

Philadelphia EMA HIV Integrated Planning Council
VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, March 4, 2021
2:00 p.m. – 4:00 p.m.

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

Present: Mike Cappuccilli, Keith Carter, Alan Edelstein, David Gana

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

Staff: Beth Celeste, Mari Ross-Russell, Sofia Moletteri, Julia Henrikson

Call to Order and Introductions: A. Edelstein called the meeting to order at 2:06 p.m.

Welcome/Introductions: A. Edelstein welcomed everyone. He skipped introductions since all attendees were familiar with each other.

Approval of Agenda:

A. Edelstein called for an approval of the March 4, 2021 Finance Committee agenda via voice vote.

Motion: K. Carter motioned, M. Cappuccilli seconded to approve the agenda. **Motion passed:** approved by majority rules.

Approval of Minutes (January 7, 2021):

A. Edelstein called for an approval of the January 7, 2020 Finance Committee meeting minutes via voice vote. **Motion:** K. Carter motioned, M. Cappuccilli seconded to approve January 2021 meeting minutes. **Motion passed:** approved by majority rules.

Report of Co-Chairs:

No report.

Report of Staff:

No report.

Action Item:

—Year-End Reallocation Request—

A. McCann-Woods thanked everyone for joining. She read the Reallocation Request from AACO. The request language is as follows:

The previous contract year 2020-2021 ended on February 28, 2021. The administrative mechanism employed by the HIV Integrated Planning Council has proven very effective in mitigating underspending at the conclusion of the contract year. This request comes before the Finance Committee post the contract period because of administrative delays due to the COVID-19 pandemic. If approved, this administrative mechanism will assist the Recipient in its endeavor to finalize and close contracts.

The Recipient is requesting permission to reallocate any remaining underspending to the following direct service categories, including but not limited to:

- *Emergency Financial Assistance*
- *Food Bank/Home Delivered Meals*
- *Medications*
- *Oral Health Care*
- *Medical Transportation Services*

A. McCann-Woods explained that the service categories listed were best to reallocate funds to since they were direct services and could be spent down easily. The reallocated RW dollars would go to food, consumable medical supplies, etc. and were not tied to line items such as personnel and benefits.

M. Cappuccilli asked if AACO typically waited for all the invoices to come in so they could gauge the full amount of underspending or if they drew up a rough estimate. A. McCann-Woods explained that AACO regularly reviewed spending trends throughout the EMA during the FY. Therefore, if there were areas of underspending, those dollars would be recaptured and reallocated. She noted that this year-end Reallocation Request looked similar to last year's FY year-end Reallocation Request. Since AACO knew there would be underspending—regardless of the exact amount—they decided to recapture and reallocate. During the second part of the last quarter of the FY, AACO had a fuller understanding of what needed to be reallocated.

A. Edelstein stated that, typically, Finance Committee and AACO would not know the total amount of underspending until reconciliation in May. C. Chu said that they had about three months until they would receive all invoices. As of now, they just had a rough idea of underspending. A. McCann-Woods agreed, noting that AACO was currently finishing the reconciliation process, so most invoices were either not yet available or still under review.

K. Carter asked if the dollars would be reallocated to the aforementioned services proportionally or as needed. A. McCann-Woods said they were reallocated as needed.

A. Edelstein clarified that this underspending was EMA-Wide. A. McCann-Woods said, yes, and that the underspending would be going to the listed categories that were easily spent down. She added that AACO was also facing an administrative delay due to COVID-19. A. Edelstein explained that AACO typically presented the reallocation request prior to the end of the contract year. He noted that they had already started the new contract year this month and asked if this was an issue legally or administratively. A. McCann-Woods responded that this was not an issue.

A. Edelstein stated that the committee need to make a motion to bring the request to the Planning Council with a recommendation to approve.

Motion: K. Carter made a motion to bring the final EMA-Wide Reallocation Request to the full Planning Council with a recommendation for approval from the Finance Committee, M. Cappuccilli seconded.

A. Edelstein – abstaining
K. Cater – in favor

D. Gana – in favor
M. Cappuccilli – in favor

Motion passed: 3 in favor, 1 abstaining.

K. Carter noted that there new attendees at HIPC meetings who were unfamiliar to the process. Because of this, he asked if AACO could give an estimate of underspending to the council. C. Chu explained that AACO had done a preliminary carryover request which was about \$500,000. This amount was likely due to COVID-19's effect on services. As of now, however, they could not give exact or projected underspending.

Other Business:

None.

Announcements:

None.

Adjournment:

A. Edelstein asked for a motion to adjourn. **Motion: M. Cappuccilli motioned, K. Carter seconded.**
Motion passed: general consensus. Meeting adjourned at 2:22 p.m.

Respectfully submitted:

Sofia M. Moletteri, staff

Materials provided at meeting:

- March 2021 Finance Committee Meeting Agenda
- January 2021 Finance Committee Meeting Minutes
- Ryan White Part A FY 2020-2021 EMA: Reallocation Request