

## MEETING AGENDA

### *VIRTUAL:*

*Thursday, July 10th, 2025*

*2:00 p.m. – 4:30 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (June 11th, 2025)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Action Items
  - Monitoring the Administration Form
  - Priority Setting
- ◆ Discussion Item
  - Final Award & Allocations Schedule
- ◆ Committee Reports:
  - Executive Committee
  - Finance Committee – Alan Edelstein & Keith Carter
  - Nominations Committee – Michael Cappuccilli & Juan Baez
  - Positive Committee – Keith Carter
  - Comprehensive Planning Committee – Gus Grannan & Debra Dalessandro
  - Prevention Committee – Desiree Surplus & James Ealy
- ◆ Other Business
- ◆ Announcements
- ◆ Adjournment

Office of HIV Planning, 340 N. 12TH Street, Suite 320, Philadelphia, PA 19107  
(215) 574-6760 • FAX (215) 574

VIRTUAL: August 14th, 2025 2:00pm to 4:30pm

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

## Staff Directory

Mari Ross-Russell - Director, Finance Committee, Executive Committee  
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Tiffany Dominique — Prevention Committee  
Email - [tiffany@hivphilly.org](mailto:tiffany@hivphilly.org)

Debbie Law — Nominations Committee  
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Sofia Moletteri— Comprehensive Planning Committee, Poz Committee, Website  
Email: [sofia@hivphilly.org](mailto:sofia@hivphilly.org)

Kevin Trinh — Minutes & Attendance  
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**Philadelphia HIV Integrated Planning Council**

**Meeting Minutes of**

**Thursday, June 11th, 2025**

**2:00 p.m. – 4:30 p.m.**

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

**Present:** Juan Baez, Veronica Brisco, Tariem Burroughs, Keith Carter, Debra D'Alessandro, Nicola D'Souza, Lupe Diaz (Co-Chair), James Ealy, Pamela Gorman, Jeffery Haskins, Sharee Heaven (Co-Chair), Nafisah Houston, Dena Lewis-Salley, Solimar Lopez, Patrick Mukinay, Juju Myahwegi, Dorsche Pinsky, Caroline Rainey, Erica Rand, Stacey Smith, Clint Steib, Desiree Surplus, Xandro Xu

**Excused:** Jose DeMarco, Alan Edelstein, Shakeera Wynne

**Guests:** Hal Docmanov (PDPH), Ameenah McCann-Woods (DHH), Nakia Lancaster (PDPH), Avis Scott (DHH)

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

**Call to Order:** L. Diaz called the meeting to order at 2:01 p.m.

**Introductions:** L. Diaz asked everyone to introduce themselves.

**Approval of Agenda:**

L. Diaz referred to the June 2025 HIV Integrated Planning Council (HIPC) agenda and asked for a motion to approve. **Motion:** D' D'Alessandro motioned; J. Ealy seconded to approve the June 2025 HIPC agenda via a Zoom poll. **Motion passed:** 18 in favor, 2 abstained. The June 2025 HIPC agenda was approved.

**Approval of Minutes (May 8th, 2025):**

L. Diaz referred to the May 2025 HIPC meeting minutes and asked for a motion to approve. N. Lancaster said her name was not listed as present. **Motion:** D. Pinsky motioned; M. Cappuccilli seconded to approve the amended May HIPC minutes via a Zoom poll. **Motion passed:** 13 in favor, 3 abstained. The amended May 2025 HIPC meeting minutes were approved.

**Report of Co-Chairs:**

L. Diaz reminded members she would be leaving in September. The planning council needed to elect a new co-chair when she stepped down.

**Report of Staff:**

None.

**Presentation Items:**

***-Final Expenditure Report-***

A. McCann-Woods would be presenting the Final Spending Report from the Division of HIV Health (DHH). The report was a reconciliation of total invoices forward to the Recipient (DHH) through March 31st, 2025. The report indicated 4%/\$808,393 underspending. A. McCann-Woods noted that final expenditures were still being processed and the Recipient would reallocate all underspending to direct service categories. Vacancies and cumbersome hiring practices were the chief reason for underspending.

