

# MEETING AGENDA

*VIRTUAL:*

*Thursday, May 2nd, 2024*

- ◆ Call to Order
  
- ◆ Welcome/Introductions
  
- ◆ Approval of Agenda
  
- ◆ Approval of Minutes (February 1st, 2024)
  
- ◆ Report of Co-Chairs
  
- ◆ Report of Staff
  
- ◆ Discussion Item
  - Final Spending Report
- ◆ Other Business
  
- ◆ Announcements
  
- ◆ Adjournment

Please contact the office at least 5 days in advance if you require special assistance.

The next Finance Committee meeting is

VIRTUAL: June 6th from 2:00 p.m. – 4:00 p.m.

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

(215) 574-6760 • FAX (215) 574-6761 • [www.hivphilly.org](http://www.hivphilly.org)

**Please contact the office at least 5 days in advance if you require special assistance.**

\_\_\_\_\_  
**VIRTUAL: Finance Committee**  
**Meeting Minutes of**  
**Thursday, February 1st, 2024**  
**2:00 p.m. – 4:00 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), Adam Williams (Co-Chair)

**Guests:** Ameenah McCann-Woods (DHH)

**Staff:** Beth Celeste, Tiffany Dominique, Mari Ross-Russell, Kevin Trinh

**Call to Order:** A. Edelstein called the meeting to order at 2:03 p.m.

**Introductions:** A. Edelstein skipped introductions.

**Approval of Agenda:**

A. Edelstein referred to the February 2024 Finance Committee agenda and asked for a motion to approve the February 2024 agenda. **Motion: K. Carter motioned; M. Cappuccilli seconded to approve the February 2024 Finance Committee agenda via Zoom poll. Motion passed: 2 in favor, 2 abstaining.** The February 2024 agenda was approved.

**Approval of Minutes (January 4th, 2023):**

A. Edelstein referred to the January 2024 Finance Committee minutes. **Motion: K. Carter motioned; M. Cappuccilli seconded to approve the January 2024 meeting minutes via Zoom Poll. Motion passed: 2 in favor, 2 abstaining.** The January 2024 minutes were approved.

**Report of Co-chairs:**

None.

**Report of Staff:**

None.

**Presentation:**

***-OHP Year-to-date Expenditures-***

The report was for the first 9 months of the year. M. Ross-Russell said they were fully staffed at the Office of HIV (OHP). A. Edelstein asked why the staff payroll expenditure was not at 75% as scheduled. She said there were 26 payroll weeks during the year for the staff with December being a three-pay month and the payroll for the staff should be at 100% by the end of the year. M. Ross-Russell said the other anomaly in the spreadsheet was the cost of rent. She said their rent was increasing in January and the Public Health Management Corporation (PHMC) had not adjusted the budget to match the 3% increase in rent and parking. They were underspent when it

came to utilities such as heating and air conditioning since they were not using them in the large conference room.

Communications was underspent at 60% of the allotted budget instead of 73%. This was likely due to invoicing not being processed completely. Next, she noted that leased equipment costs have decreased. The only leased equipment was the copier and postage machine. Overall, M. Ross-Russell said they were \$10,773 underspent through the third quarter. A. Edelstein said this was where they had wanted to be and asked if they needed to vote on this information. M. Ross-Russell said this presentation only was informational. She said when it was time for the allocations process, they would be working with PHMC and the Division of HIV Health to create a budget. The final budget amount would be listed in the allocations.

K. Carter asked if they could use the underspending to purchase supplies. M. Ross-Russell did not anticipate that they would have any remaining funding by the end of the planning year. M. Ross-Russell said they were looking to improve the Wi-Fi connection in the large conference room. K. Carter suggested Wi-Fi hotspots that they could distribute to the members during the meeting. M. Ross-Russell said they could not allow external devices due to network encryption. M. Ross-Russell said OHP and the Philadelphia government had been separate for many years. M. Ross-Russell said they were a city affiliate and considered employees of PHMC.

A. Edelstein asked if they should present this information at the next HIPC meeting as a Finance Committee report. M. Ross-Russell confirmed.

A. Edelstein asked if they were audited by the same people who completed PHMC's audit. M. Ross-Russell said they were asked to provide documentation on occasion depending on what the auditors were looking for. A. Edelstein inquired whether OHP was asked about their financial operations. M. Ross-Russell said it has happened in the past and that they were required to maintain 7 years worth of records. She said when they destroyed documents, they had a process that involved a certified company to shred the documents. They had spare copies of documents in locked storage.

**Other Business:**

None.

**Announcements:**

K. Carter announced the DoubleTree Hotel was hosting the Aging with HIV Symposium on Tuesday, May 28th from 8:30 am to 5:00 pm.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; M. Cappuccilli seconded to adjourn the February 2024 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:35 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- February 2024 Finance Committee agenda
- January 2023 Finance Committee Meeting Minutes

DRAFT