

## MEETING AGENDA

*VIRTUAL:*

*Thursday, July 3rd, 2025*

*12:00 p.m. – 1:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (June 5th, 2025)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Item
  - Review of the Monitoring of the Administrative Mechanism Form
- ◆ 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: August 7th 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**

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**Thursday, June 5th, 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, Stacy Smith

**Excused:** Keith Carter (Co-Chair)

**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 2:06 p.m.

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

**Approval of Agenda:**

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

**Approval of Minutes (March 6th, 2025):**

A. Edelstein referred to the March 2025 Finance Committee minutes. A. Edelstein said D. Pinsky was misspelled as Pinky. **Motion:** M. Cappuccilli motioned; D. Pinsky seconded to approve the amended March 2025 meeting minutes. **Motion passed:** All in favor. The amended March 2025 minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

K. Trinh reminded the committee that the Nominations Review Panel and the HIV Integrated Planning Council (HIPC) meeting would take place on June 11th.

**Discussion Item:**

***-Final Spending Report-***

The Fourth Quarter Spending Report was presented to the committee by A. McCann-Woods. The report was a reconciliation of the total invoices forwarded to the Division of HIV Health (DHH)

through March 31st, 2025. The report indicated a \$808,393/4% underspending of the total overall award, including Minority AIDS Initiative (MAI) funds. A. McCann-Woods said the funds were not finalized and were subject to a differential of less than \$15,000. She attributed the underspending to staff vacancies and cumbersome hiring practices. She assured the committee members that DHH worked to reallocate all underspending to direct service categories.

Philadelphia County had one service category with underspending. Emergency Financial Assistance (EFA) Services were underspent by \$28,385/62% due to decreased utilization. Three service categories had overspending. EFA-Pharma was overspent by \$133,350/62%. Food Bank Services were overspent by \$29,948/15%. Housing Assistance Services was overspent by \$64,660/13%. These services were overspent due to higher utilization.

The PA Counties had underspending in five service categories. Outpatient Ambulatory Services (O/AHS) was underspent by \$94,453/11% and this was due to underspending in operational costs and staff vacancies. Mental Health Services were underspent by \$11,839/13%. This was due to staff vacancies and lower utilization in the contract year. EFA-Pharma was underspent by \$62,190/50%. This was attributed to lower utilization and policy changes by the Recipient, DHH, to ensure Ryan White funding was the payor of last resort. This had resulted in increased utilization of the Special Pharmaceutical Benefits Program (SPBP). Medical Transportation was underspent by \$96,493/20%. A. McCann-Woods said this was due to decreased utilization and policy changes to ensure Ryan White was the payor of last resort. Subrecipients ensured clients were referred to Medicaid supported transportation services. EFA was underspent by \$19,913/74%. This was caused by lower utilization.

D. Pinsky said often clients were referred to the Medicaid supported transportation service, but they could be denied service. When that happened, the cost would be pushed to the agency. She wondered if they would consider a policy to allow the agency to show that the Medicaid transportation service was attempted to be used but denied. A. McCann-Woods they were not in a position to change policy because it was in alignment with legislation. She said they handled this on a case-by-case basis and recommended the agency to contact their program analyst. M. Ross-Russell asked how they would adapt if the client was no longer eligible for the Affordable Care Act or Medicaid. A. McCann-Woods replied they would need to revisit this conversation if this were the case. According to A. McCann-Woods, the most significant barrier was funding, especially clients who needed extensive travel for their care. A. Edelstein asked what would be the basis for denying someone who was on medical assistance. A. McCann-Woods said the client may not meet the residency, income or other requirements. She recommended that agencies should contact their program analyst if they encounter any problems related to transportation cost. D. Pinsky said some transportation service requests were denied because the travel distance was too great and the service had a mileage limit. Clients who were denied service would call the agency and the cost of travel would come out of the agency's discretionary fund. A. McCann-Woods recommended speaking to their program analyst if these problems arose again.

A. McCann-Woods returned to the spending report. The NJ Counties had underspending in EFA Housing Services. The service category was underspent by \$37,006/34% and this was based on lower utilization. The NJ Counties had overspending in Transportation Services. This was overspent by \$70,191/42% and was due to higher utilization.

As usual, Systemwide Allocations were met with underspending across multiple service categories. Information and Referral was underspent by \$95,910/15%. Quality Management was underspent by \$90,290/16%. Capacity Building was underspent by \$83,959/74%. Grantee Administration Services were underspent by \$242,796/19%. A. McCann-Woods attributed the underspending to staff vacancies. A. McCann-Woods said there was no carryover in the budget. A. Edelstein and M. Cappuccilli congratulated A. McCann-Woods and DHH for this accomplishment.

#### ***-Allocations Schedule-***

M. Ross-Russell said they normally held their Allocations Process in July. As of today, they had not received their Notice of Grant Award for their Final Award. There had been partial awards but they had not received any supplemental awards. She stated that they had been operating on last year's level-funded budget, but noted that the situation would likely worsen over time if nothing had changed. She said they were federally mandated to have allocations. She said the OHP staff had discussed internally their options considering the federal funding cycle ended September 30th. She said they needed to also decide on how they would adapt should there be a dramatic budget cut. They needed to decide if they needed to adapt to budget cuts through reallocations with the Recipient or within the allocations process.

M. Cappuccilli asked when they could expect to see the effects of the federal spending bill if it was passed. M. Ross-Russell said she didn't know. She said most people using RW services were on Medicaid and would likely need to depend more on RW funding for their needs if the federal budget was passed. She said they normally had planned for three weeks for the allocations process. She said they were likely going to need to condense the allocations process. She said that this had happened once before when they had met in person. She remembered they had one day for each region rather than dedicating an entire week to each region's allocations. A. Edelstein asked how long they could delay the Allocations Process. M. Ross-Russell said they would need to have the Allocations Process as soon as possible and the timing could be related to the federal spending bill. She said they were working without the necessary information in a rapidly changing landscape and were not the only people facing this challenge. She emphasized that it was imperative that they met all their legislative requirements so they would be in good standing for the future. M. Cappuccilli asked what the procedure would be if they received the award next week. M. Ross-Russell answered that they would notify the HIPC members. A Finance Committee meeting would be convened to review the allocations materials. They would then have an emergency HIPC meeting to review the final spending report and determine the availability of each member in July. Next, they would have an abbreviated Allocations Process using the Priority Setting information. The priority would be placed on expediting the process.

T. Dominique said one of the suggestions was to change the 5% variance in budget to a 10% or more. She wondered if the committee would want to put forward this idea as a proposal. M. Ross-Russell said the idea would be the same as a policy change. The policy would need to be drafted and approved by the committee. The proposal would be presented to HIPC and a 30-day waiting period would commence. After the 30 days, the HIPC membership would vote on the proposal. A. Edelstein was worried the idea would slow down the Allocations Process and asked

the committee to table the idea for the future. The committee agreed the idea would be tabled for further consideration.

M. Ross-Russell assured the committee that the staff and co-chairs were there to support the membership and were there to answer any questions that the HIPC members may have.

**Other Business:**

None.

**Announcements:**

T. Dominique reminded the committee that the Prevention Committee would be hosting their meet-and-greet event next week on June 13th.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; D. Pinsky seconded to adjourn the June 2025 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 3:02 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- June 2025 Finance Committee agenda
- March 2025 Finance Committee Meeting Minutes