

**Philadelphia EMA HIV Integrated Planning Council**  
**VIRTUAL: Finance Committee**  
**Meeting Minutes of**  
**Wednesday, November 5, 2020**  
**2:00 p.m. – 3:30 p.m.**

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

**Present:** Michael Cappuccilli, Keith Carter, Alan Edelstein (Co-Chair), David Gana (Co-Chair), Erica Rand

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

**Staff:** Beth Celeste, Debbie Law, Mari Ross-Russell, Nicole Johns, Sofia Moletteri

**Call to Order and Introductions:** A. Edelstein called the meeting to order at 2:07 p.m.

**Approval of Agenda:**

A. Edelstein called for an approval of the November 5, 2020 Finance Committee agenda via a Zoom poll. **Motion:** M. Cappuccilli motioned, K. Carter seconded to approve the agenda as presented. **Motion passed:** 100% approved.

**Approval of Minutes (October 1, 2020):**

A. Edelstein called for an approval of the October 1, 2020 Finance Committee meeting minutes via a Zoom poll. **Motion:** K. Carter, M. Cappuccilli seconded to approve October 2020 meeting minutes. **Motion passed:** 100% approved.

**Report of Co-Chairs:**

No report.

**Report of Staff:**

N. Johns reported that the PLWH survey regarding their experiences with COVID-19 was live online. Though there were already responses, the survey still needed more respondents. The survey would run until December 15, 2020. She asked for assistance to advertise the survey so there would be expansive responses from across the EMA. The survey was online, but there were also printable versions for those who have access to a printer. If needed, people could also contact the office to print out and mail the paper surveys. The survey is short and takes about 3 minutes to complete.

N. Johns reported that OHP was also continuing its fall training series. October 2, 2020 at 12:00 p.m. OHP would be hosting a Data-Based Decision-Making training. This training would focus on defining terms and which types of data are used to inform HIPC decisions. This would be a great refresher for seasoned HIPC members as well as great for new members or those interested in the Planning Council. The training would be recorded and posted on the OHP website.

N. Johns also reported that OHP was still accepting applications to the Planning Council and was particularly looking for more consumer applicants. Nominations Committee would meet within

the next few weeks to review the applications. If anyone needed help filling out applications, they could contact staff, especially D. Law. The application was online and takes about 15 minutes to complete.

M. Ross-Russell reported that OHP recently started looking at ways to rebuild the OHP website, especially the “About” page. This would help with the community’s understanding of composition and responsibility around HIPC. Not only should the page be informational, but OHP was also looking to make it more aesthetically pleasing and understandable.

M. Ross-Russell reported that OHP was also looking into ways to make committee meetings more accessible and approachable. This may include restructuring the agenda. However, she noted that agenda structure may be appropriate given Finance Committee’s roles and responsibilities. It was up to the committee to decide how and if they would like to change their process. She asked the committee if they had any ideas, concerns, or questions about making the process more approachable and enjoyable. OHP had received feedback about the meetings, noting that meetings could be more enjoyable. She added that making the process approachable would help for individuals who are new to the process, HIPC members or not. M. Ross-Russell asked the Finance Committee to keep restructuring for approachability in mind, adding that they would review this in more detail during the full HIPC and Executive Committee meetings.

N. Johns the HIPC/OHP virtual open house was postponed for many reasons, and they hoped to schedule something in the near future that was community-facing and would help bring more individuals to the HIPC process.

#### **Discussion Item:**

##### ***—2Q Spending Report—***

A. McCann-Woods explained that she would now present on the second quarter spending for the Ryan White Part A Program in the EMA. She noted that the second quarter Spending Report was the reconciliation of total invoices forwarded to AACO for processing as of August 31, 2020, representing spending from FY2020-2021. She highlighted the total underspent balance of the EMA which was 23% or \$2,586,072 of the total overall award (including Minority AIDS Initiative funds). She noted that hospitals and the two fiduciary entities inherently have cumbersome fiscal processes which result in delays submitting invoices and budgets. Underspending has been exacerbated by COVID-19 and remote work.

A. McCann-Woods read the report for Philadelphia underspending. Outpatient/Ambulatory Health Services were underspent by \$785,215 due to delayed spending on operating expenses, leveraging other funding sources, and sluggish invoicing for operating expenses due to the impact of COVID-19. Medical Case Management was underspent by \$226,685 due to vacancies, delayed spending on operating expenses, and sluggish invoicing for operating expenses due to the impact of COVID-19. Drug Reimbursement was underspent by \$241,881 due to late invoicing. Substance Abuse Treatment Outpatient was underspent by \$70,121 due to vacancies, leveraging other funding sources, and continuing challenge to credentialing of counselors. Emergency Financial Assistance (EFA) was underspent by \$8,652 due to late invoicing and

underutilization. Underutilization was most likely due to COVID-19 response dollars. EFA-Pharma was underspent by \$31,533 due to underutilization, noting that the underspent dollars had already been reallocated. EFA-Housing was underspent by \$94,409 due to late invoicing and underutilization, somewhat related to COVID-19. She explained that the Recipient (AACO) had expanded eligibility for the service. Housing Assistance was underspent by \$97,301 due to late invoicing and underutilization. Some of this was related to COVID-19, and the Recipient expanded access to the service by way of eligibility and availability of COVID-19 response funds (Shallow Rent Program). Finally, Transportation was also underspent by \$6,021 due to leveraging other funding sources and underutilization due to COVID-19 since people are more hesitant to take Septa.

