

**Philadelphia HIV Integrated Planning Council (HIPC)**  
**Finance and Comprehensive Planning Committees**  
**Meeting Minutes**

**Thursday, March 1, 2018**

2-4 pm.

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

**Present:** Mike Cappuccilli, Mark Coleman, Tiffany Dominique, Alan Edelstein, Dave Gana, Gus Grannan, Sharee Heaven, Peter Houle, La'Seana Jones, Gerry Keys Gail Thomas

**Excused:** Keith Carter, Jeanette Murdock, Joseph Roderick, Leroy Way

**Absent:** None

**Guests:** Jessica Browne, Chris Chu, Ameenah McCann-Woods, Laura Taylor

**Staff:** Mari Ross-Russell, Nicole Johns, Briana Morgan, Stephen Budhu

**Call to Order/Introductions:** A. Edelstein called the meeting to order at 2:09 pm. Those present then introduced themselves.

**Approval of Agenda:** A. Edelstein presented the agenda for approval. **Motion:** T. Dominique moved, G. Grannan seconded to approve the agenda. **Motion Passed:** All in favor.

**Approval of Minutes:** A. Edelstein presented the February 1, 2018 minutes for approval. **Motion:** M. Cappuccilli moved, D. Gana seconded to approve the February 1, 2018 minutes. **Motion Passed:** All in favor

**Report of Chair:** None

**Report of Staff:** M. Ross-Russell stated she would be providing context for the discussions ahead.

**Action Items:** None

**Discussion Items:**

- **HOPWA Discussion**

M. Ross-Russell explained this conversation was about the effects the HOPWA formula change by United States Department of Housing and Urban Development (HUD) will have on Philadelphia and Delaware Counties. From the new Housing Opportunities for People with AIDS (HOPWA) formula, a large funding cut is expected on July 1, 2018. At this point a funding reallocation is needed for housing; however, the HIPC has not received the full grant award, so a reallocation request would have to be made before the full Ryan White grant amount was known. To give additional information there are handouts that describe funding for the various parts of Ryan White and Minority AIDS Initiative (MAI). Information that define emergency financial assistance and housing services are included in the meeting packet, as well as service utilization by Part A clients. This information was provided to give background on spending within the service categories. Funding decisions are supposed to be based on documented need, the meeting packet provides the background and documentation needed.

M. Ross-Russell stated in Part A \$574,000 was allocated to housing. Of that \$574,000, \$200,000 was from direct emergency financial assistance (DEFA). C. Chu confirmed the estimate.

A. Edelstein asked what action the committee would need to recommend. Would Ryan White dollars need to be reallocated into DEFA or housing categories? M. Ross-Russell replied funding would need to be reallocated into DEFA to offset some of the HOPWA cut, the entire amount of the cut could not be offset with that allocation.

M. Cappuccilli asked why the funding cut only affected Philadelphia and Delaware Counties. S. Heaven replied initially Philadelphia's EMA was Philadelphia, Bucks, Chester, Delaware, and Montgomery counties (as defined by HUD), with new the new housing formula Bucks, Chester and Montgomery counties are grouped in the Bensalem EMA. Philadelphia's EMA now is only Philadelphia and Delaware counties (as defined by HUD). A. Edelstein asked if the Bensalem EMA is expecting a similar housing cut to the Philadelphia EMA. S. Heaven replied no they were not. L. Taylor stated the Bensalem EMA may even get an increase in funding. The HOPWA formula structure negatively affects larger urban areas and may help smaller suburban areas.

A. Edelstein stated since the HIPC did not have the funding to cover the entire HOPWA cut, he suggested the committee should look for other funding avenues as well. S. Heaven stated she first had the HOPWA conversation with the Comprehensive Planning Committee in their February meeting. Within the meeting she explained the changes in the HOPWA formula, the \$1 million cut on July 1, 2018, and also the expected cuts for 5 years in the future. With the impending \$1 million cut HOPWA may not be able to provide housing for its clients. As a result of that conversation the Comprehensive Planning Committee moved to have a joint meeting with the Finance Committee to further discuss HOPWA and possible funding reallocations.

