. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the June 27th, 2024 Finance Committee agenda. **Motion passed:** 2 in favor, 2 abstained. The June 27th, 2024 agenda was approved.

**Approval of Minutes (June 6th, 2024):**

A. Edelstein referred to the June 6th, 2024 Finance Committee minutes. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the June 6th 2024 meeting minutes. **Motion passed:** 2 in favor, 2 abstained. The June 6th, 2024 minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

M. Ross-Russell reminded the committee about the upcoming allocations meetings and the conflict of interest forms. She also said they would be having the site visit during the PA allocations meetings. The site reviewers had asked to meet with the Executive Committee, the Office of HIV Planning (OHP) staff and possibly members of the HIV Integrated Planning Council (HIPC). OHP would be sending out information to the Executive Committee to answer any questions and review the materials from the past year in preparation for the site visit. S. Moletteri said they were making a video walkthrough of the website to assist in navigating the OHP website.

Regarding the appointment letters for the new and returning HIPC members, M. Ross-Russell said they were still waiting to receive the letters from the Mayor's Office.

M. Ross-Russell said the Health Resources and Services Administration (HRSA) had noted a policy clarification and that the service definition for EFA-Housing would now allow Ryan White (RW) funds to be used for first month's rent, last month's rent, AND securities deposits. The addition of security deposit coverage would only apply if the deposits would return to the program that issued the funding. M. Ross-Russell said this would help those who were blocked from obtaining housing due to lack of security deposit. S. Moletteri suggested that organizations might know that they would not receive the full amount back since some landlords would deduct from the security deposit for cleaning fees or other move-out costs.

**Discussion Item:**

***-Allocations Preparation-***

M. Ross-Russell said they would begin their review with the Systemwide allocations. A. Edelstein asked if the spreadsheets were based on the allocations they had adopted earlier in the month. M. Ross-Russell replied that they were. She said the shifts in funding for each region were based on the change from using the 2021 prevalence data to using the 2022 prevalence data. M. Cappuccilli asked if they needed to vote on anything presented in the meeting. M. Ross-Russell said the meeting was information so the committee would have familiarity with the materials before the allocations meetings.

The committee started the review of the spreadsheet with the Systemwide allocations. This category included services such as Systemwide Coordination, Capacity Building, Planning Council Support, and Grantee Administration. M. Ross-Russell said that because of the funding shift caused by using the 2022 Prevalence data, Philadelphia would be receiving 66.810% of the funding in FY 2025-2026 instead of 66.923% in FY 2024-2025. Similarly, the Pennsylvania Counties would be receiving 19.823% of the funding instead of 19.9565%. The New Jersey percentage of the funding had increased from 13.121% to 13.367% which would result in what is approximately a \$43,000 increase.

M. Ross-Russell would then review each region and describe the shifts in funding. Philadelphia County had lost \$20,106 from their budget compared to the previous year. M. Ross-Russell reviewed the 5% increase plan for Philadelphia. She said it would represent an increase of \$593,994. For the 5% decrease plan, it would be a reduction of \$593,994. M. Cappuccilli asked if there were any services whose budgets were in jeopardy due to low funding. M. Ross-Russell said she did not believe so.

M. Ross-Russell reviewed the spreadsheets for the PA Counties. She said the decrease for the PA Counties was \$23,503 for the level funding budget. For the 5% increase budget, the PA Counties would gain \$177,120. The 5% decrease would be a reduction of \$177,120. In the next spreadsheet, M. Ross-Russell said the level funding shifts from the Philadelphia and PA Counties were represented in the level funding budget in the New Jersey Counties. The New Jersey Counties would see an increase of \$43,609 in funding. She said the increase for the New Jersey Counties' level funding budget was done proportionately. For the 5% increase budget, the New Jersey Counties would see an increase of \$116,462. The 5% decrease budget would see a decrease of \$116,462.

The next section on the spreadsheets contained information on the regions as a whole. She said the combined total for the 5% increase budget was \$887,576. A 5% decrease would result in a total reduction of \$887,576. She reviewed the spreadsheet for MAI funding. She asked if the committee had any questions around the budgets. M. Ross-Russell asked the committee if they wanted to review the materials during the meeting or if they wanted to review the material at their leisure. The committee decided they would review the material independently in their leisure time. M. Cappuccilli suggested showing HIPC members funding data from 3 to 4 years to show them an understanding of the amount of funding they had received on average. A. Edelstein and K. Carter said this could be presented as a line graph or a bar graph. M. Ross-Russell said she would create a chart on the total funding and the service dollars. M. Cappuccilli said if they showed HIPC members the change in percentage of funding, they would understand the weight of the funding they were to receive.

**Other Business:**

None.

**Announcements:**

None.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; M. Cappuccilli seconded to adjourn the June 27th, 2024 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 1:40 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- June 27th, 2024 Finance Committee agenda
- June 6th, 2024 Finance Committee Meeting Minutes
- Draft Allocations Spreadsheet

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## ***FY2025 ALLOCATIONS DECISIONS & DIRECTIVES***

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### **NEW JERSEY COUNTIES:**

***(Burlington, Camden, Gloucester, and Salem Counties)***

#### **LEVEL:**

- All funded service categories are to remain at level funding for NJ Counties as currently allocated in FY2024 with the \$43,609 increase distributed proportionately.

