

# MEETING AGENDA

*VIRTUAL:*

*Thursday, December 5th, 2024*

*2:00 p.m. – 4:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (November 7th, 2024)
- ◆ Report of Co-Chair
- ◆ Report of Staff
- ◆ Discussion Item
  - DHH Year End Reallocation Requests
  - Recruitment Presentation Review and Finalization
- ◆ 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: January 2nd 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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**VIRTUAL: Finance Committee  
Meeting Minutes of  
Thursday, November 7th, 2024  
2:00 p.m. – 4:00 p.m.**

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

**Present:** Michael Cappuccilli, Keith Carter, Alan Edelstein (Co-Chair)

**Guests:** Avis Scott (DHH), A. McCann-Woods (DHH)

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

**Call to Order:** A. Edelstein called the meeting to order at 2:04 p.m.

**Introductions:** A. Edelstein asked everyone to introduce themselves.

**Approval of Agenda:**

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

**Approval of Minutes (October 3rd, 2024):**

A. Edelstein referred to the October 2024 Finance Committee minutes. K. Trinh said that there was a typo saying A. Edelstein had referred to the August minutes while also being excused from the meeting. He explained that K. Carter was the individual who referred to the minutes. **Motion: K. Carter motioned; M. Cappuccilli seconded to approve the amended October 2024 meeting minutes. Motion passed: All in favor.** The amended October 2024 minutes were approved.

**Report of Co-chair:**

None.

**Report of Staff:**

None.

**Discussion Item:**

***-Recruitment Presentation-***

In the last Nominations Committee meeting, the committee had discussed ways to recruit more members for their subcommittees. M. Ross-Russell said one of the suggestions was a 5-minute presentation that would define the goals and activities of each subcommittee. T. Dominique had created a template slideshow that each subcommittee could use. M. Cappuccilli asked when the subcommittees were scheduled to present. T. Dominique said they were expected to present at

the beginning of 2025. S. Moletteri said each committee needed two meetings to finalize a draft presentation and assign speakers. K. Carter asked if they should have the Executive Committee review each presentation since these members sat on at least one subcommittee. The committee agreed to consider this idea in the future.

The committee reviewed the agenda for their presentation and the “Meet Your Committee Members” slide. M. Ross-Russell asked K. Carter and M. Cappuccilli if they had wanted to add their names to the presentation. They both consented to this proposal. M. Cappuccilli suggested adding the date of their term limits to the presentation since all three Finance Committee members were reaching their term limits soon. M. Ross-Russell suggested that individuals who volunteered to join the Finance Committee after hearing the presentation could speak with Finance Committee members privately in the chat to discuss their experience on the committee.

T. Dominique asked if they would allow non-HIPC members to join the subcommittees. M. Ross-Russell explained that all their meetings were open to the public. Nonmembers could join a subcommittee but they were unable to vote. While joining a subcommittee as a nonmember was theoretically possible, it almost never happened. T. Dominique asked because she wondered how the recommended members could transition to co-chairs in a timely manner if they were still waiting for their letters of recommendation. She wondered if they had to be a full member for a whole year or whether, for the time being, a recommended member on a committee for a year was enough to fulfill the requirement to become a co-chair. M. Ross-Russell said she did not know the answer. She and Dr. Brady were still waiting for the city to send the letters of recommendation for new members. K. Carter expressed his concerns that they may not have any members who could vote due the situation with the recommendation letters. M. Ross-Russell reassured K. Carter that they should have the letters before September 2025.

The committee reviewed the “goal” slide. The slide included the descriptions taken from the Office of HIV Planning website and the ByLaws. The committee agreed that the definitions were accurate and sufficient to include on the slide.

In the next slide, the committee reviewed the roles and responsibilities of the Finance Committee. M. Ross-Russell reminded the committee that they had conducted the monitoring of the administrative mechanism, ensuring that directives were being followed through. The committee also reviewed spending reports, the annual Allocation Process, and allocation requests. The committee agreed that this list of activities was comprehensive.

The recruitment presentation had a slide explaining the benefits that the committee offered to those who joined. This included benefits to the individual and to the community as a whole. After much discussion, the committee created a list of benefits for both personal and community benefits.

For the community, the committee offered a variety of benefits and services. The committee facilitated the Allocations process by equipping HIPC members with the knowledge to make informed decisions. They reviewed the spending budget and reports. They worked with the Division of HIV Health (DHH) to ensure information was relayed from community to the Recipient and vice versa. The committee wanted to emphasize that a person did not need prior

knowledge of finance to join the committee and that the information was accessible to those who were interested in joining.

For personal benefits, the committee stated that joining the committee allowed an individual to work closely with the Recipient and understand the process from a financial perspective. In addition, the committee offered an opportunity for professional development and experience with finance.

The committee listed that they met on the first Thursday of every month. A. Edelstein suggested that they encourage HIPC members to attend one of their meetings without having to commit so they could see if the committee was right for them. K. Carter said they should mention that this would be low investment since they only met virtually.

**Other Business:**

None.

**Announcements:**

None

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion: K. Carter motioned; M. Cappuccilli seconded to adjourn the November 2024 Finance Committee meeting. Motion passed: All in favor.** Meeting adjourned at 3:09 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- November 2024 Finance Committee agenda
- October 2024 Finance Committee Meeting Minutes
- Template Presentation Slideshow