

**HIV Integrated Planning Council
Finance Committee
Thursday, June 7, 2018
2-4pm**

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

Present: Katelyn Baron, Mike Cappuccilli, Mark Coleman, Alan Edelstein, Dave Gana, Gus Grannon, Jeanette Murdock, Joseph Roderick, Terry Smith-Flores, Clint Steib, Gail Thomas

Excused: Keith Carter, Leroy Way

Absent: None

Guests: Chris Chu, Ameenah McCann-Woods

Staff: Briana Morgan, Mari Ross-Russell, Stephen Budhu

Call to Order: A. Edelstein called the meeting to order at 2:05pm. Those present then introduced themselves.

Approval of Agenda: A. Edelstein presented the agenda for approval. M. Ross-Russell stated the agenda would have to be amended to add the 2018 underspending report as a “Discussion Item” under “Allocations”. A. Edelstein presented the amended agenda for approval. **Motion:** J. Murdock moved, D. Gana seconded to approve the agenda. **Motion Passed:** All in favor.

Approval of Minutes: A. Edelstein presented the minutes for approval. **Motion:** J. Murdock moved, D. Gana seconded to approve the minutes. **Motion Passed:** All in favor.

Report of Chair: No report

Report of Staff: M. Ross-Russell stated she had no formal report but she wanted to notify the committee the Office of HIV Planning has tentative dates for the regional allocations meetings. The Planning Council will be notified when dates are finalized.

Action Items: None

Discussion Items:

- **Allocations**

M. Ross-Russell reviewed the annual FY18 allocations. She explained the fiscal year begins on March 1st annually, and the Planning Council plans regional allocations for the new fiscal year in the preceding summer. As part of the HIPC’s allocation process the Planning Council is required to create the following budgets: 5% decrease, level-funding budget, 5% increase. This past fiscal year a 10% increase budget submission was no longer accepted as part of the HRSA Part A grant application, so one was not submitted as it had been in the past. This past year the partial grant award was less than years past, so it was believed the entire grant award would be also less than that of previous years. Because of this the Recipient proposed a 2.5% decrease budget that was approved by the Planning Council in February 2018.

M. Ross-Russell stated the notice of grant award has been received and the decrease was less than expected, it’s a 1.519% decrease from last year’s level funding budget.

After providing a brief overview M. Ross-Russell asked the committee to review the allocations budget spreadsheet in their meeting packets. She explained the 1.519% decrease budget was modeled off the 2.5% decrease budget, figures were just updated proportionally. After review of the budgets the committee moved to recommend the 1.519% decrease budget to the Planning Council.

Motion: M. Cappuccilli moved, J. Murdock seconded to recommend the 1.519% decrease budget to the Planning Council for approval. **Vote:** 8 in favor, 0 opposed, 1 abstention. **Motion Passed.**

- **End of Year Underspending Report**

A. McCann-Woods stated at the conclusion of the Ryan White 2017 contract period, that ended on February 28, 2018, the system wide allocations were underspent by \$262, 276 (8%). The EMA was overspent by \$255,175 (1.42%) across the funded service categories This resulted in a net underspending of \$7,101.

A. McCann-Woods reviewed the 4th quarter spending by EMA region. In Philadelphia the net expenditures were +1%. Emergency Financial Assistance for Housing was overspent by 136%. Philadelphia net spending was +1%.

A. McCann-Woods reviewed the underspending within the PA counties. Emergency Financial Assistance was over pent by 871%, while Emergency Financial Assistance for Pharmaceutical was underspent by 100%. Net underspending for the PA counties was 0%. A. Edelstein why the numbers don't add up across the DEFA category. C. Chu reminded him money was allocated by the HIPC from the DEFA for Pharmaceutical into DEFA for housing. The number that is printed within that category is a typo, since it represented the total expenditure within the DEFA category instead of subcategory expenditures. C. Chu apologized for the mistake and stated it would be fixed.

A. McCann-Woods reviewed the spending within New Jersey and MAI. She explained the net underspending in New Jersey and MAI were +5% and +1%, respectively. She added there were no carry over funds for this year.

C. Steib asked why transportation was listed as underspent by 100% within Philadelphia. C. Chu replied he was unsure at this time and he would provide an answer in time for the next Planning Council meeting. The most likely case is it was not underspent.

C. Steib asked what the plan is for ASOs and CBOs who reimburse their clients for transportation after tokens are phased out by SEPTA. A. McCann-Woods replied providers can still buy tokens in bulk at this time, when tokens are no longer for sale, SEPTA will offer round trip passes. Also, there are token machines that allow you to swap tokens for ride passes. M. Ross-Russell explained when SEPTA phased out tokens, the plan is to use non-reloadable roundtrip passes. The passes can be purchased in bulk just like the tokens were and are only activated when first used at the station. G. Thomas explained the roundtrip passes are giving issues upon activation. The card allows for the first trip but there are issues with the return trip.

T. Smith-Flores asked about the underspending within the food/bank home delivered meals category in New Jersey. The category was underspent by 37%, and she asked about the performance of a specific provider. A. McCann-Woods replied the Recipient does not discuss individual provider performance. T. Smith-Flores asked if the home-delivered meals were just for clients with an AIDS diagnosis. A. McCann-Woods replied no, the categories could be used by any Ryan White client. A. Edelstein stated the issue with the New Jersey underspending in the food bank category since there has been a surplus in the category and providers have had to spend that surplus before using the current year's allocation. M.

Cappuccilli stated there has been consistent underspending in New Jersey within the food service category. He suggested the committee needed to review the allocations within that category and possibly reallocate some of the funds into other categories.

Old Business: None

New Business: None

Announcements: D. Gana announced the HIV Outreach Prevention Summit is Wednesday, June 13, 2018 from 8am-5pm at the Philadelphia Convention Center. He encouraged all to attend.

M. Ross-Russell announced the Office of HIV Planning is looking to schedule the regional allocations meetings in the second half of July. The Office will send out possible dates and a final date will be decided upon the best availability for the majority of members.

M. Cappuccilli asked when the notice of grant award is received are there additional instructions. C. Chu replied usually when the notice of grant award is received there are no additional instructions. Additional guidance is sometimes sent with the partial award.

Adjournment: Motion: M. Cappuccilli moved, J. Murdock seconded to adjourn the meeting at 2:44pm.
Motion Passed: All in favor.

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Allocations Spreadsheets
- 2018 Underspending Report
- 2018 Underspending Summary