S. Heaven informed the committee HOPWA is looking for a reallocation of \$232,000 to sustain housing received by families. The funding would not be used to provide new housing. A. Edelstein asked if end of the year underspending money could be used to offset the housing cut. Typically yearly underspending is greater than the requested \$232,0000, and it could be used for cuts in the future. A. McCann-Woods replied usually net underspending [in the EMA] can exceed \$232,000, but that was not true of this year. This current year there was less underspending than seen in past years. M. Ross-Russell stated there is a timing issue with underspending allocations. The fiscal year 2017 (FY17) ended February 28, 2018 and underspending has already been allocated. Underspending for FY18 would not be identified until the end of the calendar year or even early 2019. The HOPWA cut was scheduled for July 1, 2018 so FY18 underspending would not be accessible at that point. A. Edelstein asked if money would have to be reallocated from services that were previously approved for FY18. M. Ross-Russell replied that was correct. A. Edelstein suggested the committee could change the previously approved 2.5% decrease budget into a 5% decrease budget. The 5% decrease budget has already been created and with the additional 2.5% proportional decrease funding would be available for HOPWA.

D. Gana referenced the discussion from the February Executive Committee. The committee moved to write a letter to the PA state HIV director requesting 340B money to be used for housing in Philadelphia and Delaware Counties. Since 340B were state funds there were less spending restrictions compared to Ryan White dollars. A. Edelstein asked if 340B money was sent to the Philadelphia or was it sent to specific providers within Philadelphia.

M. Ross-Russell explained in the February Executive Committee meeting there was discussion about writing a letter to request 340B money. After the meeting she contacted the Recipient to inform them of committee plans. The Recipient informed her AACO received 340B money from the state. The state may not add additional 340B money and may suggest using what was already sent to offset HOPWA cuts.

A. Edelstein offered a refresher on the 340B program. He explained 340B, also called the discount pharmaceutical program, is a federal program that was created in 1992 that requires drug manufacturers to provide outpatient drugs to eligible health care organizations and covered entities at significantly reduced prices, agencies get to keep the difference between price paid and price sold.

M. Cappuccilli stated from his understanding 340B money was very flexible. A. Edelstein replied the 340B money was flexible and the definition used to be the money could be spent on anything that will benefit consumers. M. Ross-Russell stated there is a funding clarification notice 16-02 from HRSA that requires 340B funding to be used under the same requirements of a service category. For housing the 340B money could only be spent on DEFA to pay for first and last month's rent or transitional housing which is up to 24 months.

A. Edelstein suggested the committee should look for other options besides requesting 340B money since it has been issued already. He explained even though there is a continuous revenue stream in 340B money, the state may not be receptive to another funding request from the same entity. L. Taylor asked how the city's 340B money was allocated within Philadelphia. M. Ross-Russell explained 340B usually goes to individual providers, the money that is allocated to that provider needed to be used within the organization. N. Johns stated in the Executive Committee the discussion was about using state-level 340B money which is received from the Special Pharmaceuticals Benefit Program (SPBP). The state can allocate money to any of its subrecipients which includes Philadelphia.

G. Grannan asked if 340B just referred to HIV medication. A. Edelstein replied no it is for all entities that are federally funded that serve low income persons.

T. Dominique asked what the next steps were to get the funding for housing. A. Edelstein explained the reality is services would have to be reduced. He asked in percentage terms what would be the necessary proportional reduction needed to create \$200,000 plus. He noted with the proportional reduction the committee would be asking the entire EMA to cut funding to benefit only 2 of the 9 EMA counties. S. Heaven reminded the committee it was only 2 counties benefiting because the housing cut did not affect the other 7 EMA counties. L. Taylor stated \$232,000 would be allocated to the DEFA program, there are some nuisances on what HOPWA can pay for and what Ryan White can pay for. She explained DEFA in her opinion was a homelessness prevention program and suggested the committee should look for ways to increase funding into DEFA.

M. Ross-Russell informed the committee if they are looking to reallocate money from services just within Philadelphia a 1.86% allocation would cover the \$232,000, for the entire EMA it would be 1.35%. A. Edelstein stated DEFA was accessible to all of the EMA, so a funding influx into DEFA could potentially benefit the EMA. N. Johns stated this was true and there was not a county restriction for DEFA applications.

M. Cappuccilli asked why the HOPWA cut does not affect New Jersey. A. Edelstein replied New Jersey has their own HOPWA dollars. N. Johns added New Jersey is using state 340B money to pay for housing. B. Morgan noted New Jersey has a state mandate to house all PLWH.

