

**VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, August 3rd, 2023
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), David Gana

Guests: Ameenah McCann-Woods (DHH)

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

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

Introductions: A. Edelstein asked everyone to introduce themselves.

Approval of Agenda:

A. Edelstein referred to the August 2023 Finance Committee agenda and asked for a motion to approve. **Motion:** K. Carter motioned; M. Cappuccilli seconded to approve the August Finance Committee agenda. **Motion passed:** 3 in favor, 1 abstaining. The August 2023 Finance Committee agenda was approved.

Approval of Minutes (June 1st, 2023):

A. Edelstein referred to the June 2023 Finance Committee minutes. **Motion:** K. Carter motioned; D. Gana seconded to approve the June 2023 meeting minutes. **Motion passed:** 3 in favor and 1 abstaining. The June 2023 Finance Committee minutes were approved.

Report of Co-chairs:

A. Edelstein reported that they had completed the allocations meetings and created the Ryan White (RW) Part A budgets and directives to submit to the Department of HIV Health (DHH). During this meeting, they would be reviewing the budgets and directives for Philadelphia County, the four Pennsylvania counties, and the four New Jersey counties.

Report of Staff:

M. Ross-Russell reported that the 2022 Consumer Survey report/evaluation of the results had been posted to the HIVPhilly.org website.

Action Item:

-Review of FY2024 Directives and Decisions-

A. Edelstein read the agenda and outlined the upcoming steps. He stated that the committee would vote to approve the allocation budgets and decisions. The plan was to first vote on the allocation decisions for the three regions and then proceed to vote on the directives.

The co-chair began by reviewing the budget plans for New Jersey County. The level budget aimed to maintain funding at the current FY 2023 allocation. The 5% increase budget proposed a \$117,800 increase for Transportation Services, while all other service categories would remain at the current funding level. As for the 5% decrease budget, the council intended to reduce all service categories by 5%, except for Transportation Services.

A. Edelstein sought confirmation from the committee regarding the accuracy of the 5% decrease budget. He inquired how Transportation Services could be exempted from the reduction without drawing more funds from other service categories. M. Ross-Russell requested S. Moletteri display the NJ Counties spreadsheet which laid out the 5% decrease budget. M. Ross-Russell explained that although additional funding would be pulled from other services to maintain the Transportation Services budget, the amount diverted from other service categories was not as substantial. For example, she noted that Ambulatory services accounted for 47.46% of the budget, and the 5% decrease budget plan would lower funding to 47.26%. M. Ross-Russell clarified that the total funding which would have been taken from Transportation Services only amounted to approximately \$8,000.

A. Edelstein asked the committee if they would like to vote on the budget right immediately or if they wanted to review the other two regions first. M. Cappuccilli said he wanted to review the other two regions before voting. The committee moved to the review of the Pennsylvania Counties budget plan. The Pennsylvania Counties 5% decrease budget plan proportionately decreased all funded services by \$179, 156 from the original Level Funding Budget.

The Pennsylvania level funding budget plan sought to keep all funded services categories at level funding with one exception. Emergency Financial Assistance Pharmacy (EFA-Pharma) services would be reduced by \$80,000 and the funds would be reallocated to Transportation Services. The 5% increase budget consisted of a \$179,156 increase in which funding was to be proportionately distributed among all funded service categories.

The committee then reviewed the Philadelphia County budget. The Philadelphia level funding budget would remain at level funding as currently allocated in FY2023. The 5% increase budget would proportionately increase service categories proportionately by \$600,822. The 5% decrease budget would proportionately decrease funding in all funded service categories by \$600,822.

A. Edelstein asked for a motion. **Motion: K. Carter motioned; M. Cappuccilli seconded to forward the three regional budgets to the HIV Integrated Planning Council with Finance Committee's recommendation for approval.**

K. Carter: In Favor
M. Cappuccilli: In Favor
A. Edelstein: Abstained
D. Gana: In Favor

Motion: 3 in favor 1 abstained. The motion to bring forward the three regional budgets to the HIV Integrated Planning Council was passed.

A. Edelstein asked if they could change the language to the 5% decrease statement of the New Jersey county budget. S. Moletteri said they could and added the words “of \$117,801” to the statement. A. Edelstein asked if they needed to make another motion after the change. M. Ross-Russell said they did not since they had only specified how much funding was removed but did not change the content of the decision.

