

HYBRID: Finance Committee
Meeting Minutes of
Thursday, December 4th, 2025
2:00 p.m. – 4:00 p.m.

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

Present: A. Edelstein (Co-Chair), K. Carter (Co-Chair), N. D’Souza, J. Myahwegi, S. Smith

Excused: C. Rainey

Guests: H. Docmanov (Recommended), Avis Scott (DHH), Ameenah-McCann-Woods (DHH), P. Neumann (Recommended)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

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

Introductions: A. Edelstein skipped introductions. Those on Zoom introduced themselves via the chat, and those in person verbally introduced themselves.

Approval of Agenda:

A. Edelstein referred to the December 2025 Finance Committee agenda and asked for a motion to approve. **Motion: K. Carter motioned; A. Edelstein seconded to approve the December Finance Committee agenda. Members voted through voice vote. Motion passed: All in favor.** The December 2025 agenda was approved.

Approval of Minutes (November 6th, 2025):

A. Edelstein referred to the November 2025 Finance Committee minutes. **Motion: K. Carter motioned; A. Edelstein seconded to approve the November 6th, 2025 meeting minutes. Members voted through voice vote. Motion passed: All in favor.** The November 6th 2025 minutes were approved.

Report of Co-chairs:

K. Carter and A. Edelstein reminded the committee that they would both reach their term limits next year. If they were unable to find more members, the Finance Committee would be without a co-chair. It was urgent that they needed to mentor new members in a timely manner to meet the one-year in good standing requirements to be considered for co-chair. S. Moletteri said they were counting the recommended members’ time on the HIV Integrated Planning Council towards their one year requirement of good attendance.

Report of Staff:

T. Dominique said they were in discussions with the Mayor’s Office regarding the recommendation letters and the city’s request for more information. The Office of HIV Planning (OHP) was to comply with the request but maintain three separate lists to protect the identity of their recommended members. Before they could send the lists, they needed the HIV Integrated Planning Council (HIPC) to approve this course of action. As S. Moletteri mentioned, OHP staff

were proposing changing the start time of the recommended members to allow them the right to be considered for co-chairs sooner rather than later.

S. Moletteri reported that the Philadelphia town hall was a success. They said the town hall had 26 participants in attendance, and they were able to yield much information from the session. The town hall participants were engaged during the presentations and had many questions. Though the town hall was successful, they were looking to restructure the agenda to ensure enough time for all activities during the next town halls. They found that many of the town hall participants felt rushed towards the end and they hoped a restructuring of the town hall would resolve this.

Action Item:

-Reallocation Request -

A. Edelstein explained the process regarding Reallocation Requests. When the Division of HIV Health (DHH) needed to move a significant amount of funding (over 10%) from one service category to another, they needed the HIPC's approval. The request would first need to be reviewed by the Finance Committee before it could be forwarded to HIPC.

A. McCann-Woods, who represented DHH, presented the Finance Committee with the Reallocation Request. DHH had requested that \$59, 751 or 10% of Substance Abuse Service dollars would be reallocated to Mental Health Services. In the previous year, there was a similar reallocation request, and this reallocation request hoped to eliminate the need to continually reallocate funding from Substance Abuse Services to Mental Health Services. Regarding process, A. Edelstein felt they could only act within the current planning year and not make this a permanent change/reallocation for years following. A. McCann-Woods agreed and said DHH would bring the reallocation request to the Allocations meetings to consider for future budgets. S. Moletteri made a note of this decision for their Allocations Process. K. Carter assured the other members that they were not removing the service category by moving funding away from Substance Abuse Services.

HIPC needed to approve the reallocation request if funding reallocation exceeded a 10% threshold of a service category's budget. S. Smith as part of the discussion expressed procedures at her agency to ensure they remained within budget thresholds to eliminate a need to make a reallocation request and thus less work for HIPC. A. Edelstein reiterated that the budget usage should reflect the needs of the clients and if a need for reallocation is necessary to ensure clients' needs are met the request should be made similar to the one being heard today. A. Edelstein reminded members reallocations is a part of HIPC responsibilities therefore make decision at an agency level reflective of the clients served and HIPC will act accordingly when requests are made at a service category level.

Motion: K. Carter motioned; A. Edelstein seconded to forward the request to reallocate \$59, 751 (10%) from Substance Abuse Services to Mental Health Services to the full HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: In Favor

K. Carter: In Favor

N. Souza: In Favor
J. Myahwegi: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor. The motion to forward the Reallocation Request with the Finance Committee's recommendation for approval to the full HIPC was approved.

Other Business:

None.

Announcements:

K. Carter announced the Ryan White Conference in September was looking for abstracts and he urged them to send their abstracts if they were looking to present at the conference.

T. Dominique said the OHP staff were preparing for the next two town halls.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion: K. Carter motioned; S. Smith seconded to adjourn the December 2025 Finance Committee meeting. Motion passed: All in favor.** The meeting was adjourned at 2:45 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- December 2025 Finance Committee agenda
- November 2025 Finance Committee Meeting Minutes