

**VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, August 1st, 2024
2:00 p.m. – 4:00 p.m.**

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

Present: Michael Cappuccilli, Keith Carter, Alan Edelstein (Co-chair), Adam Williams

Guests: A. McCann-Woods (DHH), Ashley Wright (DHH)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Mari Ross-Russell, Kevin Trinh

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

Introductions: A. Edelstein skipped introductions.

Approval of Agenda:

A. Edelstein referred to the August 2024 Finance Committee agenda and asked for a motion to approve the August 2024 agenda. **Motion: K. Carter motioned; A. Williams seconded to approve the August 2024 Finance Committee agenda. Motion passed: 2 in favor, 1 abstained.** The August 2024 agenda was approved.

Approval of Minutes (June 27th, 2024):

A. Edelstein referred to the June 27th, 2024 Finance Committee minutes. **Motion: K. Carter motioned; A. Williams seconded to approve the June 27th, 2024 meeting minutes. Motion passed: 2 in favor, 1 abstained.** The June 27th, 2024 minutes were approved.

Report of Co-chair:

A. Edelstein reported that the three regional allocations meetings had gone well. He thanked the staff of the Division of HIV Health (DHH) and Office of HIV Planning (OHP) as well as the HIV Integrated Planning Council (HIPC) members who participated.

Report of Staff:

M. Ross-Russell reported that they went through the site visit process without major issues or citations. She explained that the site reviewers had commended the HIPC members for their involvement with HIPC during the exit interview. The only critique the site reviewers had was that HIPC should improve their community member participation.

Action Item:

-Review of Allocations Decisions and Directives-

A. Edelstein said he would review the funding decisions first before calling for a vote to bring them forward to HIPC with the Finance Committee's recommendation for approval. He would then review the budget and directives before calling for a vote.

New Jersey Budget Plan:

- Level: All funded service categories are to remain at level funding for NJ Counties as currently allocated in FY2024 with the \$43,609 increase distributed proportionately.
- 5% Decrease: Working from the New Level Funding Budget, all funded service categories are to be proportionately decreased by 5% with the exception of Transportation Services.
- 5% Increase: Starting with the New Level Funding Budget, the 5% increase is to be put towards Transportation Services while all other service categories are to remain at level funding budget.

Pennsylvania Counties Budget Plan:

- Level: All funded service categories are to remain at level funding for PA Counties as currently allocated in FY2024 with the \$23,503 decrease distributed proportionately.
- 5% Decrease: Working from the New Level Funding budget, all funded service categories are to be proportionately decreased by the 5% decrease of \$153,617.
- 5% Increase: Working from the Old Level Funding budget, the 5% increase of \$177,120 is to be proportionately distributed amongst all funded service categories.

Philadelphia County Budget Plan

- All funded service categories are to remain at the level funding for Philadelphia County as currently allocated in FY2024.
- Working from the Old Level Funding Budget, all funded service categories are to be proportionately decreased by the 5% decrease of \$593,994.
- Working from the Old Level Funding Budget, all funded service categories are to be proportionately increased by the 5% increase of \$593,994.

Motion: K. Carter motioned; A. Williams seconded to forward the regional budgets to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval.

M. Cappuccilli: In Favor

K. Carter In Favor

A. Williams: In Favor

A. Edelstein: Abstained

Motion Passed: 3 in favor, 1 abstained. The motion to forward the regional budget plans to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval was passed.

A. Edelstein said they would now review the directives from each region, starting with the NJ Counties. New Jersey's directives focused on encouraging outreach to aging populations, increasing awareness of Ryan White services, and increasing access and awareness to telehealth services. S. Moletteri asked the committee if they wanted to slightly alter the language around NJ Counties' directive on telehealth. They said Philadelphia County had changed the language on their telehealth directive and suggested they alter NJ's directive for consistency purposes. The Philadelphia alteration did not change the content of the directive, just added more clarity. Process-wise, M. Ross-Russell said they would be able to alter the language and have HIPC vote on it next week as long as they highlighted the section that was altered.

A. Edelstein read the PA Counties' directives. The counties' directives focused on ascertaining the need for mental health/substance use services, making RW services more accessible, increasing access to telehealth and encouraging outreach to the aging population. A. Edelstein read the Philadelphia County directives. The directives were essentially identical to the other two regions. A. Edelstein requested that OHP present the directives to HIPC in another format so that there was not so much redundancy between the counties. S. Moletteri said they would play with the formatting.

Please refer to the meeting packet to see the full directive language between the three regions.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the regional directives with the above mentioned amendments to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval.

