

## MEETING AGENDA

*VIRTUAL:*

*Thursday, December 4th, 2025*

*2:00 p.m. – 4:00 p.m.*

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Approval of Meeting Minutes (November 6th, 2025)
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Action Item
  - Reallocation Request
- ◆ 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: January 1st from 2:00 p.m. – 4:00 p.m.

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

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**VIRTUAL: Finance Committee  
Meeting Minutes of  
Thursday, November 6th, 2025  
2:00 p.m. – 4:00 p.m.**

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

**Present:** K. Carter (Co-Chair), A. Edelstein, M. Gordon, J. Myahwegi, D. Pinsky, C. Rainey, N. D'Souza

**Excused:** S. Smith

**Guests:** H. Docmanov (Recommended), Avis Scott (DHH), P. Neumann (Recommended), Harlan Shaw (DHH), Z. Stoller (Recommended)

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh

**Call to Order:** K. Carter called the meeting to order at 2:05 p.m.

**Introductions:** K. Carter skipped introductions.

**Approval of Agenda:**

K. Carter referred to the November 2025 Finance Committee agenda and asked for a motion to approve the November 2025 agenda. **Motion:** C. Rainey motioned; D. Pinsky seconded to approve the November Finance Committee agenda. **Motion passed: 6 in favor.** The November 2025 agenda was approved.

**Approval of Minutes (July 3rd, 2025 and July 31st, 2025):**

A. Edelstein referred to the July 3rd and July 31st 2025 Finance Committee minutes. **Motion:** K. Carter motioned; D. Pinsky seconded to approve the July 3rd and July 31st 2025 meeting minutes. **Motion passed: 4 in favor.** The July 3rd and July 31st 2025 minutes were approved.

**Report of Co-chairs:**

K. Carter reminded the committee members that the Philadelphia Town Hall would take place on December 3rd from 12:00pm to 2:30pm at Action Wellness. The event was for people living with HIV (PLWH). The goal of the town hall was to understand how people use Ryan White services.

**Report of Staff:**

S. Moletteri went into further detail about the upcoming town hall events. In addition to the Philadelphia town hall, they would have a town hall in NJ and PA. The NJ town hall would take place on January 13th at the Cherry Hill Library. The PA County town hall would take place on January 27th at the Delaware Wellness center. For those who couldn't attend in-person, they would be hosting a fourth town hall as a virtual event from 6pm to 8pm.

T. Dominique thanked all of the members for sharing news of the town hall. . She asked members to contact the office for locations where they could promote the upcoming town halls. She then said they were interviewing people for the support coordinator position. Additionally, they did receive information about the recommendation letters from the Mayor's Office and would be sharing more information about this in the next Nominations Committee meeting.

K. Trinh reported the November subcommittee meetings were to be hybrid meetings with the option of meeting in-person. The next CPC and Prevention Committee meeting would take place on November 20th where they would discuss altering their Priority Setting Process. He asked the members to contact the office if they had suggestions on where they could table to recruit new members.

**Discussion Item:**

***-Second Quarter Spending Report -***

A. Scott, who represented DHH and works with A. McCann-Woods, presented the Second Quarter Spending Report. She would review services that were over or under budget by at least 10% .

The committee would review each region's budgets first before reviewing the Systemwide and Minority AIDS Initiative (MAI) services. Starting with Philadelphia County, A. Scott said Case Management was underspent by \$322,035/-16%. This was caused mainly by staff turnovers. Substance Abuse Treatment Outpatient Services were overspent by \$20,761/11%. A. Scott explained one subrecipient was driving most of the overspending. This could be attributed to reallocations and a budget revision. They expected spending in this service to level out by the end of the year. Emergency Financial Assistance (EFA) Services was overspent by \$13,936/61%. EFA utilization is based on demand and DHH would consider reallocation as needed. EFA Pharmacy Assistance was underspent by \$64,012/100%. This service was based on demand and they had received no referrals after leaning into their policies of having EFA as a payor of last resort. EFA Housing Assistance was underspent by \$66,502/27%. This was based on lower utilization due policies mentioned previously. DHH would monitor the service to decide whether reallocations were needed. Food Bank/Home Delivered Meal Services were overspent by \$11,724/11%. The service found increased utilization during the second quarter. This was expected to further increase as the holiday season approaches. Housing Assistance Services was underspent by \$38,877/15%. The service utilization was based on demand. Other professional Services/Legal Services were overspent by \$23,115/16%. A. Scott said there was higher utilization. She believed the heightened political climate was driving people towards using these services. Transportation Services had underspending of \$4,616/80%. This was attributed to decreased utilization and encouraging clients to use other modes of transportation like SEPTA. A. Scott said DHH would continue to monitor this service.