Philadelphia County had underspending in one service category. Emergency Financial Assistance (EFA) Services were underspent by \$28,385/52%. This was attributed to lower utilization. Philadelphia County had overspending in three service categories. EFA-Pharma Services were overspent by \$133,350/62%, Food Bank Services by \$29,948/15%, and Housing Assistance Services by \$64,660/13%. These service categories were overspent due to higher utilization. D. D'Alessandro asked if they were penalized if they didn't use all allocated funding and would receive decreased funding in the next funding cycle. A. McCann-Woods replied it was a possibility, but she didn't have a concrete answer. M. Ross-Russell explained that the federal government had not viewed spending regionally. Instead, they viewed the eligible metropolitan area as a whole and allocated carryover funding accordingly. She said with the recent changes at the federal level, carryover funding might be impacted.

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

The NJ Counties had underspending in EFA-Housing Services. The service category was underspent by \$37,006/34% due to decreased demand and experienced lower utilization. Transportation Services in the NJ Counties were overspent by \$70,191/42%. Overspending occurred due to higher utilization.

Systemwide Allocations had underspending in all categories due to staff vacancies. Information and Referral had underspending of \$95,910/15%. Quality Management had \$90,290/16% underspending. Capacity Building had an underspending of \$83,959/74%. Grantee Administration had an underspending of \$242,798/19%. A. McCann-Woods reported there was no carryover in this fiscal cycle.

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

Normally, HIPC would be preparing for their Allocations Process in June and perform the process in July. M. Ross-Russell stated they had to postpone the Allocations Process because

they had not received their Notice of Grant Award. HIPC was legislatively responsible for allocating funds as soon as possible within 90 days. Their contract year was March 1st, 2025 to February 28th, 2026.

To ensure there would not be a gap in the provision of services, they were using a level funding budget based on the continuing resolution grants from the Department of Health and Human Services (HHS). The federal funding period would end on September 30th. M. Ross-Russell said they would need to complete the current year's allocations before moving onto the 26-27 fiscal year cycle. D. D'Alessandro said based on her organization's experience, flat funding was not guaranteed this year. She said her organization had received a 49% partial award and didn't know if they would receive the rest of the funding. She was surprised that the End the Epidemic and the Minority AIDS Initiative were not cut.

M. Ross-Russell stated they still had the responsibility to hold the Allocations Process regardless of the funding amount they received. She said they were likely to have an emergency allocations meeting and then an emergency HIPC meeting when they do receive their award. K. Carter asked if they should take the level funding budget and create a budget with lower funding in anticipation of funding cuts. M. Ross-Russell said they would base their allocations on the award they received. She stated it was dangerous for them to make assumptions because it could impact service delivery and it was difficult for them to make changes once the decisions were made. M. Cappuccilli asked about the disadvantages of moving the Allocations Process to the fall. M. Ross-Russell replied they would still need to create a budget in a timely fashion to submit an application by the deadline. She said the decisions they made in this year would be the basis for next year's allocations.

K. Carter asked what they could do as HIPC members to support the OHP staff. M. Ross-Russell replied they only needed to be ready to have an emergency meeting. She expected they would have to schedule emergency meetings that would be lengthy and would need to encompass what would have taken them three weeks into three days. K. Carter asked if they could skip the Q&A portion of the Allocation Process. M. Ross-Russell said that was likely the case.

D. D'Alessandro asked how the delayed funding had affected everyone at OHP. M. Ross-Russell replied that they were funding OHP with a partial award like other services. They had previously had cuts in the past and they were currently not in any danger. She said once she had a finalized amount of funding for OHP, she would report the amount to the Finance Committee.

#### **Committee Reports:**

##### ***-Executive Committee-***

None.

##### ***-Finance Committee-***

M. Cappuccilli reported that they had reviewed the expenditure report and the allocations schedule challenges last week and this was covered in the HIPC meeting.

***-Nominations Committee-***

M. Cappuccilli reported they had reviewed new member applications in their Open Nominations Process. They reviewed 14 applications. Of those applications, 10 applications were recommended for HIPC membership. With the applications, they would have 45 members.

***-Positive Committee-***

S. Moletteri said they had an in-person meeting. DHH had presented their resource tool for feedback. The AIDS Law Project had a presentation. The next Positive Committee meeting would be June 16th.

***-Comprehensive Planning Committee-***

D. D'Alessandro said they had a combined meeting with the Prevention Committee to review the Priority Setting.

The CPC members had re-elected D. D'Alessandro as co-chair. D. D'Alessandro reminded that G. Grannan's term was ending soon and encouraged HIPC members to nominate themselves or someone else.

***-Prevention Committee-***

J. Ealy said their next meeting would have a presentation about Lenacapavir.

**Other Business:**

None.

