

MEETING AGENDA

VIRTUAL:

Thursday, February 3, 2021

2:00 p.m. – 4:00 p.m.

- Call to Order
- Welcome/Introductions
- Approval of Agenda
- Approval of Minutes (*January 6, 2022*)
- Report of Co-Chairs
- Report of Staff
- Discussion Item
 - Planning Council 3rd Quarter Expenditures to date review
 - Level Funding Budget review
- Other Business
- Announcements
- Adjournment

Finance Committee

Please contact the office at least 5 days in advance if you require special assistance.

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Philadelphia HIV Integrated Planning Council
Finance Committee
Meeting Minutes of
Thursday, January 6, 2022
2:00-4:00 p.m.

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

Present: Mike Cappuccilli, Keith Carter, Alan Edelstein (Co-Chair), David Gana

Guests: Ameenah McCann-Woods (AACO)

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

Call to Order: A. Edelstein called the meeting to order at 2:07 PM.

Approval of Agenda: A. Edelstein presented the January 2022 Finance Committee agenda for approval. **Motion:** K. Carter motioned to approve, M. Cappuccilli seconded to approve the January 2021 agenda. **Motion passed:** All in favor.

Approval of Minutes (*November 4, 2021*): A. Edelstein presented the November 2021 meeting's minutes for approval. **Motion:** D. Gana motioned to approve the minutes, K. Carter seconded to approve the November 2021 meeting minutes. **Motion passed:** All in favor.

Report of Co-Chairs

No Report.

Report of Staff

M. Ross-Russell reported that there were a couple of questions related to the reallocation request. One had to do with transportation and the other was with EFA-Housing and why it was underspent under the circumstances. M. Ross-Russell stated, as it pertained to housing, that she was under the impression that transitional housing fell under "housing assistance," rent first and last month, back-rent, etc. fell under "EFA-Housing" and utilities fell under "EFA." The answer she received from AACO was that in this jurisdiction, transitional housing was funded by Housing Services, and rental assistance (first, last, and back rent) was paid for under EFA-Housing. These were second quarter numbers and increased utilization was expected in the third quarter as the eviction moratorium ended. M. Cappuccilli asked if M. Ross-Russell was speaking specifically to Philadelphia at this point? M. Ross-Russell answered that what has been observed was that there was variability in how the EFA-Housing was playing out. In the other regions, the

PA counties as well as Philadelphia, and not so much New Jersey. New Jersey just started paying for housing services in the last allocation process.

M. Ross-Russell stated that the reason for underspending in EFA-Housing was due to Ryan White being the payer of last resort, what they had been doing was leveraging COVID-19 money and state rebate dollars for housing. It was anticipated that as the eviction moratorium ended that there were going to be some changes around Housing. The other question had to do with why transportation was overspent. M. Ross-Russell stated that the following was AACO's response "As payer of last resort, we encourage medical transportation providers to use the most cost efficient mode of transportation whenever possible. AACO's Transportation Coordinator, and discreetly-funded medical transportation providers do utilize Uber Health and Lyft. At this point, last year, people were hunkered down at home and more reliant on telehealth; with increased vaccination rates, with the single rider/passenger mode of transportation more face to face appointments are possible. New Jersey transportation costs are particularly expensive. Due to limited availability of public transportation in the counties of Burlington, Camden, Gloucester and Salem. There is higher utilization of door to door transit. In addition, Salem County participants had lengthy rides to access specialized medical services. There has been an increased number in both the number of riders as well as the number of trips." M. Ross-Russell concluded that these were the answers AACO provided for the questions regarding Transportation overspending and Housing underspending, respectively.