#### **5% DECREASE:**

- Working from the New Level Funding Budget, all funded service categories are to be proportionately decreased by 5% with the exception of Transportation Services.

#### **5% INCREASE:**

- Starting with the New Level Funding Budget, the 5% increase is to be put towards Transportation Services while all other service categories are to remain at level funding budget.

#### **DIRECTIVES TO THE RECIPIENT:**

- Encourage outreach to aging populations to ensure they are informed about funded services; look into how PLWH 50+ are receiving information and report back to the HIPC within the FY.
- Work with the HIPC's Positive Committee to make available a list of defined RW services by region, especially EFA and EFA-Housing, within all provider offices – clients should be told to call CSU intake or talk to Case Managers for more information on the list; DHH is to make the list available and report back to CPC and Positive Committee at the time of the 3rd Quarter Report.
- Increase access to and awareness of telehealth options to medical and social service care; Request more information on telehealth services by service category as measured by CAREWare to report back to HIPC within the FY.

## **PENNSYLVANIA COUNTIES:**

*(Bucks, Delaware, Chester, and Montgomery Counties)*

### **LEVEL:**

- All funded service categories are to remain at level funding for PA Counties as currently allocated in FY2024 with the \$23,503 decrease distributed proportionately.

### **5% DECREASE:**

- Working from the New Level Funding budget, all funded service categories are to be proportionately decreased by the 5% decrease of \$153,617.

### **5% INCREASE:**

- Working from the Old Level Funding budget, the 5% increase of \$177,120 is to be proportionately distributed amongst all funded service categories.

### **DIRECTIVES TO THE RECIPIENT:**

- Ascertain the need for increased mental health and substance use (outpatient) services in the PA counties, including surveying existing mental health and substance use (outpatient) providers and their accessibility.
- Work with the HIPC's Positive Committee to make available a list of defined RW services by region, especially EFA and EFA-Housing, within all provider offices – clients should be told to call CSU intake or talk to Case Managers for more information on the list; DHH is to make the list available and report back to CPC and Positive Committee at the time of the 3rd Quarter Report.
- Increase access to and awareness of telehealth options to medical and social service care; Request more information on telehealth services by service category as measured by CAREWare to report back to HIPC within the FY.
- Encourage outreach to aging populations to ensure they are informed about funded services; look into how PLWH 50+ are receiving information and report back to the HIPC within the FY.

## **PHILADELPHIA COUNTY:**

### **LEVEL:**

- All funded service categories are to remain at the level funding for Philadelphia County as currently allocated in FY2024.

### **5% DECREASE:**

- Working from the Old Level Funding Budget, all funded service categories are to be proportionately decreased by the 5% decrease of \$593,994.

### **5% INCREASE:**

- Working from the Old Level Funding Budget, all funded service categories are to be proportionately increased by the 5% increase of \$593,994.

### **DIRECTIVES TO THE RECIPIENT:**

- Ascertain the need for increased mental health and substance use (outpatient) services in Philadelphia, including surveying existing mental health and substance use (outpatient) providers and their accessibility.
- Work with the HIPC's Positive Committee to make available a list of defined RW services by region, especially EFA and EFA-Housing, within all provider offices – clients should be told to call CSU intake or talk to Case Managers for more information on the list; DHH is to make the list available and report back to CPC and Positive Committee at the time of the 3rd Quarter Report.
- Increase access to and awareness of telehealth options to medical and social service care; Request more data and information on challenges and successes for telehealth services by service category as measured by CAREWare to report back to HIPC within the FY.
- Encourage outreach to aging populations to ensure they are informed about funded services; look into how PLWH 50+ are receiving information and report back to the HIPC within the FY.

## Office of HIV Planning

### HIV Integrated Planning Council: Finance Committee

#### Ryan White Part A

### Recipient 2024-25 Reallocation Request Philadelphia

#### Region

August 1, 2024

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A Philadelphia Region Subrecipient provider of substance abuse services has experienced decreased utilization over the course of several funding cycles. Mental Health Services continue to be highly utilized. At the end of FY2023, HIPC voted to reallocate a decrease in Substance Abuse Services and an increase in Mental Health Services.

To satisfy this regional need, based on the 1.136% decreased FY2024 allocations, the Recipient is requesting permission to reallocate funds as follows:

#### **Philadelphia Region**

**Decrease** – Substance Abuse Services by 12% or \$59,687.00

**Increase** – Mental Health Services by 19% or \$59,687.00



## Office of HIV Planning

### HIV Integrated Planning Council: Finance Committee

#### Ryan White Part A

#### Recipient 2024-25 Reallocation Notification

August 1, 2024

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The FY24 HIPC allocation for Systemwide Coordination of services was \$195,005. Due to salary increases in Systemwide Coordination, the Recipient will need to decrease the Capacity Building allocations by \$30,000 and increase Systemwide Allocations.

#### **Capacity Building**

\$113,959 decrease by \$30,000.00 or 26.3%

#### **Systemwide Coordination**

\$195,005 increase by \$30,000.00 or 15.3%