
**VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, April 19th, 2023
12:00 p.m. – 2:00 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

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

Call to Order: A. Edelstein called the meeting to order at 12:03 p.m.

Introductions: A. Edelstein skipped the introductions.

Approval of Agenda:

A. Edelstein referred to the Emergency Finance Committee agenda and asked for a motion to approve. **Motion:** M. Cappuccilli motioned; K. Carter seconded to approve the Emergency Finance Committee agenda. Motion passed: 2 in favor, 1 abstaining. The Emergency Finance Committee 2023 agenda were approved.

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell said they did not get the award until April 14th, 2023. She said if they had received the final award two days earlier, it would have been a different issue. She thanked the committee for attending the meeting on short notice.

Action Items:

-Final Allocations Spreadsheets-

M. Ross-Russell referred to the FY2023 Allocations Decisions and Directives document. She said the document was based on the directives created last year. She said she had attempted to adhere to the committee's goals for the allocations.

She told the committee to turn their attention to the NJ Counties' directives. The New Jersey counties had comprised of Burlington, Camden, Gloucester and Salem counties. M. Ross-Russell said she created the New Level Funding Budget, which had increased funding for all service categories by an additional \$80,733. She had also created a budget that accounted for a possible situation if NJ had a 5% increase in funding. M. Ross-Russell said NJ did not receive a 5% increase but she had prepared it in case. G. Grannan asked what was the actual rate of increase for NJ. M. Ross-Russell said the percentage increase was 1.05451%. G. Grannan concluded that the new budget was closer to the level funding budget but it had followed the 5% budget increase model.

M. Ross-Russell said she had created both a proportional-level budget plan and a 5% increase budget. She said the level funding budget plan included the \$49,000 budget increase. She said the 5% increase budget had also included the \$49,000 increase. M. Ross-Russell said she had left the breakdown of how she had created the budget in the NJ spreadsheets. M. Cappuccilli confirmed with M. Ross-Russell that they were using the 2020 prevalence data for the allocations.

A. Edelstein suggested that they would review all three regions and their budgets. M. Ross-Russell looked at the decisions and directives for the PA counties. The PA counties included Bucks, Delaware, Chester and Montgomery. M. Ross-Russell said that the PA counties were originally going to see a proportional decrease in funding for all service categories. M. Ross-Russell said that the PA counties were to receive an increase of roughly \$46,000. M. Ross-Russell said she had completed one spreadsheet for the PA counties. She said she had created an allocations plan which increased all service categories in NJ.

The Finance Committee proceeded to the Philadelphia portion of the document. M. Ross-Russell said Philadelphia was originally receiving an increase in funding in the original Level Funding Budget. In this instance, Philadelphia would receive a decrease in funding. M. Ross-Russell said she had created a Level Funding Budget and a 5% decrease budget for Philadelphia.

M. Cappuccilli if the counties did not make any plans to use their unspent funds, and he asked if they would need to look at their allocations again. He was worried that the shift in funding would negatively affect the counties. A. Edelstein said that the plans could be amended if problems arose. He explained that they could make recommendations in the committee, but it would not be ratified until they vote on it in the Planning Council meeting the next day.

A. Edelstein said the PA county budget plan was created with the expectation that there would be a proportional decrease in funding for all service categories. He said that despite the PA counties receiving an increase in funding instead, they would still make a proportional change in funding to all service categories. A. Edelstein said they would be using the 5% increase budget for the PA counties. She said that the Level Funding Budget was proportional for all service categories. She said that the 5% decrease in the budget was proportional to all service categories except for the transportation services. A. Edelstein asked if the clause about the transportation services was related instead to the NJ budget because it was missing in the document. M. Ross-Russell said she had made a mistake, but said that it would not make a significant difference. She

re-calculated the proportional decrease budget plan with the exception of transportation services. She said the calculation had a difference of \$300.

A. Edelstein summarized that the budget for Philadelphia and the PA counties would be using the funds proportionally. He asked if they should let the Planning Council decide which budget to plan to choose for NJ. The two options were a level plan and a 5% increase plan. K. Carter said they should pick the plan at the committee rather than at the Planning Council meeting. A. Edelstein asked what was the rate of increase for NJ. M. Ross-Russell said the rate of increase was 1.05%. M. Cappuccilli said they should choose the level plan since the numbers for transportation and mental health spending in the third quarter spending report were underspent. He asked if it made sense to give more money to those categories if they were not being used.

A. Edelstein summarized the committee's recommendations. The committee had recommended a level plan for NJ, a 5% increase in budget for the PA counties and a 5% decrease for Philadelphia.

Motion: M. Cappuccilli motioned. K. Carter seconded for the three budgets to be brought forward to the HIV Integrated Planning Council for approval: the level budget plan for New Jersey counties, the 5% increase budget plan for Pennsylvania counties, and the 5% decrease budget for Philadelphia county.

Motion passed: 2 in favor and 1 abstained. The motion to bring the three plans to the HIV Integrated Planning Council was approved.

The committee moved on to the MAI budget. A. Edelstein confirmed with M. Ross-Russell that the MAI budget had a decrease of 4.3%. A. Edelstein asked if they had to create 3 scenarios like with the counties. M. Ross-Russell said that was correct. She said it was almost always a proportional change.

Motion: M. Cappuccilli motioned. K. Carter seconded for a proportional decrease in the MAI budget to be brought forward to the HIV Integrated Planning Council for approval.

Motion passed: 2 in favor and 1 abstained. The motion to bring the proposed MAI budget to the HIV Integrated Planning Council was approved.

K. Carter asked if they had to make a motion for the systemwide budget. M. Ross-Russell said they could not until the recipient approved the cost before they could allocate the service dollars. A. Edelstein asked if the systemwide budget was always proportional. M. Ross-Russell said that it was.

Any Other Business:

None.

Announcements:

A. Edelstein announced that he had a physical appointment at 3 p.m. and he would have to leave the HIPC meeting early tomorrow. He asked someone to represent the finance committee. M. Cappuccilli said he may not be able to attend the meeting due to transit. K. Carter volunteered to be the Financial Committee representative at the HIPC meeting.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned, M. Cappuccilli seconded to adjourn the April 2023 Emergency Finance Committee meeting. Motion passed: All in favor. Meeting adjourned at 12:26 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- April 2023 Meeting Agenda
- FY2023-2024 Allocation Spreadsheets (PDF)
- FY2023 Allocations Decisions and Directives (PDF)