Action Items

~~-2021-2022 EMA: Reallocation Request-~~

M. Cappuccili asked if the relocation request was based on an analysis of the third quarter spending? A. McCann-Woods stated that AACO just wrapped up its third quarter, so this reallocation request was not truly reflective of the end of the third quarter. She presented the 2021-2022 EMA Reallocation Request to the committee and stated that throughout the Ryan White contract year, the Recipient closely monitored sub-recipient spending, recaptured underspent funds, and reallocated underspending regionally or EMA-wide with approval of HIPC as necessary. Customarily, the Recipient's fiduciaries UAC and PHMC experience delays and billing and processing of invoices. The same was true with their larger institutions like hospitals and universities. They have cumbersome fiscal processes and experience delays in submitting invoices as well. February 28, 2022 is the end of the 2021-2022 contract year. The administrative mechanism employed by HIPC was effective in mitigating underspending at the conclusion of every contract year and assists the recipient in this endeavor to finalize and close contracts. Proactively, the Recipient was requesting permission to reallocate any remaining underspending to the following direct service categories: EFA, foodbank, home-delivered meals, oral health and medical transportation.

A. McCann-Woods continued that customarily the reallocations were completed on an annual basis because the Recipient anticipated underspending. This allowed them room to move the money around to spend the dollars. Within these services there were consumables such as food supplies, help with EFA for assistance, dental supplies, transportation tokens, and Uber Health. Things like that could be spent quite easily. K. Carter asked regarding EFA-Housing underspending, were they preparing buyers for when the rent moratorium was done? A. McCann-Woods answered that it was a longer discussion, but reiterated that the Recipient anticipated underspending which was why EFA was included in this.

M. Cappuccilli stated that in the second quarter report he assumed the Food Bank category was underspent in all three regions due to alternative sources for people, and asked if the Recipient assumed a demonstrable need at this point in that category? A. McCann responded that yes, there was always a need in the Food Bank category, even though in previous reports to the Finance Committee some information was premature, so at the point in which AACO reported it, they were giving the numbers based on what was on-hand. However, internally at AACO one may have heard things like “this spending has been increasing over the last few months,” or that “it is anticipated that it will spend out.” AACO typically has an understanding of the trends and patterns of sub-recipients, but the Food Bank for example, because of all the COVID dollars and things that have come down the pipeline, has skewed toward underspending. A. McCann-Woods stated that she would suspect that was going to change too as M. Ross-Russell said earlier. People were out and about now, and some of those resources were no longer available or not to the level they were before.

A. Edelstein stated that he believed underspending was based on anticipated need for the year, rather than it being based more on historically what the needs have been in the past. The Finance Committee still does not have a good handle on a lot of areas where the actual underspending or overspending was going to be year-round. This does give AACO the most flexibility, and when the numbers do become clear they could put dollars into those areas where they could be best utilized. Also, some of these categories gave an entity the ability to spend in one period, and use the dollars in another period. Such as the Food Bank and home-delivered meals, one could even buy gift cards and hold on to them to use at their discretion. This could also be applied to medical transportation. M. Cappuccilli added that supplies for oral health care could also fall under this purview. A. Edelstein agreed and stated that was why the focus was on consumable items, supplies, and so forth. This request was really, a kind of traditional year-end request, it was not that different from requests made in the past.

Motion: M. Cappuccilli made a motion from the Finance Committee to the Planning Council requesting permission to reallocate any remaining spending to these direct service categories: EFA, Food Bank, home delivered meals, oral healthcare, and medical transportation services. K. Carter seconded the motion. Motion Passed: 3 in Favor, 1 Abstain.

Other Business

M. Ross-Russell announced that she should have the third quarter expenditures by next month. Additionally, when the Finance Committee went over the budget before, OHP had started ordering stuff for the consumer survey, so there are going to be supplies and other things that have gone up as a result. She anticipated that it would be an agenda item for next month. Also, there were letters going out to provider organizations asking them for their assistance in this process that was coming from Dr. Brady. It should have been sent out this week.

Announcements

None.

Adjournment

K. Carter motioned to adjourn, M. Cappuccilli seconded the motion to adjourn the January Finance Committee meeting.

Respectfully submitted,

Elijah Sumners

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