

MEETING AGENDA

VIRTUAL:

Thursday, March 6th, 2025

2:00 p.m. – 4:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (February 6th, 2025)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Item
 - DHH Allocation Proposal
- ◆ 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: April 3rd 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, February 6th, 2025
2:00 p.m. – 4:00 p.m.**

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

Present: Michael Cappuccilli, Alan Edelstein (Co-Chair), Dorsche Pinsky,Carolynn Rainey

Guests: Ameenah McCann-Woods (DHH), Avis Scott (DHH)

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

Call to Order: A. Edelstein called the meeting to order at 2:05 p.m.

Introductions: A. Edelstein asked everyone to introduce themselves.

Approval of Agenda:

A. Edelstein referred to the February 2025 Finance Committee agenda and asked for a motion to approve the February 2025 agenda. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to approve the February Finance Committee agenda. **Motion passed:** All in favor. The February 2025 agenda was approved.

Approval of Minutes (December 5th, 2024):

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

Report of Co-chairs:

None.

Report of Staff:

A. Edelstein asked how the current national political events had affected funding for services on the local level. M. Ross-Russell replied that she did not know how they would be affected at the current moment. She asked the members to be mindful of their own organizations since administrative decisions may affect funding in the future. She confirmed that the Ryan White budget for this year was appropriated and they would have funding unless Congress intervened.

M. Ross-Russell reported the city had made progress on the appointment letters but the Office of HIV Planning (OHP) had yet to receive them.

Discussion Item:

-Third Quarter Spending Report-

A. McCann-Woods said the Third Quarter Spending Report was a reconciliation of the total invoices forwarded to the Department of HIV Health (DHH) through November 30, 2024. The invoices had indicated 8% or \$1,273,880 underspending of the total overall award. A.

McCann-Woods said that the Recipient had worked diligently to ensure that invoices were submitted on time.

A. McCann-Woods would review the spending of each region in the eligible metropolitan area (EMA) starting with Philadelphia County. The county had underspending in Medical Case Management (MCM) (\$697,316/24%), Drug Reimbursement (\$51,923/15%) and Food Bank (\$28,243/19%) Services. MCM was underspent due to staff vacancies, delayed spending on operating expenses, and leveraging other funding sources for the same service. Drug Reimbursement was underspent due to lower utilization. Food Bank Services were underspent due to delayed spending on operating expenses and leveraging other funding sources for the same service category.

Philadelphia County had overspending in Mental Health Services (\$24,031/10%), Emergency Financial (EFA) Services (11,449/33%), EFA Pharma (\$53,741), EFA Housing (\$66,675), Housing Assistance (99,104/26%), and Other Professional/Legal Services (25,352/12%). Mental Health Services were overspent due to operational costs. A. McCann-Woods said they expected the costs to level out by the end of the contract. EFA, EFA Pharma, and Housing Assistance were overspent due to higher utilization. Other Professional/Legal Services were overspent due to operational costs. This was also expected to level out by the end of the contract year.

The PA Counties had underspending in three service categories: Outpatient Ambulatory Health Services (O/AHS) (\$64,222/10%), EFA Pharma (\$54,706/59%), and Transportation Services. O/AHS and Transportation Services were underspent due to delayed spending on operating expenses and leveraging other funding sources for the same service category. EFA Pharma was underspent due to staff vacancies.

Overspending in the PA Counties was significant in four service categories. EFA (\$6,739/33%), Food Bank Services (\$10,367/17%), Housing Assistance (\$11,826/25%), and Other Professional/Legal Services (\$3,681/23%) were overspent. A. McCann-Woods said these services were currently being monitored by DHH and reallocations were in the process to cover any expenses that were needed. She said overspending in Housing Assistance and Other Professional/Legal Services was expected to level out by the end of the contract year.

There was underspending in New Jersey within O/AHS (\$14,417) and EFA Housing (\$29,979/37%) services. O/AHS was underspent due to delayed spending on operating expenses and leveraging other funding sources. EFA Housing was underspent due to staff vacancies. She noted that for EFA Housing, the service utilization depended on demand and this service was also met with lower utilization.

The NJ Counties had overspending in three categories. Food Bank Services (\$13,837/33%) were overspent. A. McCann-Woods said reallocations would be implemented to meet the overspending. Other Professional/Legal Services were overspent due to operational costs and this would likely level out. Transportation Services (74,092/59%) were overspent due to high demand, which meant that reallocations would be implemented to mitigate the overspending.

A. Edelstein wondered if there was enough funding leftover to reallocate. A. McCann-Woods said spending was actually a bit more on target than the previous year. She said they were always looking for ways to be more efficient with their funding. For example, they had learned that many providers were not leveraging other funding sources before using EFA Services. A. McCann-Woods said they had made some changes to EFA Services and said she would elaborate further on this statement in the fourth quarter spending report.

A. McCann-Woods said Systemwide Services were underspent as usual within Information and Referral (\$190,838/40%), Quality Management (\$47,691/11%), Systemwide Coordination (\$21,324/15%), Capacity Building (\$83,883/98%) and Grantee Administration (\$403,126/43%) were all underspent. The underspending was attributed to staff vacancies.

The Minority AIDS Initiative (MAI) Systemwide Service had underspending in Quality Management Activities (\$9,526/60%). This was due to staff vacancies. A. McCann-Woods read a short note about carryover funding. Carryover funds were spent out with the exception of EFA and this was expected to be spent out.

A. Edelstein asked how the Executive Orders were affecting RW clients and organizations regarding transgender-related services. M. Ross-Russell said some providers had reported that they were defunded or had their grants canceled. A. McCann-Woods said they wanted to be mindful of the Executive Order but they wanted to provide as many services as they could. A. Edelstein asked A. McCann-Woods to add a slide on how the Executive Orders would be impacting funding and services when she presented the report to HIPC next week. A. McCann-Woods said she would discuss this with Dr. Brady before the meeting.

Other Business:

M. Cappuccilli asked if the staff members had received a response from their HIPC recruitment presentations. M. Ross-Russell noted that there were a few new members attending the very current meeting, today. M. Cappuccilli and the other veteran Finance Committee members welcomed the new members with great enthusiasm.

Announcements:

None.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to adjourn the February 2025 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:55 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- February 2025 Finance Committee agenda
- December 2024 Finance Committee Meeting Minutes