

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

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

**Present:** Michael Cappuccilli, Mark Coleman, Alan Edelstein

**Excused:** Keith Carter, David Gana

**Absent:** Jeanette Murdock, Joseph Roderick, Gail Thomas

**Guests:** Chris Chu, Ameenah McCann-Woods

**Staff:** 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. **Motion:** M. Coleman moved, M. Cappuccilli seconded to approve the agenda. **Motion Passed:** All in favor.

**Approval of Minutes:** A. Edelstein presented the June 7, 2018 minutes for approval. **Motion:** M. Cappuccilli moved, M. Coleman seconded to approve the minutes. **Motion Passed:** All in favor.

**Report of Chair:** A. Edelstein stated the regional allocations meetings have concluded. He expressed his gratitude for the efforts of the Office of HIV Planning staff to coordinate the meetings. He noted there was a change to the allocations meetings where group discussions were used, he mentioned the change allowed everyone to participate and created a spirited discussion within meetings.

**Report of Staff:** None

**Action Items:** None

**Discussion Items:**

- **Allocations Review**

A. Edelstein asked the committee to review the allocations spreadsheet that was provided in the meeting packet. He noted the spreadsheet reflected the new funding decisions made by each region. He suggested the committee could review allocations decisions by region. At the conclusion of regional allocations review a motion is needed to present the allocations to the Planning Council for final review. Allocation review began with the PA counties.

***PA Counties***

*level-funding budget:* The Planning Council members who were present moved to allocate \$60,107 into medical transportation and substance abuse treatment equally. Other categories will remain at the level of the original level funding budget.

*5% increase budget:* The Planning Council members who were present moved to allocate the 5% increase into the substance abuse (50%), foodbank/home-delivered meals(25%), and DEFA for housing (25%) categories, respectively. All other service categories will be kept at the new level-funding budget.

*5% decrease:* The Planning Council members present moved to do a proportional decrease from the original level-funding budget across all funded categories.

**Discussion on the proposed budgets:** None

**Motion:** M. Cappuccilli moved, M. Coleman seconded to present the PA counties allocations decisions to the Planning Council for final review. **Motion Passed:** All in favor

***South Jersey Counties:***

*level -funding budget:* The Planning Council members who were present moved to allocate \$8,400 proportionally across the 7 funded categories.

*5% increase:* The Planning Council members who were present moved to proportionally increase all funded service categories with the 5% increase from the new level-funding budget level, except for foodbank/home-delivered meals. The foodbank/home-delivered meals will be kept at the new level-funding budget (held harmless).

*5% decrease:* The Planning Council members who were present moved to proportionally decrease all categories from the original level funding budget level, except for Medical Transportation. The Medical Transportation service category would be kept at the original level funding budget level.

**Discussion on the proposed budgets:** A. Edelstein explained the 5% increase budget decision came from discussion about the foodbank/home-delivered meals service category being consistently underspent in the South Jersey counties. Those who attended the meeting discussed their difficulties accessing both food banks in the region and food vouchers. They explained to access food vouchers they were being asked to provide extra information outside of their proof of Ryan White eligibility. It appears there has been a mix up in the application process for food vouchers in New Jersey, the process resembles an application for a DEFA food application, which is not available in New Jersey. From discussion an instruction to the Recipient was created, this will be reviewed later in the meeting.

**Motion:** M. Cappuccilli moved, M. Coleman seconded to present the South Jersey counties allocations decisions to the Planning Council for final review. **Motion Passed:** All in favor

***Philadelphia***

*level-funding budget:* The Planning Council members who were present moved to allocate an additional \$250,000 in the substance abuse (outpatient) service category. To fund the allocation a proportional decrease will be taken from the core services, except for mental health. Mental health and the funded supportive services will remain at the original level-funding budget level.

*5% increase:* The Planning Council members who were present moved to allocate \$100,000 of the 5% increase into psychosocial support, and to do a proportional increase from the new level-funding budget across the service categories with the remaining 5% increase.

*5% decrease:* The Planning Council members who were present moved to do a proportional decrease across the service categories from the original level-funding budget, while holding DEFA for housing and mental health harmless.

**Discussion on the proposed budgets:** M. Cappuccilli asked what services fall under the psychosocial support category. A. McCann-Woods replied psychosocial support covers peer outreach groups. She

added the psychosocial support service category was funded under Ryan White Part B; a \$25,000 allocation was divided across 7 providers.

**Motion:** M. Coleman moved, M. Cappuccilli seconded to present the Philadelphia allocations decisions to the Planning Council for final review. **Motion Passed:** All in favor

### ***Instructions to the Recipient***

A. Edelstein explained each region came up with at least one instruction to the Recipient. He added, prior to the regional allocations meetings, the Comprehensive Planning Committee also created 3 instructions to the Recipient. All instructions to the Recipient are provided in the “Proposed Instructions FY2019” handout, but only the ones from the regional allocations meetings will be reviewed within this meeting.

