

Philadelphia EMA HIV Integrated Planning Council
Finance Committee
Meeting Minutes of
Thursday, February 6, 2020
2:00 p.m. – 4:00 p.m.

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

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

Absent: Sade Benton, Marilyn Martinez, Jeanette Murdock, Joseph Roderick, Gail Thomas

Excused: Sharona Clarke

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

Staff: Mari Ross-Russell, Briana Morgan, Sofia Moletteri

Call to Order and Introductions:

A. Edelstein called the meeting to order at 2:08 PM.

Approval of Agenda:

A. Edelstein called for an approval of the February 6, 2020 Finance Committee Agenda. **Motion:** M. Cappuccilli moved, D. Gana seconded to approve the agenda as presented. Motion passed: general consensus.

Approval of Minutes (November 7, 2019):

A. Edelstein called for an approval of the November 7, 2019 Finance Committee meeting minutes. **Motion:** K. Carter moved, M. Cappuccilli seconded to approve November 7, 2019 minutes. Motion passed: general consensus.

Report of Co-Chairs:

No report.

Report of Staff:

No report.

Discussion Items:

—3rd Quarter Underspending Report—

A. McCann-Woods addressed the 3rd Quarter Spending report. She read the first slide in whole. Please refer to Recipient FY2019 Underspending Report, slide titled “3Q Underspending Summary” for more information. She explained that late invoices were typical in every quarter’s underspending report and would be a continuing theme. A. McCann-Woods noted that there was also a packet of spreadsheets with details on total allocation, 3rd quarter allocation, spending, balance, and under/overspending percentage. The packet was broken down by county and service category.

A. McCann Woods asked everyone to refer to the underspending slide for Philadelphia. She noted that Substance Abuse Treatment – Outpatient was underspent at \$171,588 (due to vacancies and leveraging other funding sources). Regarding the vacancies, credentialing for therapists and counselors was acting as a barrier to the hiring process. EFA-Pharma was underspent by \$90,213 based on demand, Food Bank was underspent by \$54,150 from leveraging other funding sources, and Referrals to Healthcare was underspent by \$24,638 because of delayed spending. She reminded the committee that the chart was only representative of spending through November 2019—since February 2020, the numbers had changed a bit. A. Edelstein asked if the Referrals to Healthcare underspending was for vacancies in staff. A. Edelstein asked if negative numbers within the spreadsheet refer to underspending, and A. McCann-Woods said yes.

A. McCann-Woods then read the overspending for Philadelphia. The following services were all overspent due to high utilization: EFA (by \$34,591), Housing Assistance (by \$66,935), and Transportation (by \$1,406). However, it was important to note that EFA and Housing Assistance were overspent at that point in time, but it had now leveled out due to proactively approved reallocations.

A. McCann-Woods continued to the PA counties underspending. Outpatient/Ambulatory Health Services was underspent by \$52,229 (due to late invoicing, delayed spending, and leveraging other funding sources), Substance Abuse Treatment – Outpatient was underspent by \$70,742 (due to vacancies and leveraging other funding sources), EFA-Pharma was underspent by \$27,536 (based on demand), and Transportation was underspent by \$44,076 (due to delayed spending and leveraging other funding sources). She noted that the underspending at that point in time had likely leveled out of been recaptured and reallocated.

A. Edelstein asked if this underspending for EFA-Pharma was due to less utilization of the service or because of the change in prescription fills from 30 days to 15 days. A. McCann-Woods responded that SBPB applications processed faster so there was less of a need for the service via RWHAP dollars. Need was being met for prescriptions, and the process was simply more effective and less costly.

A. McCann-Woods then read the PA Counties overspending. The following services were all overspent due to high utilization: EFA (by \$5,125), Food Bank (by \$18,091), and Housing Assistance (by \$4,866). However, it was important to note that EFA and Food Bank were overspent at that point in time, but it had now leveled out due to proactively approved reallocations.

