

**VIRTUAL: Finance Committee  
Meeting Minutes of  
Thursday, December 5th, 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 (Co-Chair), Alan Edelstein (Co-Chair)

**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 2:04 p.m.

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

**Approval of Agenda:**

A. Edelstein referred to the December 2024 Finance Committee agenda and asked for a motion to approve the December 2024 agenda. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the December 2024 Finance Committee agenda. **Motion passed:** 2 in favor 1 abstained. The December 2024 agenda was approved.

**Approval of Minutes (November 7th, 2024):**

A. Edelstein referred to the November 2024 Finance Committee minutes. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the November 2024 meeting minutes. **Motion passed:** 2 in favor, 1 abstained. The November 2024 minutes were approved.

**Report of Co-chair:**

None.

**Report of Staff:**

K. Trinh announced that they would unveil the FAQ page on the Office of HIV Planning (OHP) website at the next HIV Integrated Planning Council (HIPC) meeting.

M. Ross-Russell reported that they were having issues with the office building. At the moment, there were issues within the office space that needed to be addressed. Additionally, there was an ongoing communication issue regarding rent payments between PHMC and the building.

M. Ross-Russell reported that they were still awaiting the appointment letters for the recommended members. She explained that such delays may undermine the council's recruitment efforts.

**Discussion Item:**

***-Reallocation Request-***

A. McCann-Woods said the Division of HIV Health (DHH) had come to the Finance Committee with a reallocation request. Every year, DHH had unspent funding in their budget. The purpose

of the reallocation request was to redirect underspending towards services that could readily use the funding without costs going towards staffing. Reallocation of funds would allow the Recipient to finalize and close contracts. The Recipient proposed that the following services receive the reallocation: Emergency Financial Assistance (EFA), Food Bank/Home Delivered Meals, Medications, Oral Health Care, and Medical Transportation Services.

**Motion:** M. Cappuccilli motioned, K. Carter seconded to bring the Reallocation Request forward to the HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained

K. Carter: In Favor

M. Cappuccilli: In Favor

**Motion passed:** 2 in favor, 1 abstained. The motion to bring the Reallocation Request forward to the HIPC with the Finance Committee's recommendation was approved.

***-Recruitment Presentation Finalization-***

The Finance Committee reviewed the presentation slides created by M. Ross-Russell. The committee decided that A. Edelstein and M. Cappuccilli would take turns speaking. K. Carter asked for an indicator on each slide to note the speaker for the slide.

A. Edelstein asked if they had wanted to have their pictures included in the presentation. M. Cappuccilli said if they included their pictures in the presentation, they should include pictures in all the presentations. M. Ross-Russell said it should be a personal decision. The committee decided that the decision should be a personal one.

On the slide that introduced the co-chairs, A. Edelstein asked if K. Carter would like to be the second co-chair since there was only one co-chair at the present time. K. Carter accepted the nomination.

S. Moletteri said committees generally waited 30 days between a nomination and a vote for the co-chair. It was to allow for other members to decide whether they had wanted to nominate another person or themselves. A. Edelstein said that was not necessary since they were a small committee. He suggested that they vote today and everyone agreed.

**Motion:** A. Edelstein motioned, M. Cappuccilli seconded to elect K. Carter as the co-chair of the Finance Committee.

A. Edelstein: In Favor

K. Carter: Abstained

M. Cappuccilli: In Favor

**Motion Approved:** 2 in favor, 1 abstained. K. Carter was elected as a co-chair of the Finance Committee.

The committee members reviewed and approved the rest of the presentation. The three members would introduce themselves in the introduction slides and then alternate speakers between A. Edelstein and M. Cappuccilli.

**Other Business:**

None.

**Announcements:**

K. Carter reminded the committee that there would be an Aging with HIV Symposium on February 20th and 27th at the DoubleTree Hotel.

T. Dominique reminded the committee that there would be an Executive Committee meeting on December 19th from 2:00pm to 4:00 p.m.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion: K. Carter motioned; M. Cappuccilli seconded to adjourn the December 2024 Finance Committee meeting. Motion passed: All in favor.** Meeting adjourned at 3:00 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- December 2024 Finance Committee agenda
- November 2024 Finance Committee Meeting Minutes
- Finance Committee Presentation Slideshow