

Philadelphia HIV Integrated Planning Council

Finance Committee

Meeting Minutes of

Thursday, August 5, 2021

2:00-4:00 p.m.

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

Present: Michael Cappuccilli, Keith Carter, Lupe Diaz, Alan Edelstein (Co-Chair), Dave Gana (Co-Chair)

Guests: Ameenah McCann-Woods (AACO)

Excused: Marilyn Martinez

Staff: Beth Celeste, Debbie Law, Elijah Sumners, Julia Henrikson, Mari Ross-Russell, Sofia Moletteri

Call to Order: A. Edelstein called the meeting to order at 2:03 p.m.

Approval of Agenda: A. Edelstein presented the August 2021 Finance Committee agenda for approval. **Motion:** M. Cappuccilli motioned, A. Edelstein seconded to approve the August 2021 agenda. **Motion passed:** 100% in favor. The August 2021 agenda was approved.

Approval of Minutes: A. Edelstein presented the June 3, 2021 Finance Committee minutes for approval. **Motion:** M. Cappuccilli motioned, A. Edelstein seconded to approve the June 2021 minutes. **Motion passed:** 100% in favor. The June 2021 meeting minutes were approved.

Report of Co-Chair:

No report.

Report of Staff:

No report.

Action Items:

—FY2021 Budget and Directives—

A. Edelstein stated that in addition to the budgets, allocations attendees also crafted directives to the recipient. Additionally, the Finance Committee would have to review the EMA Systemwide budget. First, the committee would review the decisions made within the three regions. Then, they would vote on them individually. Assuming that they vote to approve the budgets, they would present them to the full council with their recommendation for approval of the budgets and directives. This would be next week. He asked if there were questions about the process. There were none.

—*New Jersey Counties*—

A. Edelstein read the level funding budget language, 5% increase budget, and the 5% decrease budget. The language for the New Jersey Counties’ budget decisions is as follows:

- Level Funding Budget: All funded service categories are to be proportionally decreased based on the reduction of \$16,950 within the New Level Funding Budget.
- 5% Increase Budget: All funded service categories are to be proportionately increased based on the New Level Funding Budget increase of \$113,364.
- 5% Decrease Budget: All funded service categories are to be proportionally decreased by \$137,899 with the exception of EFA-Housing and Mental Health Therapy/Counseling which are to be held at their FY2021 Level Funding Budget amounts.

Next, he read the directives to the recipient for the New Jersey Counties. The language for New Jersey Counties’ directives is as follows:

- AACO is to report back to the Comprehensive Planning Committee with progress and updates on the currently implemented EFA-Housing Model.
- In accordance with federal treatment guidelines, increase access to immediate ART initiation (within 96 hours) from diagnosis unless otherwise clinically indicated and recorded.
- Expand operating hours to include evening and weekend appointments for HIV medical care in community and hospital-based HIV treatment sites.

J. Henrikson asked if they wanted to review the spreadsheets as well to see how the language impacted the budgets. A. Edelstein and M. Cappuccilli agreed that the language would be sufficient. A. Edelstein asked if there was a motion to recommend to vote to approve the NJ Counties budget decisions and directives.

Motion: M. Cappuccilli made a motion to bring forward the NJ Allocations budget decisions and directives to the full council with their recommendation for approval, K. Carter seconded.

K. Carter asked if OHP could list the 4 counties next to NJ region header so new members knew which counties were included in the decisions. S. Moletteri said they would clarify this.

Vote:

D. Gana (Co-Chair): in favor
A. Edelstein (Co-Chair): abstaining
M. Cappuccilli: in favor
K. Carter: in favor
L. Diaz: in favor

Motion passed: 4 in favor, 1 abstaining.

—*Pennsylvania Counties*—

A. Edelstein said they would also add the county names, as K. Carter suggested for NJ, to the PA Counties header. The PA Counties received increased dollars because of the shared proportion of HIV epidemic. This meant that there was an increase share of PLWH within the PA counties.

A. Edelstein read the level funding budget language, 5% increase budget, and the 5% decrease budget. The language for the Pennsylvania Counties' budget decisions is as follows:

- Level Funding Budget: All funded service categories are to be proportionally increased based on the increase of \$299,524 within the New Level Funding Budget.
- 5% Increase Budget: Working from the New Level Funding Budget, the 5% increase of \$153,550 is to be split in half and distributed evenly between Mental Health Therapy/Counseling and Housing Assistance.
- 5% Decrease Budget: Working from the FY2021 Level Funding Budget, all funded service categories are to be proportionally increased by \$135,701.

M. Cappuccilli asked if the increase of funds was an error within the decrease budget. A. Edelstein responded that it was not—even in a decrease scenario, the PA Counties would still receive an increase because of the rise in PLWH within the PA Counties.