A. McCann-Woods read the underspending for New Jersey. Mental Health Therapy/Counseling was underspent by \$18,183 due to vacancies, and Food Bank was underspent by \$16,366 due to delayed spending and lower utilization. She noted that the identified underspending for Mental Health services was likely on target now or had been recaptured and reallocated.

M. Coleman asked if expansion of staff would affect ability to provide services. A. Edelstein said when you submit a budget for staff expenses, you are not able to change budget around for other services. M. Ross-Russell added that there is an administrative cap. A. Edelstein asked about pre-purchased food vouchers and gift cards for Food Bank. K. Carter asked how stockpiling vouchers was possible. A. Edelstein said it was possible to stockpile food vouchers and have them rollover into the next year. A. McCann-Woods A. McCann-Woods explained that it was unlikely places were buying large amounts of food vouchers with the low utilization—there would not be underspending if money had been used to pre-purchase vouchers.

A. Edelstein asked if there are extra restrictions over Ryan White for acquiring food vouchers. A. McCann-Woods said that such a concern was brought up at a past HIPC meeting. They encouraged people to call the AACO's line (1-800-985-2437), because in order to document an issue, people needed to file official grievances.

A. Edelstein asked if the program analyst had had extensive discussion with the provider regarding underspending. A. McCann-Woods said the conversations are ongoing between the program analyst and the provider for recapturing and reallocation.

A. Edelstein asked how many agencies in NJ were delivering the food voucher service, and A. McCann-Woods responded that it was one agency. M. Coleman asked about private organizations that do donations. M. Ross-Russell said there are food banks in Southern Jersey and Camden also in operation, several being supported by big food labels. She added that part of the issue for food bank services are the requirements for obtaining food vouchers in the first place. Clients had complained that the information asked of them was disproportionate to the amount of services they were receiving.

M. Cappuccilli added that there may also be a cultural disconnect between what people can use their gift cards for—e.g. Latinx populations may not feel comfortable shopping at large supermarkets because they do not accommodate certain diets.

A. McCann-Woods read overspending for New Jersey. Transportation was overspent by \$26,023 due to higher utilization and Oral Health Care was overspent by \$20,941 due to early overspending. NJ Transportation and Oral Health were reallocated additional funds due to higher utilization. C. Chu said that that happened after November 2020, so it was not reflected but had leveled out.

A. McCann-Woods directed attention to page 5 in the RW EMA-Wide Spending packet containing spreadsheets and number data. She noted that on this page, there was regarding Systemwide Allocations. She read that there was underspending for I & R (\$405,744), QM Activities (\$130,309), Capacity Building (\$64,997), PC Support (\$49,241), Grantee Administration (\$540,876). She reported that most of the underspending was due to vacancies or late invoicing. Due to the cumbersome hiring practices, especially at the Recipient level, underspending was unresolved. However, any remaining underspending had either leveled out or was/will be redirected to direct service categories.

Action Items:

—Reallocation Request—

A. McCann-Woods explained that AACO was seeking a Reallocation Request. She read the whole first page of the Reallocation Request to the subcommittee. Please refer to Recipient Philadelphia Region Reallocation Request & Notice of Grant Award sheet packet for more information. The money reallocated to Professional Legal Services would cover money already spent on legal client work, and EFA-Pharma was currently underspent. In other words, the legal services had already taken place but were not covered by funds in EFA-Pharma. C. Chu explained that the service has unrestricted funds that they may have used in the past. During the first quarterly spending, the service had been right on track with their spending. A. Edelstein asked if the legal need had increased so much that such funding should be sustained during the next allocations. K. Carter asked if that was

because more people are using the service. A. McCann-Woods said there were a lot of legal cases as of late, many of which were tied to people's benefits. A. Edelstein suggested that funding the service category at a higher level may be important.

