

Philadelphia EMA HIV Integrated Planning Council
Finance Committee
Meeting Minutes of
Thursday, August 1, 2019
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, Mark Coleman, Alan Edelstein (Co-Chair), David Gana (Co-Chair)

Absent: Joseph Roderick, Gail Thomas

Excused: Jeanette Murdock

Guests: Ameenah McCann-Woods (AACO)

Staff: Briana Morgan, Mari Ross-Russell, Sofia Moletteri

Call to Order:

A. Edelstein called the meeting to order at 2:02 PM.

Approval of Agenda:

A. Edelstein called for an approval of the August 1, 2019 Finance Committee Agenda. **Motion:** K. Carter moved, D. Gana seconded to approve the agenda as presented. **Motion passed:** general consensus.

Approval of Minutes (*June 06, 2019*):

A. Edelstein called for an approval of the June 6, 2019 Finance Committee meeting minutes. **Motion:** K. Carter moved, M. Coleman seconded to approve June 6, 2019 minutes. **Motion passed:** general consensus.

Report of Co-Chairs:

D. Gana said there was no report. He thanked everyone for their part in the Allocations meetings.

Report of Staff:

No report.

Action Items:

A. Edelstein informed all attendees they would go through the updated Allocations Spreadsheets to vote on and bring to the Planning Council with a recommendation for approval. He expressed interest on voting on the Directives for the Recipients as well.

—*Finalization of Allocations Spreadsheets*—

A. Edelstein asked everyone to pull out the NJ Allocations Spreadsheet. A. Edelstein asked M. Ross-Russell to read the Allocations decisions for the three scenarios: Level Funding Budget, 5% Increase Budget, and 5% Decrease Budget.

M. Ross-Russell explained that for Level Funding, the final decision was to remain consistent with the FY2019 current funding budget. For the 5% Increase Budget, the decision was for the whole 5% increase to go into Transportation while all other services remained at level funding budget. Regarding the 5% decrease, it was decided that there would be a proportional decrease with the exception of Transportation which would remain at the level funding budget.

M. Coleman acknowledged the reoccurring issue of Transportation during NJ Allocations. He asked if a solution was reached to find ways to get rural patients to appointments. M. Ross-Russell said that the original problem was a misunderstanding about what was allowed and what was not. Money was initially spent rapidly since transportation was being heavily used for support groups and medical care was not being prioritized. Once that was rectified and medical was prioritized, everything was balanced with support group issues. However, Salem County still presented an issue, but there is transportation that's available from the Salem County, so people can get a ride to Philadelphia, Camden, and Wilmington to receive medical care. In addition, a Cumberland County provider is still providing transportation, so people in Salem County can use those resources as well.

A. Edelstein asked for a motion to approve the three NJ Allocations Budgets to the Planning Council with a recommendation for approval.

Motion: K. Carter moved, M. Cappuccilli seconded to bring NJ Allocations Budgets to the full Planning Council with a recommendation for approval. **Motion passed:** general consensus with 1 abstention.

M. Cappuccilli asked about when the committee would vote on the Directives to the Recipient. A. Edelstein suggested doing all the directives in succession. The group agreed.

The committee moved onto Philadelphia budget plans. A. Edelstein asked M. Ross-Russell to go over the final decisions. M. Ross-Russell stated that for Level Funding, it was decided to take half of EFA-Pharma, or \$228,500, and apply it to the categories Mental Health, Housing Assistance, and DEFA with each one getting 1/3. \$93,000 was also taken out of EFA-Pharma to reflect the budget after reallocation from FY2019.

A. Edelstein asked if it would be possible to put in another column to reflect the reallocations made since Allocations decisions were based off the reallocation budget. M. Ross-Russell asked if this addition should be a standalone reallocation column. A. Edelstein responded by saying it could be standalone or the Level Funding Budget column could simply reflect the reallocation budget. K. Carter suggested using footnotes to signify reallocation. A. Edelstein said that it might just be simpler to make the first column be representative post-reallocation. He offered to provide an explanation to the council to ensure there was no confusion with the new post-reallocation column in place of the Level Funding Budget column.

M. Cappuccilli asked about the discussion to cut the category EFA-Pharma in half. M. Ross-Russell said it was a combination between underspending and reductions the past year. There was a system-

wide change from 30 days to 14 days prescriptions, so that money was not being spent. A. Edelstein said that it was projected these savings in EFA would continue.

M. Ross-Russell continued with the other budgets for the Philadelphia plan. Regarding the 5% Increase Budget, it would have proportional increases based on new level funding budget. For the 5% Decrease Budget, it was decided to remove \$228,500 from EFA-Pharma to offset the \$624,000 decrease, and then to reduce the remaining categories proportionately.

A. Edelstein asked for a motion to approve bringing the three Philadelphia Allocations Budgets to the Planning Council with a recommendation for approval.

Motion: K. Carter moved, M. Cappuccilli seconded to bring the Philadelphia Allocations Budgets to the full Planning Council with a recommendation for approval. **Motion Passed:** general consensus with 1 abstention.