As for Philadelphia overspending, A. McCann-Woods explained that Food Bank/Home Delivered Meals was overspent by \$10,064 due to higher utilization and the impact of COVID-19. She explained that COVID-19 increased food insecurity within Philadelphia.

For PA Counties underspending, Outpatient/Ambulatory Health services was underspent by \$64,601 due to delayed spending on operating expenses and leveraging other funding sources. EFA was underspent by \$8,479 due to late invoicing and underutilization likely due to COVID-19. EFA-Pharma was underspent by \$31,200 due to underutilization. The Recipient had already reallocated the underspent dollars. Transportation was underspent by \$94,953 due to leveraging other funding sources and underutilization related to COVID-19.

As for PA Counties overspending, only Mental Health Services were overspent by \$8,980 due to higher utilization.

A. McCann-Woods then listed underspending for NJ Counties. Outpatient/Ambulatory Health Services was underspent by \$74,691 due to late invoicing and leveraging other funding sources. Mental Health Therapy/Counseling was underspent by \$16,276 due to vacancies, though she explained that this would be resolved since vacancies had been filled. Transportation was underspent by \$46,568 due to late invoicing and COVID-19 related underutilization.

A. McCann-Woods stated that NJ had no overspending above the 10% threshold.

For Systemwide underspending, Information & Referral (\$284,415 underspending), Quality Management Activities (\$29,522 underspending), and Capacity Building (\$45,697 underspending) were all underspent due to vacancies. She mentioned that there was underspending for Systemwide due to cumbersome hiring practices at the Recipient level and a hiring freeze. Moreover, all underspending had been or will be reallocated to direct service categories.

M. Ross-Russell explained that for Planning Council Support—underspent by \$52,870—underspending was due to a combination of vacancies and reduced overhead cost because of remote work. She added that B. Morgan left OHP in March 2020, and OHP recently hired someone who would start next week. A. Edelstein asked if basic overhead costs meant no snacks, no computer usage, no distribution of transportation passes, etc. M. Ross-Russell said yes. A. Edelstein asked if utilities were separate from rent. M. Ross-Russell said they were separate and

that utility costs had decreased since no one was in the office. Basic costs for office supplies had also decreased. A. Edelstein asked if this has helped the office reflect on alternative ways of working post-COVID. M. Ross-Russell said yes and that the office was looking at a combination of virtual and in-person meetings for the future.

A. McCann-Woods continued with the underspending presentation, reporting that QM Activities were underspent by \$6,466 due to vacancies and a hiring freeze at the Recipient level.

A. McCann-Woods mentioned that at the Recipient level, this report is called the “Underspending Report.” However, the report has transformed into a spending report with under and overspending over 10% included. She asked if the committee would be opposed to calling it the “Spending Report” rather than the “Underspending Report.” A. Edelstein, M. Cappuccilli, K. Carter, and D. Gana agreed that it would make sense to change the name to “Spending Report.”

**Action Item:**

**—Reallocation Request—**

C. Chu read the Reallocation Request language for 2020-2021 PA Counties Region:

The PA Counties regional allocation for Mental Health Services is currently \$46,607 for the 2020-2021 contract year. This regional allocation facilitates the access to mental health services for the most vulnerable clients. There has been an increase in referrals for this service with some individuals warranting more contact as a result of stresses associated with COVID-19. Medical Case Managers are also receiving additional requests for mental health services from individuals on their caseloads. While they work hard to make sure clients have insurance to cover mental health services, not everyone is able to get proper coverage.

The current allocation is insufficient to cover costs through the end of the contract year. In order to assure that this service is adequately funded the Recipient is requesting permission to allocate an additional \$20,000 to this service category which equates to a 42.1% increase.

A. Edelstein asked where the \$20,000 was coming from and which service categories would be impacted by the reallocation. C. Chu explained that the \$20,000 comes from underspending, so no categories would be impacted by the reallocation.

A. Edelstein asked for a motion to bring the reallocation request to the full Planning Council with a recommendation for approval from the Finance Committee.

**Motion:** K. Carter made a motion to bring the reallocation request (reallocate \$20,000 to Mental Health Services in the PA Counties) to the full Planning Council with a recommendation for approval from the Finance Committee, M. Cappuccilli seconded.

**Vote:**

M. Cappuccilli—in favor  
K. Carter—in favor  
A. Edelstein—abstaining  
D. Gana—in favor  
E. Rand—in favor

**Motion passed: 4 in favor, 0 opposed, 1 abstaining.**

**Old Business:**

None

**New 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 2:41 p.m.

Respectfully submitted:

Sofia M. Moletteri, staff

Materials provided at meeting:

- November 2020 Finance Committee Meeting Agenda
- October 2020 Finance Committee Meeting Minutes