**Motion: D. Gana moved, T. Dominique seconded to allocate 1.35% cuts across the EMA budget to DEFA for first and last month's rent.**

G. Grannan asked about the underspending dollars. A. Edelstein replied the motion was to do a proportional decrease to funding, not using underspending dollars.

M. Cappuccilli asked if the Executive Committee is moving forward with the letter. M. Ross-Russell explained she contacted A. Thompson who volunteered to write the letter, and he suggested the committee should wait for the March HIPC meeting before proceeding. A. Thompson stated the committee could request additional 340B money if more funding is needed. We could use New Jersey as an example of how 340B money could be spent. A. Edelstein asked about Part A and Part B planning bodies. M. Ross-Russell explained she was part of the state HPG, but she was not a voting member. A. Edelstein asked if there were representatives from southeastern PA who could advocate for change in state-level planning bodies. N. Johns noted C. Steib was a voting member.

M. Cappuccilli asked for clarity on how the requested amount came to fruition. L. Taylor explained the amount was HOPWA's share of the DEFA program. A. Edelstein asked if the dollars will support HOPWA clients. S. Heaven explained with the \$232,000 147 families will be able to sustain housing. L. Taylor added the HOPWA program supports 130 people annually with first and last month's rent and utilities. G. Grannan asked if there are analogous housing programs for non PLWH homeless people. He suggested comparing the HOPWA expenditures to that other entity. L. Taylor replied there is another program the Office of Homeless Services. T. Dominique replied in the meeting packet one of the handouts shows there are 100,000 people on the waitlist for housing (formerly section 8), and it surveyed how many people were homeless on a given day.

M. Cappuccilli stated when the request is presented to the HIPC there may be push back from New Jersey providers. He suggested S. Heaven and S. Taylor explain the funding request is to keep people in their homes. A. Edelstein stated people from New Jersey will still be able to apply for DEFA funding.

T. Dominique asked about the additional \$768,000 would be made up, from the \$1 million cut. L. Taylor stated HOPWA was looking to cut services and providers that will not cause clients to be homeless. Other funding opportunities are being looked at but revenue streams were scarce.

**Vote: 10 in favor, 0 opposed, 0 abstentions. Motion Passed. The Finance Committee will recommend a 1.35% proportional decrease budget to the HIPC to allocate \$232,000 in the DEFA service category.**

- **Allocations Procedure**

M. Ross-Russell stated this discussion item comes from the Executive Committee. The Executive Committee moved to do away with the 10% increase allocation from the EMA Part A allocation process. HRSA did not allow the submission of a 10% increase for FY18, but there is no word if they would accept a 10% increase budget in future. A. Edelstein asked if it was still required that the HIPC creates and submits a 10% increase budget as part of their allocations procedure. B. Morgan

replied the current procedure for allocations requires the HIPC to create a 5% decrease budget, a level funding budget, a 5% increase budget, and a 10% increase budget. If the HIPC does not follow its own processes a grievance could be made.

B. Morgan explained the difference between processes and bylaws to the committee. She explained bylaw changes require HIPC vote approval and changes would not be in effect until a 30-day comment period has passed. Processes can be voted on and amended the same day, there is no 30-day comment period. If a process needed to be changed back like in the case of the 10% budget submission the HIPC could vote on it and have a same day change.

**Motion:** D. Gana moved, Peter Houle seconded to remove the 10% increase budget submission in the allocations process. **Vote:** 10 in favor, 0 opposed, 0 abstentions. **Motion Passed.**

**Old Business:** None

**New Business:** None

**Announcement:** T. Dominique announced the Comprehensive Planning Committee will still meet at their regularly scheduled day and time in March even though this was a joint meeting. The committee will meet next Thursday, March 15, 2018 from 2-4 pm.

M. Coleman announced March is women's history month.

**Adjournment:** **Motion:** P. Houle moved, D. Gana seconded to adjourn the meeting at 3:12pm. **Motion Passed:** All in favor.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP calendar
- Integrated Plan excerpt about housing
- HRSA service definition for Emergency Financial Assistance
- HRSA service definition for Housing Services
- 2016 Service Utilization by Part A category
- EMA wide Expenditure categories across Ryan White Grant