A. Edelstein asked M. Ross-Russell to go over plan for the PA Counties budgets. M. Ross-Russell said that the PA Allocations decisions were similar to Philadelphia. It was decided that EFA-Pharma would be reduced by half, and that half would be reallocated to 50% Ambulatory Outpatient Care, 25% Mental Health Services, and 25% Substance Abuse Services.

For the 5% increase, there would be a proportional increase for all funded services based on the new level funding budget. In the event of a 5% decrease, 50% EFA-Pharma would be taken out to offset the 5% decrease, and the remaining categories would be reduced proportionately.

A. Edelstein asked for a motion to approve bringing the three Pennsylvania Allocations Budgets to the Planning Council with a recommendation for approval.

Motion: K. Carter moved, M. Cappuccilli seconded to bring the Pennsylvania Allocations Budgets to the full Planning Council with a recommendation for approval. **Motion Passed:** general consensus with 1 abstention.

M. Ross-Russell explained that the MAI (Minority AIDS Initiative) funding was included in the entire EMA budget. A. Edelstein said that the Philadelphia EMA FY2020-20201 spreadsheet reflected the plans made in regional meetings combined.

M. Ross-Russell pointed to the second column under 2016 EMA-Wide numbers and beside Referral for Health Care & Support Services. The \$544,325 and the \$81,202 represented there was initially showing up as Philadelphia money and got confusing, so it was then collapsed back to systemwide.

M. Ross-Russell informed the group that money for administration comes off the top of the award. A. Edelstein asked if the referral counts as service dollars and if it would be a core or support service. M. Ross-Russell said it is a support service. She said the percentage 3.44% listed on the spreadsheet is what that represents as service dollars. A. Edelstein understood, pointing out that the core, support, and referral categories all add up to 100%.

M. Ross-Russell explained that the Recipient came to HIPC last year and requested moving money out of Ambulatory Medical Care because of changes in MCM and moving it into Medical Case Management line. Regarding the MAI money, people using it typically have Medicaid. Clients have some form of support, and MCM is how people access services.

A. Edelstein asked for a motion to approve bringing the Philadelphia EMA FY2020-2021 Allocations to the Planning Council with a recommendation for approval.

Motion: M. Cappuccilli moved, K. Carter seconded to bring the Philadelphia EMA FY2020-2021 Allocations to the full Planning Council with a recommendation for approval. Motion Passed: general consensus with 1 abstention.

M. Cappuccilli suggested a correction on NJ Allocations spreadsheet regarding the epidemiology. He pointed out that the 5%+ column should list 12.679% instead of \$0.13. M. Ross-Russell said the mistake would be fixed for the presentation to the Planning Council.

—Finalization of Directives to Recipient—

M. Ross-Russell explained that the directive for NJ Counties was to determine which services are currently provided as “other professional services” with special attention to assess need & availability of the full range of allowable services. She informed the group that the NJ Allocations group discussed how there are various services under the category such as benefits assistance, discrimination, or litigation housing assistance. Because of ACA, some people need assistance in filling out tax returns required for federal health insurance subsidies. Since these “other services” are needed, the NJ Allocations group wanted an understanding of what was currently included as “other services.”

M. Ross-Russell stated that PA suburbs had no Directives to the Recipient.

For Philadelphia Directives to the Recipient, M. Ross-Russell explained that it was decided that they would assess whether tobacco use acts as a barrier to obtaining substance abuse treatment. The Philadelphia Allocations group discussed how some facilities will not accept patients if they smoke. The directive was expanded to address all RWHAP services.

B. Morgan read the second directive aloud. The directive was to ensure that during the CSU intake process, a client should be made aware that they may receive a wellness check if they were to ever fall out of care. D. Gana said that this is so people don't get surprised and they can expect the wellness check.

B. Morgan said that the group also wanted a status update on other options for on demand transportation alternatives. A. Edelstein said this specific directive was a carryover from the previous year's allocations process.

A. Edelstein asked for a motion to approve bringing the Directives to the Recipient to the Planning Council with a recommendation for approval.

Motion: K. Carter moved, M. Cappuccilli seconded to bring the Directives to the Recipient to the full Planning Council with a recommendation for approval. Motion Passed: general consensus with 1 abstention.

Old Business:

None

New Business:

None

Announcements:

M. Coleman announced that Robert Mendelson and Bishop Andrew Jr. passed away.

Adjournment:

A. Edelstein asked for a motion to adjourn. **Motion: K. Carter moved, M. Cappuccilli seconded.**
Motion passed: general consensus. Meeting adjourned at 2:37 PM.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- Finance Committee Agenda (*August 1, 2019*)
- Finance Committee Meeting Minutes (*June 6, 2019*)
- NJ Counties FY2020-2021 Allocation Examples spreadsheet
- Philadelphia FY2020-2021 Allocation Examples spreadsheet
- PA Counties FY2020-2021 Allocation Examples spreadsheet
- Philadelphia EMA FY2020-2021 Allocation Examples spreadsheet
- August/September 2019 Meeting Calendar