Next, A. Edelstein read the directives to the recipient for the Pennsylvania Counties. The language for Pennsylvania Counties' directives is as follows:

- In accordance with federal treatment guidelines, increase access to immediate ART initiation (within 96 hours) from diagnosis unless otherwise clinically indicated and recorded.
- Expand operating hours to include evening and weekend appointments for HIV medical care in community and hospital-based HIV treatment sites.
- Ascertain the need for increased mental health services in the PA counties, including surveying existing mental health providers and their accessibility.
- Evaluate the need for home healthcare services and various non-RW funding streams that may be available.

Motion: K. Carter made a motion to bring forward the PA Allocations budget decisions and directives to the full council with their recommendation for approval, L. Diaz seconded.

Vote:

D. Gana (Co-Chair): in favor
A. Edelstein (Co-Chair): abstaining
M. Cappuccilli: in favor
K. Carter: in favor
L. Diaz: in favor

Motion passed: 4 in favor, 1 abstaining.

—*Philadelphia County*—

A. Edelstein stated that Philadelphia County received a reduction of \$282,473 because of the change in share of the epidemic composition.

A. Edelstein read the level funding budget language, 5% increase budget, and the 5% decrease budget. The language for Philadelphia County’s budget decisions is as follows:

- Level Funding Budget: All funded service categories are to be proportionally decreased based on the reduction of \$282,573 within the New Level Funding Budget.
- 5% Increase Budget: Working from the FY2021 Level Funding Budget, all funded service categories are to be proportionally increased by \$323,692.
- 5% Decrease Budget: Working from the FY2021 Level Funding Budget, all funded service categories are to be proportionally decreased by \$929,400.

Next, he read the directives to the recipient for Philadelphia County. The language for Philadelphia County’s directives is as follows:

- Increase access to and awareness of transportation options to medical and social service care; Request more information on transportation services provided and their utilization to determine improved health outcomes.
- Ascertain the average wait time for people to be connected to Case Managers.

A. Edelstein noted that for all three regions, it read “recipients” instead of “recipient” for the directive portion. S. Moletteri said they would change this.

Motion: K. Carter made a motion to bring forward the Philadelphia Allocations budget decisions and directives to the Full Council with their recommendation for approval, L. Diaz seconded.

Vote:

D. Gana (Co-Chair): in favor
A. Edelstein (Co-Chair): abstaining
M. Cappuccilli: in favor
K. Carter: in favor
L. Diaz: in favor

Motion passed: 4 in favor, 1 abstaining.

—*MAI (Minority AIDS Initiative)*—

M. Ross-Russell said they would now need to approve MAI and Systemwide budgets. Historically, since MAI only funded two services, they were proportionally increased or decreased. A. Edelstein said they would need a motion to approve and recommend the budget to HIPC.

Motion: K. Carter made a motion to bring forward the MAI Allocations budget decisions of proportional changes to the full council with their recommendation for approval, M. Cappuccilli seconded.

Vote:

D. Gana (Co-Chair): in favor
A. Edelstein (Co-Chair): abstaining
M. Cappuccilli: in favor
K. Carter: in favor
L. Diaz: in favor

Motion passed: 4 in favor, 1 abstaining.

—Systemwide—

Next, M. Ross-Russell said that Systemwide included Referral for Information which included AACO's CSU (Client Service Unit). Quality Management (QM) Activities could be seen as the second category listed and was allowable up to 5% of the total award. Systemwide Coordination, Capacity Building, and PC Support were all part of the Grantee Administration Budget which could not exceed 10% of total award amount. They were combined and subtracted from the total award before considering service allocation dollars.

This year, the recipient asked that for the 5% decrease budget, Referral for Health Care and QM Activities be maintained at the current funding levels and not face a decrease. This altered the 5% decrease award amount for service dollars across the three regions. A. Edelstein asked if Systemwide budget also used proportional budget changes, M. Ross-Russell said yes, besides the decrease budget which kept Referral and QM at level in a decrease scenario, as previously mentioned.

Motion: D. Gana made a motion to bring forward the Systemwide Allocations level funding, 5% increase budget, and 5% decrease budgets to the full council with their recommendation for approval, M. Cappuccilli seconded.

Vote:

D. Gana (Co-Chair): in favor
A. Edelstein (Co-Chair): abstaining
M. Cappuccilli: in favor
K. Carter Carter: in favor
L. Diaz: in favor

Motion passed: 4 in favor, 1 abstaining.

A. Edelstein said they would now bring this to the full council with a recommendation for approval from Finance Committee.

Other Business:

None.

Announcements:

K. Carter thanked OHP staff and A. McCann-Woods for their work during Allocations.

Adjournment: A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned, L. Diaz seconded to adjourn the August 5, 2021 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:31 p.m.

Respectfully submitted,

Sofia M. Moletteri, staff

Handouts distributed:

- August 2021 Finance Committee Meeting Agenda
- June 2021 Finance Committee Meeting Minutes
- FY2022 DRAFT Regional Allocations Language
- FY2022 DRAFT Regional Budget Spreadsheets