### ***Philadelphia***

1. HIPC instructs the Recipient to sustain internal activities to address HCV/HIV co-infection, with annual report backs to HIPC.
2. HIPC instructs the Recipient to assess the provision of sexuality and sexual health education among Part A provider sites.
3. HIPC instructs the Recipient to use the increase in funding under Substance Use Treatment Outpatient to implement Medication Assisted Treatment within Ryan White -funded clinical care setting/s.

### ***Discussion on the instructions:***

M. Coleman asked how can youth be reached with the provision of sexuality and sexual health education. Also how we ensure that the confidentiality of individuals who attend these trainings are preserved and that these training are age and culturally-appropriate? A. Edelstein replied it would a coordinated effort of healthcare providers to ensure that youth receive proper information regarding sexual health and sexuality. M. Ross-Russell replied this would be at the discretion of the provider to refer clients to age-appropriate and culturally appropriate trainings. A. McCann-Woods mentioned in regards to confidentiality, the provider must obtain consent from a client before placing them into any trainings.

**Motion:** M. Coleman moved, M. Cappuccilli seconded to recommend the Philadelphia region instructions to the Recipient for final review by the Planning Council. **Motion Passed:** All in favor.

### ***PA counties:***

HIPC instructs the recipient to investigate the feasibility of flexible options for Medical Transportation for core medical services, and to explore the possibility of including support services in that expanded model.

### ***Discussion on the instructions:***

M. Cappuccilli asked what were the “flexible transportation options” that were discussed in the PA counties allocation meeting. A. McCann-Woods replied the “flexible options” that were discussed included the incorporation of ride sharing services, such as UBER, to supplement Medical Transportation. M. Coleman asked would gas cards be considered a “flexible option”. A. Edelstein replied mileage reimbursement is already available under Ryan White Part A. M. Ross-Russell noted the expanded model mentioned included the use of additional transportation options to supportive services, such as the food bank.

**Motion:** M. Coleman moved, M. Cappuccilli seconded to recommend the PA counties region instruction to the Recipient for final review by the Planning Council. **Motion Passed:** All in favor.

*New Jersey:*

1. HIPC instructs the Recipient to expand the network of Medical Transportation subcontractors to include agencies contracted with Medicaid and/or Medicare in South Jersey counties.
2. HIPC instructs the Recipient to assess Medical Transportation services for PLWH in Salem County, particularly for travel outside the county.
3. HIPC instructs the Recipient to assess the impact of policies and procedures on access to food vouchers in South Jersey.

***Discussion on the instructions:***

A. Edelstein referenced the discussion from the New Jersey Allocations meeting. He stated A. Thompson informed those who were present at the New Jersey allocation meeting there are no HIV services in Salem County, currently. Those who live in Salem county have a tough time accessing transportation, the Medicaid/Medicare transportation services will not take you past county lines. Even though anyone in the EMA has access to services, people in Salem County have limited access due to transportation issues. He added A. Thompson informed those present at the meeting of the Complete Care health network program that will pick up individuals at the edge of Salem County and take them to receive services in Cumberland County.

**Motion:** M. Coleman moved, M. Cappuccilli seconded to recommend the New Jersey counties region instructions to the Recipient for final review by the Planning Council. **Motion Passed:** All in favor.

- **Allocations Feedback**

M. Ross-Russell stated since the allocations process was modified, she was seeking feedback on the process. A. McCann-Woods stated she was a fan of the process because it encouraged conversation; however, the process did not yield dynamic outcomes being reflected in the budgets, with the exception of Philadelphia.

M. Coleman suggested the Planning Council should invite representatives from New Jersey universities to discuss ongoing care and prevention activities. A. Edelstein asked what was New Jersey's universities involvement in Ryan White Part A. M. Ross-Russell replied Rutgers offers staff support for the state HPG meetings. B. Morgan added the state HPG meetings are held at different Rutgers' campuses, she noted the meetings were held further north of the South Jersey EMA and Rutgers University is not considered to part of the Philadelphia EMA.

M. Coleman stated he enjoyed the discussion that came from the group breakout. The discussion emphasized unmet needs that have not previously been discussed in past allocations meetings.

**Old Business:** None

**New Business:** None

**Announcements:** None

**Adjournment:** **Motion:** M. Coleman moved, M. Cappuccilli seconded to adjourn the meeting at 2:55pm. **Motion Passed:** All in Favor

Respectfully submitted by,

Stephen Budhu, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar
- Regional Allocations Budgets
- Instructions to the Recipient FY 2019