

**HIV Integrated Planning Council
Finance Committee
Thursday, October 4, 2018
2-4pm**

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

Present: Mike Cappuccilli, Mark Coleman, Dave Gana, Joseph Roderick

Excused: Keith Carter, Alan Edelstein, Jeanette Murdock, Gail Thomas

Absent: None

Guests: Chris Chu, Ameenah McCann-Woods

Staff: Mari Ross-Russell, Stephen Budhu

Call to Order: D. Gana called the meeting to order at 2:11 pm.

Approval of Agenda: D. Gana presented the agenda for approval. **Motion:** M. Cappuccilli moved, J. Roderick seconded to approve the agenda. Motion Passed: All in favor.

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

Report of Chair: No report.

Report of Staff: No report.

Action Items: None

Discussion Items:

- **Quarterly Spending Report**

A. McCann-Woods asked the committee to review the 2nd quarter underspending report that is included in today's meeting packet. She stated reconciliation of total invoices forwarded to AACO for processing through August 31, 2018 indicated approximately 19% underspending of the total award (\$2,068,514). Underspending across all service categories in the EMA accounts for about 46% (\$956,133). These figures are based on expenditures for all awards after processing through the sixth month for the time period of March — August 2018. With 6 months of invoices still pending, the majority of underspending depicted on the attached spreadsheets is premature.

Hospital and university sub-recipients experience delays in submitting invoices to the Recipient. Their fiscal processes are inherently cumbersome and prevent timely processing of budgets and getting contracts conformed. Additionally, the two fiduciaries PHMC and Urban Affairs Coalition (UAC) tend to experience delays in billing and processing of invoices.

A. McCann-Woods reviewed the underspending for the Philadelphia region. She explained mental health therapy/counseling and emergency financial assistance/AIDS pharmacy assistance are underspent by 36% and 25%, respectively. Emergency financial assistance and foodbank home-delivered meals are over spent by 182% and 40%, respectively. She noted that emergency financial assistance may balance out at the end of the fiscal year. M. Cappuccilli asked how the service category would balance out at the end of the fiscal year. A. McCann-Woods stated emergency financial assistance is a high usage category that

may have been heavily spent over the first half of the fiscal year. B. Morgan asked how the service category was overspent by much at only half way through the fiscal year. M. Ross-Russell suggested the spending could be attributed to the fiscal agent of the Recipient; they may have continued to spend in the category even after the money was used. A. McCann-Woods noted there was overspending in transportation by 42%. She did note that the Recipient was investigating all transportation invoices in the EMA. The region was underspent by 9% overall.

A. McCann-Woods reviewed the spending within the PA counties region. She explained referral for health care/supportive services, emergency financial assistance, and foodbank/home-delivered meals were underspent by 100%, 74%, and 65% respectively. She explained the underspending in the foodbank could likely be attributed to bulk purchases. The region was underspent in total by 19%.

A. McCann-Woods reviewed the spending within the New Jersey region. She stated mental health therapy, case management and ambulatory care were underspent by 45%, 22%, and 21% respectively. She stated transportation was over spent by 37% as of August 31, 2018. D. Gana asked if the allocation included the reallocation request that was made in September. B. Morgan referenced the discussion from the September HIPC meeting. She stated as of September 13, 2018 there was \$161,214 placed into transportation. At that time \$107,000 had already been spent.

M. Cappuccilli stated he was pleased that the foodbank was finally on target with spending. He asked if there was a reason to why the spending was more on target this year. A. McCann-Woods explained there was underspending carry over previous years that was used jointly with the current award, this current year there was no carry over.

- **Office of HIV Planning Budget**

M. Ross-Russel explained the Office of HIV Planning is required to share its budget with the HIPC at the time of the final award. She asked the committee to review the budget that is in the meeting packet. She explained the budget was off by \$4100, due to the salary of a former staff member.

Old Business: None

New Business: None

Announcements: M. Coleman announced the Prison Summit is Friday, October 5, 2018 at the Philadelphia Convention Center from 8am. Registration for the event is available online.

Adjournment: Motion: M. Cappuccilli moved, M. Coleman seconded to adjourn the meeting at 2:42 pm. Motion Passed: All in favor.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- 2nd Quarter underspending
- OHP budget