A. Edelstein suggested a presentation to HIPC regarding legal services. A. Edelstein asked about submission of income taxes from ACA individuals and whether it was covered by RWHAP legal services. M. Ross-Russell said those receiving income credits from ACA for insurance that had to submit income tax are able to use the RWHAP legal services. A. Edelstein suggested that such a change may have heightened the use of the legal service category.

K. Carter explained that the council needed to move more money around for the new allocation cycle and further analyze projected spending going forward. M. Cappuccilli said that they should also look into the underutilization for EFA-Pharma in the new allocation cycle. A. McCann-Woods agreed, saying the EFA-Pharma change was permanent since SPBP was processing more quickly and creating underspending.

A. Edelstein asked for a motion to present the allocation request (move \$149,328 from EFA-Pharma to Other Professional Legal Services) to the full Planning Council with a recommendation for approval. **Motion:** K. Carter motioned, M. Coleman seconded. **Motion passed:** general consensus with 1 abstention.

—Level Funding Budget Review—

A. McCann-Woods noted that there was also a Notice of Grant Award for Part A (Partial). Please refer to Recipient Philadelphia Region Reallocation Request & Notice of Grant Award sheet packet for more information. K. Carter asked the dollar amount that 25% represented. M. Ross-Russell explained that they were informed by HRSA that they were at a continuing resolution and do not have a final budget number. Having a continuing resolution meant they are giving a time period through which the government will operate to come up with a final budget for the fiscal year. In such scenarios, M. Ross-Russell said that HIPC typically approves the previously approved level funding budget which would take into consideration shifts throughout the EMA.

A. Edelstein asked if the spreadsheets for each county's level funding budget was representative of the numbers before or after reallocation request made in November 2019. M. Ross-Russell responded that the spreadsheets did not reflect the November 2019 reallocations.

M. Ross-Russell noted that Philadelphia's EFA-Pharma award had already been reduced from around \$550,000 to around \$320,000. B. Morgan said that the EFA-Pharma was distributed to three categories: Housing, EFA, and Mental Health. M. Ross-Russell said that when they receive the final award, they will make adjustments and use whichever budget is closest to the award (5% increase budget, 5% decrease budget, level funding budget). The reason for temporarily approving the level funding budget was to allow the Recipient to distribute funds to providers during the continuing resolution.

M. Ross-Russell mentioned that that the materials provided show utilization information from 2018. A. Edelstein said it may be helpful to see a breakdown of which exact legal services were most used. M. Ross-Russell said that Client Services Unit and Quality Management would be presenting on utilization during the April 2020 HIPC meeting. She asked if they could include an expansive breakdown for the services in question. A. McCann-Woods said that this was possible. K. Carter

asked if they could also provide a summary of budgets and rationale behind allocations for newer members.

A. Edelstein asked for a motion to present the level funding budget established in August 2019 to the full Planning Council with a recommendation for approval. **Motion:** M. Coleman motioned, K. Carter seconded. **Motion passed:** 4 in favor, 0 opposed, 1 abstention.

Old Business:

None.

New Business:

None.

Announcements:

None.

Adjournment:

A. Edelstein asked for a motion to adjourn. **Motion:** K. Carter motioned, M. Cappuccilli seconded. **Motion passed:** general consensus. Meeting adjourned at 3:02 PM.

Respectfully submitted:

Sofia M. Moletteri, staff

Handouts distributed:

- February 2020 Finance Committee Agenda
- November 2019 Finance Committee Meeting Minutes
- Recipient FY2019-2020 Third Quarter Underspending Report PowerPoint
- Recipient Philadelphia Region Reallocation Request & Notice of Grant Award (Partial)
- Ryan White EMA-Wide Spending (as of November 30, 2019)
- PA Counties FY2020-2021 Allocations Examples
- Philadelphia FY2020-2021 Allocations Examples
- NJ Counties FY2020-2021 Allocations Examples
- Philadelphia EMA FY2020-2021 Allocations Examples
- Administrative FY2020-2021 Allocations Examples
- February/March 2020 Meeting Calendar