

**Philadelphia EMA HIV Integrated Planning Council
Finance Committee**

Thursday, June 6, 2019

2:00 – 4:00 p.m.

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

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

Excused: None.

Absent: Mark Coleman, Jeanette Murdock, Joseph Roderick, Gail Thomas

Guests: Chris Chu (AACO), Ameenah McCann-Woods (AACO)

Staff: Nicole Johns, Briana Morgan, Mari Ross-Russell

Call to order.

A. Edelstein called the meeting to order at 2:07pm.

Welcome/Introductions.

No introductions were offered because everyone was acquainted.

Approval of Agenda.

A. Edelstein called for an approval of the agenda. **Motion:** M. Cappuccilli moved, K. Carter seconded to approve the agenda as presented. Motion carried: all in favor.

Approval of Minutes.

A. Edelstein called for any additions or corrections to the March 7, 2019 minutes. **Motion:** M. Capuccilli moved, D. Gana seconded to approve the meeting minutes as presented. Motion carried: All in favor.

Report of Co-Chairs.

No report.

Report of Staff.

M. Ross-Russell noted that the regional allocations meeting dates are set and will be discussed later. She commented that Finance Committee's meeting is scheduled for July 4th, so it will be cancelled. If there is pressing business the meeting can be scheduled for another day.

Discussion Items:

Fourth Quarter Underspending Summary and Report

A. McCann-Woods distributed the handouts for the discussion. A. McCann-Wood noted that for the purposes of the committee more details were going to be presented than in the Council meeting, including spreadsheets and presentation slides. She explained that at the conclusion of 2018-19 the EMA was

overspent by 1% in services \$105,328. She noted, however the systemwide allocations were underspent by \$514,245. This includes reallocations to direct services that took place throughout the contract period. This resulted in the net underspending of \$408, 917 or 2% overall. She explained that the spreadsheets included an explanation of where the underspending came from. She noted that there were services that were overspent. The systemwide underspending was related to staff vacancies and money that was underspent was reallocated to direct services.

A. McCann-Woods reminded the group that she had presented this format at the previous committee meeting. These slides will be projected in the HIPC meeting with a few copies of handouts available for review. She explained that under/overspending that was 10% or above was what is going to be presented. She said all questions will be answered, even if not included in the presentation. She explained that there are notes included that explain why there was under/overspending. She reviewed the sheets for Philadelphia. She noted Housing Assistance overspending – it is suspected the cause was that Fair Market rents were rising. She noted that this is speculation at this point. D. Gana noted that this reason was cited in other housing meetings. She reviewed PA Counties. DEFA Pharma was underspent because of the change to two-week refills rather than 30-day supplies, which the committee was informed about during the previous reallocation request. She reviewed Philadelphia overspending. Outpatient Ambulatory Care was overspent because of unreimbursed lab expenses. Mental health was overspent because of difficulties filling Medicaid providers and RW funds had to cover those expenses.

The group discussed discrepancies in the presentation slides about food bank under Philadelphia. The correct number of overspending was \$201,965. B. Morgan explained that the PA Counties overspending was mislabeled Philadelphia. A. McCann-Woods said that would be corrected for the presentation to the Planning Council.

A. McCann-Woods noted that South Jersey only had overspending – in both Oral health and Medical Transportation. She also reported that Minority AIDS Initiative funding was overspent by \$26,729 and that is 2% overspending.

K. Carter asked about spending on NJ Medical Transportation funding. M. Ross-Russell explained the funding for transportation was reallocated for NJ, to support transportation to support groups in the beginning of the fiscal year.

The group liked the new format of how the information was presented. They thought it was helpful to their understanding. M. Cappuccilli asked how the overall underspending relates to the past, for A. McCann-Woods to share that with the HIPC. The group noted that this year's spending was not unusual. M. Ross-Russell noted that about 2% is the regular amount of underspending. She noted that last year was an anomaly, with only about \$7,000 in underspending. A. McCann-Woods explained that at the HIPC meeting they will only be shown what is important to their understanding. A. McCann-Woods expressed appreciation to the committee for their support and cooperation.

Allocations Prep

M. Ross-Russell explained the dates for the regional allocations meeting have been set: July 16th for NJ, July 18 for Philadelphia, and July 23 for PA Counties. She noted that the meetings will be extended to allow for more discussion and breaks, from noon to 5pm and lunch will be provided. She noted that this agenda will allow for longer breaks to give people a chance to process information. She asked if there were data or information usually presented that should be omitted from the process. She noted that the

projections for funding and clients have been noted to be confusing/problematic because of the nature of the mathematical formula. She noted that the data and financial information included in the packet were things members have requested over time. She noted that regional data is included in the regional meetings, but the data in the packets are EMA-wide. She asked people to contact her with any questions or ideas for what should be included. She noted that there were four service categories to review at the HIPC meeting. She explained this discussion will be at the July HIPC meeting because of the June meeting is packed. She asked for volunteers and will also ask at the HIPC meeting. The intention is to get through all the service categories before the regional allocations' meetings.

D. Gana asked if there would be a Comprehensive Planning Committee meeting in July. M. Ross-Russell noted that there will be no July Finance Committee or Comprehensive Planning Committee meetings due to the regional allocations meetings. M. Cappuccilli asked that the priority setting results are reviewed at the HIPC meeting. N. Johns explained that they would be.

Old Business

None.

New Business

None.

Announcements

B. Morgan noted an office newsletter was sent that afternoon with information about allocations meetings and other upcoming events. She announced that the office will be sharing the Affirming terminology workshop via Facebook Live tomorrow. She encouraged people to attend and share the link. She noted the Planning Council's social will be after the June 13th planning council meeting. She announced that the Positive Committee meeting will be on June 18th from 6 to 8pm.

D. Gana announced that the Prevention Summit would be at the Convention Center on June 11th. Registration is required. B. Morgan noted that OHP will have a table.

K. Carter encouraged people to share Facebook events and announcements with their networks. D. Gana noted that he checks in on Facebook when he is at meetings. B. Morgan thanked them for their ideas and participation.

Adjournment

Meeting adjourned by general consensus at 2:44p.m.

Respectfully submitted,

Nicole Johns, staff

Handouts distributed at the meeting:

- Meeting agenda
- Meeting minutes
- 4th quarter spending report and spreadsheets
- Office of HIV Planning Meeting calendar