M. Cappuccilli: In Favor
K. Carter In Favor
A. Williams: In Favor
A. Edelstein: Abstained

Motion Passed: 3 in favor, 1 abstained. The motion to forward the regional directives with the amendments to the HIV Integrated Planning Council with the Finance Committee's recommendation was passed.

The committee reviewed the Minority AIDS Initiative (MAI) funding and the Systemwide funding. M. Ross-Russell listed all the services within MAI and Systemwide Services. She said Systemwide Coordination, Capacity Building, Planning Council Support and Grantee Administration were services that could not exceed 10% of the total budget. M. Ross-Russell said the budget did not account for the \$30,000 reallocation request and A. Edelstein requested they add this when presenting to the HIPC.

Motion: K. Carter motioned; M. Cappuccilli seconded to forward the Minority AIDS Initiative budget to the HIV Planning Council with the Finance Committee's recommendation for approval.

M. Cappuccilli: In Favor
K. Carter In Favor
A. Williams: In Favor
A. Edelstein: Abstained

Motion Passed: 3 in favor; 1 abstained. The motion to forward the Minority AIDS Initiative budget to the HIV Planning Council with the Finance Committee's recommendation for approval was passed.

Motion: K. Carter motioned; M. Cappuccilli seconded to forward the Systemwide budget with the previously mentioned amendments to the HIV Planning Council with the Finance Committee’s recommendation for approval.

M. Cappuccilli: In Favor
K. Carter In Favor
A. Williams: In Favor
A. Edelstein: Abstained

Motion Passed: 3 in favor; 1 abstained. The motion to forward the Systemwide budget with the above-mentioned amendments to the HIV Planning Council with the Finance Committee’s recommendation for approval was passed.

-Reallocation Request-

A. McCann-Woods said they had two reallocation requests to review. The first request involved a subrecipient who wanted to reallocate funding from Substance Abuse Services to Mental Health services within their own provider location. At the end of FY2023, HIPC had voted to reallocate funds for Substance Abuse Services to Mental Health Services for this particular provider who had seen underspending in Substance Abuse Services and increased need for Mental Health Services. To satisfy the regional need, the subrecipient requested reallocating \$59,687.00 from Substance Abuse Services to Mental Health Services.

Motion: A. Williams motioned; K. Carter seconded to recommend the provider-specific reallocation request to move \$59,687 from Substance Abuse Services to Mental Health Services for approval.

M. Cappuccilli: In Favor
K. Carter In Favor
A. Williams: In Favor
A. Edelstein: Abstained

Motion Passed: 3 in favor, 1 abstained. The motion to recommend the reallocation request to reallocate \$59,687 from Substance Abuse Services to Mental Health Services for approval was passed.

A. McCann-Woods said the next item was a reallocation request. She said the FY2024 HIPC allocation for Systemwide coordination of services was \$195,005. Due to salary increases in the Systemwide Coordination, the Recipient would need to decrease the Capacity Building allocations by \$30,000 and reallocate the spending to Systemwide Allocations.

A. Edelstein asked if they needed to vote on this reallocation. M. Ross-Russell said HIPC had voted on the Systemwide expenditures and this reallocation was happening within the grantee administration. A. Williams asked who the salary increase would impact. A. McCann-Woods said it was a unit within DHH. A. McCann-Woods believed that the Clinical Quality Management unit was receiving the salary increase. A. McCann-Woods said the salary increase was done to support retention of staff members. A. Edelstein asked if they needed to vote on the

reallocation. M. Ross-Russell said every aspect of the budget had been approved. She said the total of the budget was approved and the actual expenditures were to be reported on. The committee suggested adding a few words to the request to indicate that the salaries were increased to support staff retention. A. McCann-Woods said she would revise one of the sentences and resend it to everyone. She said she would include the unit receiving the salary increase and the reason for the salary increase.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the reallocation request with the above mentioned amendments to the HIV Integrated Planning Council with the Finance Committee’s recommendation for approval.

M. Cappuccilli: In Favor
K. Carter In Favor
A. Williams: Abstained
A. Edelstein: Abstained

Motion Passed: 2 in favor, 2 abstained. The motion to forward the reallocation request with the amendments to the HIV Integrated Planning Council with the Finance Committee’s approval was passed.

Other Business:

None.

Announcements:

None.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; M. Cappuccilli seconded to adjourn the August 1st, 2024 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:53 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2024 Finance Committee agenda
- June 27th, 2024 Finance Committee Meeting Minutes
- Draft Allocations Spreadsheet
- Regional Decisions and Directives Document
- Reallocation Request Documents