**Announcements:**

J. Haskins announced Philadelphia FIGHT would be having their HIV Education Summit tomorrow at the Philadelphia Convention Center.

D. D'Alessandro, as a private citizen, announced ACT UP Philadelphia was resuming their in-person meetings.

**Adjournment:**

L. Diaz called for a motion to adjourn. **Motion:** K. Carter motioned, J. Haskins seconded to adjourn the June 2025 HIPC meeting. **Motion passed:** Meeting adjourned at 3:03 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- June 2025 HIPC Agenda
- May 2025 HIPC Committee Meeting Minutes

Annual Checklist for  
Assessment of the Efficiency of  
The Administrative Mechanism (AEAM)  
Completed by Finance Committee

General Instructions:

The following document is to be completed at the end of each fiscal planning cycle. Generally, February 28<sup>th</sup> marks the fiscal year end for the Ryan White Part A Formula, Supplemental and Minority AIDS Initiative funds. For the purpose of this document, consideration of the Recipient's final spending report will be included (Note: From year to year, the date that the final spending report becomes available may vary. This year has been exceptional with delays caused by events beyond our control).

Throughout the course of the fiscal year the five sections (Procurement Process, Contracting, Reimbursement of Subrecipients, Use of Funds and Engagement with Planning Council/Planning Body in the planning process) will be completed at a minimum on a quarterly basis, in conjunction with the Finance Committee's review of quarterly spending reports as presented by the Recipient in the committee's meetings. Notes related to each item may be included as deemed appropriate by the members of the Finance Committee.

The Finance Committee will report its findings concerning the review of Annual Checklist items in its reports to members at the HIPC's monthly meetings. At the end of the fiscal planning cycle, the Finance Committee will present the findings documented on the Annual Checklist to the HIPC for review, comment, and approval. The checklist will serve as a report of the findings, conclusions, and recommendations and will be submitted to the recipient. The HIPC will request a written response from the recipient to be submitted within 45 days of receipt of the HIPC report.

Should issues and/or concerns related to the materials reported/provided to the Finance Committee by the Recipient occur during the course of this assessment process, the Executive Committee will be notified by the Finance Committee immediately (within 24 hours). A meeting of the Executive Committee will be scheduled in advance of the next HIPC meeting to discuss concerns and address next steps before a presentation to the full HIPC.

# Annual Checklist for Assessment of the Efficiency of The Administrative Mechanism (AEAM) Completed by Finance Committee

**From the RWHAP Part A Manual:** *The purpose of Monitoring the Administrative Mechanism “is to assure that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner” (p 101).*

**Directions:** *Please complete the following form by highlighting yes, no, or N/A and offering the group responsible and any notes. “Group responsible” represents who (Council or specific subcommittee) was responsible for monitoring each item. The “Notes” section captures comments/concerns and allows the group responsible to expand upon the item listed.*

## **The Procurement Process:**

<p>In the case of an RFP, HIPC received a presentation from and had a discussion with the recipient (DHH) around the RFP. The Recipient will present information regarding all proposed RFPs to the HIPC. HIPC meeting notes with a copy of the presentation will be reviewed as part of the monitoring process.</p> <p><b>NOTE:</b> <i>HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding. The HIPC should not be given information related to the RFP that could give provider members an unfair advantage.</i></p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Six months prior to the RW service RFP distribution.</p>		
<p><b>Group Responsible:</b> Finance Committee</p>		
<p><b>Notes:</b> Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2025.</p>		



The recipient's (DHH's) contract procurement process was efficient, effective, fair and inclusive. The RFP distribution process was wide-spread and included all areas of the EMA. The Recipient will provide a report to the HIPC including the full RFP, the list of recipients that the RFP was distributed to, agency or agencies chosen, and a timeline for the contract process.

**NOTE:** HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

☐ Yes

☐ No

☒ N/A

**Time Frame for report to Finance/HIPC:** Thirty to sixty days after the RFP distribution process to accommodate the Finance and HIPC meeting schedule.

**Group Responsible:** Finance Committee

**Notes:** Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2025.

The HIPC will be provided with an overview of the results of the RFP process from the recipient (DHH). This overview should include the number of responses to the RFP, the number of providers awarded and geographic location of the awards.

**NOTE:** HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

☐ Yes

☐ No

☒ N/A

**Time Frame for report to Finance/HIPC:** Thirty to sixty days after the RFP review and award process is completed to accommodate the Finance and HIPC meeting schedule.