A. Edelstein then continued on to the directives. He read the New Jersey Counties’ directives first. The directives were:

- Encourage outreach to aging populations to ensure they are informed about funded services.
- Increase access to and awareness of telehealth options to medical and social service care; request more information on telehealth services provided and the circumstance of its use.
- Ensure subrecipients are disseminating information on the availability and coverage of EFA funding so clients can access this service.
- DHH is to report back to the Comprehensive Planning Committee with progress and updates on the currently implemented EFA-Housing Model.
- In accordance with federal treatment guidelines, increase access to immediate ART initiation (within 96 hours) from diagnosis unless otherwise clinically indicated and recorded.
- Expand operating hours to include evening and weekend appointments for HIV medical care in community and hospital-based HIV treatment sites.

A. Edelstein then moved to the directives for the Pennsylvania Counties. He said they would review all three regional directives before voting on them as a group. He read the directives aloud:

- Increase access to and awareness of telehealth options to medical and social service care; request more information on telehealth services provided and the circumstance of its use.
- Encourage outreach to aging populations to ensure they are informed about funded services.
- Ascertain the need for increased mental health services in the PA counties, including surveying existing mental health providers and their accessibility.

After reading the directives, A. Edelstein read the Philadelphia directives:

- Review which services are most utilized and needed by People Living With HIV 50+ years old; encourage outreach to said population to ensure they are informed about funded services.
- Increase access to and awareness to Food Bank services, especially those that are culturally relevant; request more information on Food Bank services provided and their utilization to determine improved health outcomes.
- Ensure subrecipients are disseminating information on the availability and coverage of EFA funding so clients can access this service.

A. Edelstein asked if there were any questions. K. Carter said at the International AIDS Conference, there was a push to have people spell out “PLWH” in an effort to use more person-centered language. A. Edelstein said PLWH stood for “people living with HIV.” S. Moletteri made the changes to the directives, following K. Carter’s suggestion.

A. Edelstein asked for a motion. **Motion: K. Carter motioned; D. Gana seconded to approve the regional directives and forward them to the HIV Integrated Planning Council with the Finance Committee’s recommendation for approval.**

K. Carter: In Favor
M. Cappuccilli: In Favor
A. Edelstein: Abstained
D. Gana: In Favor

Motion: 3 in favor 1 abstained. The motion to bring forward the three regional directives to the HIV Integrated Planning Council was passed.

M. Ross-Russell and S. Moletteri reminded A. Edelstein that they would need to review and approve the Systemwide budget and the Minority AIDS Initiative (MAI) budgets. A. Edelstein said they would review the MAI budget first. The MAI level funding budget was \$349,763 for the AIDS Drug Assistance Program (ADAP) and \$1,326,356 for Case Management services. Both the 5% increase and decrease budgets contained proportionate increases and decreases to the two service categories. Under the 5% increase budget for MAI, ADAP had a budget of \$367,251 and Case Management Services had a budget of \$1,392,675. Under the 5% decrease budget, the ADAP had a budget of \$332,275 and Case Management Services had a budget of \$1,260,039.

A. Edelstein asked for a motion. **Motion: M. Cappuccilli motioned; K. Carter seconded to approve the Minority AIDS Initiative budget and send it forward to the HIV Integrated Planning Council with Finance Committee’s recommendation for approval.**

K. Carter: In Favor
M. Cappuccilli: In Favor
A. Edelstein: Abstained
D. Gana: In Favor

Motion: 3 in favor, 1 abstained. The motion to approve and bring forward the Minority AIDS Initiative budget to the HIV Integrated Planning Council was passed.

The committee then reviewed the Systemwide budget spreadsheet. A. Edelstein said they would vote on the budget.

A. Edelstein called for a motion. **Motion: K. Carter motioned; M. Cappuccilli seconded to approve the Systemwide allocations budget and to forward it to the HIV Integrated Planning Council with the Finance Committee’s recommendation for approval.**

K. Carter: In Favor
M. Cappuccilli: In Favor
A. Edelstein: Abstained
D. Gana: In Favor

Motion: 3 in favor, 1 abstained. The motion to approve and bring forward the Systemwide budget to the HIV Integrated Planning Council was passed.

K. Carter thanked S. Moletteri for her help in creating the documents. A. Edelstein thanked the Office of HIV Planning staff for their contributions to help the members understand the allocations materials. He then thanked A. McCann-Woods for the reports regarding trends in expenditures, service needs and funding.

Other Business:

None.

Announcements:

None.

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned to adjourn the August 2023 Finance Committee meeting. M. Cappuccilli seconded to adjourn the August 2023 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:36 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- June Finance Committee Meeting Minutes (PDF)
- August 2023 Emergency Finance Committee Meeting Agenda (PDF)
- Decisions and Directives (PDF)