

MEETING AGENDA

VIRTUAL:

Thursday, June 6th, 2024

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Minutes (May 2nd, 2024)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Item
 - Final Allocations
 - Monitoring of the Administrative Mechanism
- ◆ 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

TBD

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VIRTUAL: Finance Committee

**Meeting Minutes of
Thursday, May 2nd, 2024**

2:00 p.m. – 4:00 p.m.

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

Present: Keith Carter, Alan Edelstein (Co-chair)

Excused: Michael Cappuccilli

Guests: Ameenah McCann-Woods (DHH)

Staff: 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 May 2024 Finance Committee agenda and asked for a motion to approve the May 2024 agenda. **Motion:** K. Carter motioned; A. Edelstein seconded to approve the May 2024 Finance Committee agenda via roll call. Motion passed: All in favor. The May 2024 agenda was approved.

Approval of Minutes (February 2nd, 2024):

A. Edelstein referred to the February 2024 Finance Committee minutes. **Motion:** K. Carter motioned; A. Edelstein seconded to approve the February 2024 meeting minutes. Motion passed: All in favor. The February 2024 minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell reported that they could be expecting the final award soon. If they receive the final award next week, they would need the Nominations Committee to host the Finance Committee to review and approve the final award allocation. If the final award arrives later in the month, they may need to have emergency Finance Committee and HIV Integrated Planning Council (HIPC) meetings. Once she had received the invoices, she would complete the monitoring of the administrative mechanism form and the year-to-date Office of HIV Planning (OHP) budget.

Discussion Item:

-Final Spending Report-

A. McCann-Woods would be presenting the spending summary of the 4th quarter which had ended on February 20, 2024. The spending report indicated there was underspending of 2% or \$519,726. She attributed the underspending chiefly to staff vacancies throughout the EMA and at the recipient level. She said the 4th quarter report was still preliminary, as they were in the process of submitting the final expenditure report.

The spending report was presented first by region starting with Philadelphia County. A. McCann-Woods reported the underspending in Philadelphia. Philadelphia had underspending in Drug Reimbursement (LPAP) and Substance Abuse Services (Outpatient). LPAP was underspent by 68% or \$316,966 due to decreased utilization and Substance Abuse services were underspent by 21% or \$108,406 due to vacancies

Philadelphia had overspending Oral Health Care, Emergency Financial Services (EFA), EFA-Pharmacy, and Other Professional Legal Services. Oral Health Care had overspending of 104% or \$414,397. EFA had overspending of \$230% or \$106,388. EFA-Pharma was overspent by 152% or \$331,000. All three services were overspent due to carryover funds being utilized first. For Other Professional Legal Services, there was overspending of 10% or \$29,838 – the reason for overspending needed further investigation.

M. Ross-Russell questioned why there was underspending in LPAP services and overspending in EFA-Pharma. A. McCann-Woods said it sounded unusual but reminded the committee that the report was subject to change since they were still processing the invoices.

In the PA Counties, there was underspending in Outpatient Ambulatory Health Services (O/AHS) and EFA-Pharma. O/AHS was underspent by 10% or \$87,778. A. McCann-Woods said this service category was underspent because of vacancies. There were some minor operating expenses, but underspending was mainly due to staff vacancies. EFA-Pharma was underspent by 44% or \$89,339 due to low utilization of the service. A. Edelstein asked if there was a correlation between being understaffed and low utilization in EFA-Pharma. A. McCann-Woods said this was not the case since all the funding in EFA-Pharma had gone to medication and relatively little-to-no funding went to staffing. The PA Counties had one service category that was overspent: Food Bank services, which were overspent by 57% or \$47,317 due to increased utilization.

In the New Jersey Counties, there was underspending in EFA-Housing. This service was underspent by 52% or \$56,629 because of decreased utilization. She said DHH was looking to learn how providers were making clients aware of the service.

A. McCann-Woods reviewed the expenditures for Systemwide services. The services consisted of Information & Referral, Quality Management, Capacity Building, and Grantee Administration. Information & Referral was underspent by 21% or \$134,364. Quality Management was underspent by 13% or \$71,801. Capacity Building was underspent by 69% or \$79,371. Grantee Administration was underspent by 19% or \$248,227. A. McCann-Woods said these services were underspent due to vacancies. She highlighted the Recipient's cumbersome hiring practices as the reason for vacancies.

A McCann-Woods reviewed the expenditures of the Minority Aids Initiative (MAI) services. The services consisted of O/AHS and Medical Case Management. O/AHS was underspent by 11% or \$29,989. Medical Case Management was underspent by 12% or \$120,759. A. McCann-Woods attributed the underspending to vacancies. A. McCann-Woods said she had included an additional service category in the report for MAI Systemwide. Quality Management was underspent by 85% or \$19,335 and this was underspent due to vacancies.

Other Business:

None.

Announcements:

K. Carter reminded the committee that the Sex Med Conference was being held at the DoubleTree Hotel on May 3rd. He said they could find more information on the event from S. Moletteri's newsletter. T. Dominique said she would be tabling at the event.

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

M. Ross-Russell said B. Celeste had resigned from OHP due to medical reasons.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; A. Edelstein seconded to adjourn the May 2024 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:24 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- May 2024 Finance Committee agenda
- February 2024 Finance Committee Meeting Minutes