C. Rainey asked what was the time period for the spending report. A. Scott answered that the period was from March 2025 to the end of September 2025.

In the PA Counties they had similar spending in EFA to Philadelphia County. EFA pharma was underspent by \$123,521/100%. A. Scott explained there was a mishap in their system and the figure on the spreadsheet should read 100% underspending because they had received no

referrals. Like with Philadelphia Counties, the policies to use EFA as a payor of last resort was enforced and EFA had received no referrals consequently. Food Bank/Home Delivered Meals was underspent by \$27,227/66%. This was due to lower utilization and was expected to increase as the holiday season approaches. Other Professional Services/Legal Services were overspent by \$2,170/20%. Like Philadelphia, there was higher utilization and reallocations would be considered if needed. Transportation Services were underspent by \$107,906/45%. This was due to decreased utilization.

In the NJ Counties, Ambulatory Care was underspent by \$250,781/45%. A. Scott said this was driven by operating expenses needing to catch up and some instability with the personnel. She said DHH would monitor the situation. Case Management Services were underspent by \$123,900/56%. A. Scott attributed this to staff turnover. They would reallocate funds if deemed necessary. Mental Health Therapy/Counseling was underspent by \$22,372/26%. A. Scott said the service had sluggish invoicing due to budgetary approval procedures. They expected the service spending to level out and they would monitor the service in the following quarters. EFA Housing was underspent by \$36,995/67%. The service was based on demand. Like the other regions, EFA was used as a payor of last resort and consequently didn't receive any new referrals during the quarter. Food Bank/Home Delivered Meals Services were underspent by \$13,838/49%. This was due to decreased utilization. A. Scott noted this was a persistent pattern in the NJ Counties and DHH will continue to monitor the situation. Other Professional/Legal Services were overspent by \$11,044/25%. This was due to higher utilization and reallocations would be considered if needed. Transportation Services were underspent by \$25,349/30%. This was attributed to decreased utilization.

Reviewing the Systemwide spending, A. Scott summarized that the systemwide services were underspent largely to staff turnover and cumbersome hiring practices. Information and Referral was underspent by \$83,693/27%. Quality Management Activities was underspent by \$46,150/17%. Systemwide Coordination was underspent by \$15,112/14%. Capacity Building was underspent by \$27,428/66%. Planning Council Support was underspent by \$12,892/5%. Grantee Administration was underspent by \$80,014./13%. A. Scott reported they had no carryover.

C. Rainey asked what their plan was with the future of the Supplemental Nutrition Assistance Program (SNAP) being so uncertain. At this time, the government was shut down and it was uncertain if stakeholders would receive their SNAP benefits. A. Scott said they were waiting to see how the situation would resolve before they could act. C. Rainey then asked A. Scott about the impact of the income requirement for Ryan White from 500% to 350% of the federal poverty line. A. Scott said they would monitor the situation but they expected no major impact for the PLWH population. About 800 people might be impacted. A. Scott said they were looking for work arounds to ensure people had the assistance they needed. They were urging their case managers to work diligently with people they knew were going to lose their benefits.

H. Docmanov asked how the data was created. A. Scott said our subrecipients funded by DHH were required to submit invoices. DHH reviews the invoices and consolidates them into a spreadsheet. A. Edelstein said all the funding amounts were allocated by HIPC during the Allocations Process. During the summer, they held meetings to create budgets. Later in the year,

when they receive their funding, the recipient allocates the funding based on the budget that aligns with the funding they received. A. Edelstein reminded the members that Ryan White was a payor of last resort where other funding streams had to be used first. During the year, reallocations may be requested by DHH. If the amount was greater than 10% of the budget, DHH was required to meet with HIPC for approval.

C. Rainey said the new income limit would not go into effect for a person until their eligibility ends. K. Carter asked if they could access Ryan White and LIHEAP at the same time. A. Edelstein said LIHEAP would not pay for everything and they can likely use Ryan White funding to make up the difference. T. Dominique said LIHEAP likely would not be starting applications until later due to the government shutdown.

**Other Business:**

None.

**Announcements:**

M. Gordon posted a link in the chat to the National Institute of Diabetes and Digestive and Kidney Diseases for those who needed financial help for diabetes care.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; C. Rainey seconded to adjourn the November 2025 Finance Committee meeting. **Motion passed:** All in favor. The meeting adjourned at 3:07 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- November 2025 Finance Committee agenda
- July 2025 Finance Committee Meeting Minutes