

Philadelphia HIV Integrated Planning Council (HIPC)
Finance Committee
Meeting Minutes
Thursday, November 2, 2017
2:00-4:00pm

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

Present: Keith Carter, Michael Cappuccilli, Mark Coleman, Alan Edelstein, Dave Gana, Jeanette Murdock, Joseph Roderick, Gail Thomas, Leroy Way

Excused: Kevin Burns, Lupe Diaz, Sayuri Lio

Absent: None

Guests: Chris Chu, Ameenah McCann-Woods

Staff: Mari Ross-Russell, Stephen Budhu

Call to Order/Introductions: D. Gana called the meeting to order at 2:12 p.m. Those present introduced themselves.

Approval of Agenda: D. Gana presented the agenda for approval. **Motion:** L. Way moved, M. Coleman seconded to approve the agenda. Motion passed: All in favor.

Approval of Minutes (October 5, 2017): D. Gana presented the October 5, 2017 minutes for approval. **Motion:** K. Carter moved, L. Way seconded to approve the October 5, 2017 minutes. Motion passed: All in favor.

Report of Chair: D. Gana thanked M. Cappuccilli for filling in for himself and A. Edelstein at the previous Finance Committee meeting.

Report of Staff: M. Ross-Russell informed the committee A. Boone was out on medical leave.

Discussion Items

- **Underspending Reallocation**

C. Chu distributed the Recipient's Reallocation Request to the committee. A. McCann-Woods asked the committee to review the reallocation request and she discussed page 1 with the committee. She stated the Recipient has experienced personnel vacancies this contract year which have resulted in system-wide underspending. She explained the information and referral category was underspent by \$39,563 and quality management activities were underspent by \$60,437, totaling \$100,000 of underspending in the EMA. She noted the Recipient wanted to reallocate funds from the two categories to the food bank and home delivered meals service category in Philadelphia. She stated the allocation of funds into the Philadelphia food service category would be a 33% increase which would have to be approved by the Planning Council. M. Cappuccilli inquired why the funds were being reallocated for just Philadelphia as opposed to the entire EMA. He explained New Jersey and Pennsylvania counties had a higher percentage of underspending in the food service category. In reference to the Recipient 2017-2018 Second Quarter Underspending Report, M. Cappuccilli stated the over spending in food service category was 107% in the Pennsylvania counties. A. McCann-Woods replied the Recipient chose to reallocate funds into just the Philadelphia food service category because the Recipient felt Philadelphia was the most at

need despite the second quarter figures. She explained historically Philadelphia had a higher level of poverty compared to the other EMA counties which in turn limits access. She pointed out on average Philadelphia needs a higher allocation for food services during the winter. She added if the funds were reallocated they would have to be used by the end of the contract year. C. Chu explained to the committee even though the figures from this report do not imply Philadelphia food services need more funding, historically Philadelphia needed more funding in the second half of the fiscal year. He noted that usually New Jersey and Pennsylvania counties do the majority of spending in the food services category earlier in the year, which is likely attributed to the purchase of non-perishable food items in bulk. K. Carter asked when the contract year was over. A. McCann-Woods replied February 28, 2018. M. Cappuccilli emphasized he did not agree with the allocations. A. Edelstein explained to the committee spending does not necessarily correlate with services provided. A. McCann-Woods stated the over spending in the New Jersey and Pennsylvania counties could be attributed to early invoicing of supplies for the year. She reminded the committee the Recipient accounts for invoices as they are received. She stated some providers may choose to send out invoices early in the year while some provider may choose to send invoices later in the year. A. Edelstein suggested the percent under/overspending in a service category is not indicative of funding needs in a region. M. Cappuccilli stated that no inferences can be made from the underspending reports due to the varying timing of invoices. A. Edelstein asked if the underspending reports were based off of the invoices from providers. A. McCann-Woods replied yes and invoices are added to the expenditure report monthly. She stated from recent months the data suggests that the New Jersey and Pennsylvania counties have adequate funding at this time. She noted the data she was referencing was not distributed in the meeting. A. Edelstein inquired if any carry over funding was used from the previous year and if the carry-over was being used in the food service category. A. McCann-Woods replied the carry-over would be used in the food service category but it was not reflected in the current report. C. Chu added the carry-over funding from previous years was already being used in the New Jersey and Pennsylvania counties. A. Edelstein recommended the committee should present the HIPC with an updated expenditure sheet that included carry-over funding for the NJ and PA counties to the HIPC when the council is reviewing the reallocation proposal. A. McCann-Woods reiterated to the committee the reallocation request was only for the Philadelphia food services category. She reminded the committee if the reallocation was approved it would result in a 33% net increase in funding for the food service category in Philadelphia. She stated the Recipient was being proactive with the reallocations because standard protocol was to wait until after the third quarter spending. A. Edelstein commented it is a good thing the funds are being moved from administrative functions and going into service categories.

Motion: J. Murdock moved, M. Coleman seconded to bring the reallocation request to a committee vote. **Vote:** 8 in favor, 0 opposed, 0 abstentions. **Motion passed:** All in Favor. The committee will present the reallocation request to the HIPC at their next meeting.

Old Business: None

New Business: None

Announcements: M. Coleman announced the 30 year anniversary of the Philadelphia AIDS library¹ is on November 10, 2017. He stated the celebration will be held at the William Way Center from 5:30-8:00pm. He invited all committee members to attend.

K. Carter announced J. Murdock was the new co-chair of the Positive Committee.

1. For more information visit <https://www.aidslibrary.org/>. Note this a free event and those who wish to attend must RSVP.

Adjournment: Motion: J. Murdock moved, K. Carter seconded to adjourn the meeting at 2:32pm.
Motion passed: All in favor. Meeting was adjourned at 2:32pm.

Respectfully submitted by,

Stephen Budhu, Staff

Handouts distributed at the meeting

- Meeting Agenda
- October 5, 2017 minutes
- Recipient Reallocation Request
- OHP Calendar