

**Philadelphia HIV Integrated Planning Council
Finance Committee
Meeting Minutes of
Thursday, October 5, 2017
2:00-4:00 p.m.**

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

Present: Michael Cappuccilli, David Gana, Jeannette Murdock, Joseph Roderick, Leroy Way,

Excused: Kevin Burns, Lupe Diaz, Alan Edelstein

Absent: Tre Alexander, Keith Carter, Lio Sayuri, Nurit Shein, Gail Thomas

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

Staff: Mari Ross-Russell, Stephen Budhu

Call to Order: M. Cappuccilli asked for a moment of silence in remembrance of this week's past tragedy. After the moment of silence M. Cappuccilli called the meeting to order at 2:06 pm. Those who were present introduced themselves.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. **Motion:** L. Way moved, M. Coleman second to approve the agenda. Motion passed: All in Favor.

Approval of Minutes (August 3, 2017): M. Cappuccilli presented the August 3, 2017 minutes for approval. **Motion:** J. Roderick moved, M. Coleman seconded to approve the August 3, 2017 minutes. Motion passed: All in Favor.

Report of Chair: M. Cappuccilli stated the Finance Chairs are not yet present, and he has no report.

Report of Staff: None

Discussion Items:

• **Second Quarter Spending Report**

A. McCann-Woods reviewed the 2017-18 Second quarter underspending report with the committee. A. McCann-Woods began to read the cover page of the spending report to the committee and she noted as of August 31, 2017 the EMA was underspent by 19% or \$1,700,429. She explained the majority of underspending could be attributed to delays in invoicing. She stated invoices could be as far as six months behind so the figures in the spending report were premature.

A. McCann-Woods moved committee discussion to page 2 of the spending report, the FY 2017 EMA wide spending report. She noted there were six columns: Service categories, Allocations, 2nd Quarter Allocations, Spending, Balance, and %(under/(over)spending). She directed the committee's attention to the %(under/(over)spending column and she noted a negative before the number means over spent. She stated the service category food bank/home-delivered meals were the largest over spent category at 29%. She said Emergency Finance Assistance was also overspent by 24%. M. Cappuccilli suggested the document should be edited for ease of understanding. He specified the negative sign before the spending % make the document difficult to understand. C. Chu replied he would edit the report to reflect the changes. A. McCann noted C. Chu and she are just accustomed to seeing spreadsheets with the negative numbers attached, but she understood how the formatting could be confusing.

A. McCann-Woods reviewed page three of the report with the committee. She explained this page showed the spending in Philadelphia County. She stated the majority of EMA underspending was from Philadelphia County. She pointed out medical transportation was underspent by 100% in Philadelphia. She reiterated this was most likely due to invoicing delays, and 6 months of invoices are outstanding. M. Cappucilli inquired about the medical transportation service category. A. McCann-Woods replied medical transportation was also inclusive of subway tokens. M. Cappucilli asked if medical transportation was underspent in the first quarter as well; A. McCann-Woods replied yes.

A. McCann Woods went over page 4 of the underspending report with the committee. She noted page four was designated to the PA Counties. She stated Food Bank services and Housing services were the only categories that were over spent, and food bank was over spent by 107%. She stated the net spending for PA counties 16% underspent. A. McCann-woods explained to the committee the food bank spending would level out during the next two quarters; as net underspending would be allocated to food bank services. A. McCann-Woods concluded the group discussion with NJ counties and MAI expenditures. She stated the net underspending in New Jersey counties was 23%, but she explained many service categories are not represented due to delays in invoicing. C. Chu noted there were issues with Docu-sign adherence by providers, which can attribute to the underspending. A. McCann-Woods stated MAI was doing well with spending. D. Gana asked if a negative before a number meant over spending, and A. McCann-Woods replied yes.

A. McCann-Woods noted the last page of the spending report, carry forward, was just received by the recipient. She explained due to the late arrival the recipient was only able to add net Foodbank spending.

Old Business: None

New Business: None

Announcements: M. Coleman reminded the committee October was breast cancer awareness month M. Coleman notified the committee this upcoming weekend was Outfest in Philadelphia.

D. Gana stated this Sunday there is a Drag Arts Festival.

Adjournment: Motion: J. Murdock moved, D. Gana seconded to adjourn the meeting at time 2:23p.m.
Motion passed: All in favor.

Respectfully Submitted by,

Stephen Budhu, Staff

Handouts Distributed at the meeting:

- Meeting Agenda
- August 3, 2017 minutes
- 2nd Quarter Underspending Report
- OHP Calendar