**Group Responsible:** Finance Committee

**Notes:** Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2025.

**Contracting:**

<p>HIPC received information from the Recipient (DHH) about the percent of contracts fully executed within 90 days after Notice of Grant Award. The Recipient will provide a report to the HIPC regarding the number of notices of intent to contract distributed and the percent executed within 90 days after the Notice of Grant Award.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> One hundred twenty days after the award letter distribution process to accommodate the Finance and HIPC meeting schedule.</p>		
<p><b>Group Responsible: Finance Committee</b></p>		
<p><b>Notes:</b> All contracts were executed prior to April 15, 2024. The final NOA was received on 6/4/2024.</p>		

**Reimbursement of Subrecipients:**

<p>HIPC was informed of any obstacles to timely reimbursement. If there were obstacles, HIPC was informed of any adverse impact on clients or providers. The Recipient will provide a summary on obstacles to reimbursement to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b> There is record of the quarterly spending reports being provided although in some cases delayed.</p>		

<p>HIPC was notified of late invoicing. The Recipient will provide a late invoicing summary to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b> As part of the spending reports and reallocation requests information related to late invoicing is provided to the finance committee by recipient staff.</p>		

***Use of Funds:***

<p>The recipient (DHH) notified HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario to ensure the rapid distribution of funds. The date that the HIPC emailed the Notice of Grant Award to the HIPC staff will be used to determine whether this indicator is met.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> One week after Notice of Grant Award or of partial award.</p>		
<p><b>Group Responsible: Recipient</b></p>		
<p><b>Notes:</b> Completed.</p>		

<p>The recipient (DHH) distributed funding in accordance to the approved allocation decisions made by HIPC. The Recipient will provide a copy of the allocations report submitted to HRSA to the HIPC after this report has been submitted to HRSA. Updates will be provided by the Recipient to the HIPC on a quarterly basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff and Finance Committee</b></p>		
<p><b>Notes:</b></p>		

<p>HIPC received regular reports on service utilization and expenditures by service category. The Recipient will provide quarterly reports on service utilization and expenditures by service category to the HIPC quarterly. Meeting minutes will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Quarterly, as part of the over/underspending reports.</p>		
<p><b>Group Responsible: Recipient staff</b></p>		
<p><b>Notes:</b> Service utilization information is provided to the HIPC annually as part of the materials leading up to the allocation process. This generally happens in May or June.</p>		

<p>The recipient (DHH) requested of HIPC any reallocations above the 10% threshold so HIPC could make and approve adjustments during the year. These requests were accompanied with a detailed explanation for the needed shift in funding. The Recipient submits these requests as needed. Meeting minutes and submitted materials from the Recipient will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> As needed based on the Finance and HIPC meeting schedule.</p>		
<p><b>Group Responsible:</b> Recipient staff</p>		
<p><b>Notes:</b> Reallocation requests that occur throughout the fiscal year are presented to the finance committee for review and evaluation prior to going to the full HIPC. Finance committee decisions may be sent to the full planning body with: 1) recommendation to approve, 2) recommendation to disapprove, or 3) no recommendation. Final decisions related to reallocation requests fall under the purview of the HIPC.</p>		

***Engagement with Planning Council/Planning Body in the planning process:***

<p>The recipient (DHH) had a staff member at each committee meeting except when asked not to attend. Meeting minutes will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p><b>Time Frame for report to Finance/HIPC:</b> Recipient staff shall attend regularly scheduled Finance and HIPC as well as annual allocation meetings. The number of meetings attended by recipient staff will be identified at the end of the fiscal cycle.</p>		
<p><b>Group Responsible:</b> Recipient staff</p>		
<p><b>Notes:</b> Recipient staff participated in all Finance committee meetings during fiscal year end 2025: 11 HIPC meetings and each of the allocation meeting held.</p>		

The recipient (DHH) implemented directives from HIPC and reported back on progress. The Recipient will report back on the directives at a regularly scheduled HIPC meeting. Meeting minutes will be used to monitor this indicator on an annual basis.

☒ Yes

☐ No

☐ N/A

**Time Frame for report to Finance/HIPC:** Six months following the start of the fiscal year.

**Group Responsible:** Recipient staff

**Notes:** There were 11 individual directives at the end of the allocations process in July 2023. All were reported on.