

MEETING AGENDA

VIRTUAL:

Thursday, September 7th, 2023

- ◆ Call to Order

- ◆ Welcome/Introductions

- ◆ Approval of Agenda

- ◆ Approval of Minutes (August 3rd, 2023)

- ◆ Report of Co-Chairs

- ◆ Report of Staff

- ◆ Discussion Item
 - Review of Monitoring of the Administrative Mechanism
 - FY22-23 Ryan White Expenditure for the Office of HIV Planning Budget Review
- ◆ 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: October 5th from 2:00 p.m. – 4:00 p.m.

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

(215) 574-6760 • FAX (215) 574-6761 • www.hivphilly.org

Please contact the office at least 5 days in advance if you require special assistance.

**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)

Annual Checklist for
Assessment of the Efficiency of
The Administrative Mechanism (AEAM)
Completed by Finance Committee

General Instructions:

The following document is to be completed at the end of each fiscal planning cycle. Generally, February 28th marks the fiscal year end for the Ryan White Part A Formula, Supplemental and Minority AIDS Initiative funds. For the purpose of this document, consideration of the Recipient's final spending report will be included (Note: From year to year, the date that the final spending report becomes available may vary).

Throughout the course of the fiscal year the five sections (Procurement Process, Contracting, Reimbursement of Subrecipients, Use of Funds and Engagement with Planning Council/Planning Body in the planning process) will be completed at a minimum on a quarterly basis, in conjunction with the Finance Committee's review of quarterly spending reports as presented by the Recipient in the committee's meetings. Notes related to each item may be included as deemed appropriate by the members of the Finance Committee.

The Finance Committee will report its findings concerning the review of Annual Checklist items in its reports to members at the HIPC's monthly meetings. At the end of the fiscal planning cycle, the Finance Committee will present the findings documented on the Annual Checklist to the HIPC for review, comment, and approval. The checklist will serve as a report of the findings, conclusions, and recommendations and will be submitted to the recipient. The HIPC will request a written response from the recipient to be submitted within 45 days of receipt of the HIPC report.

Should issues and/or concerns related to the materials reported/provided to the Finance Committee by the Recipient occur during the course of this assessment process, the Executive Committee will be notified by the Finance Committee immediately (within 24 hours). A meeting of the Executive Committee will be scheduled in advance of the next HIPC meeting to discuss concerns and address next steps before a presentation to the full HIPC.

Annual Checklist for
 Assessment of the Efficiency of
 The Administrative Mechanism (AEAM)
 Completed by Finance Committee

From the RWHAP Part A Manual: *The purpose of Monitoring the Administrative Mechanism “is to assure that funds are being contracted for quickly and through an open process, and that providers are being paid in a timely manner” (p 101).*

Directions: *Please complete the following form by highlighting yes, no, or N/A and offering the group responsible and any notes. “Group responsible” represents who (Council or specific subcommittee) was responsible for monitoring each item. The “Notes” section captures comments/concerns and allows the group responsible to expand upon the item listed.*

The Procurement Process:

<p>In the case of an RFP, HIPC received a presentation from and had a discussion with the recipient (DHH) around the RFP. The Recipient will present information regarding all proposed RFPs to the HIPC. HIPC meeting notes with a copy of the presentation will be reviewed as part of the monitoring process.</p> <p style="text-align: center;">NOTE: <i>HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding. The HIPC should not be given information related to the RFP that could give provider members an unfair advantage.</i></p>		
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Time Frame for report to Finance/HIPC: Six months prior to the RW service RFP distribution.		
Group Responsible: Finance Committee		
Notes: Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.		

The recipient's (DHH's) contract procurement process was efficient, effective, fair and inclusive. The RFP distribution process was wide-spread and included all areas of the EMA. The Recipient will provide a report to the HIPC including the full RFP, the list of recipients that the RFP was distributed to, agency or agencies chosen, and a timeline for the contract process.

NOTE: HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

Yes

No

N/A

Time Frame for report to Finance/HIPC: Thirty to sixty days after the RFP distribution process to accommodate the Finance and HIPC meeting schedule.

Group Responsible: Finance Committee

Notes: Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.

The HIPC will be provided with an overview of the results of the RFP process from the recipient (DHH). This overview should include the number of responses to the RFP, the number of providers awarded and geographic location of the awards.

NOTE: HIPC is only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding.

Yes

No

N/A

Time Frame for report to Finance/HIPC: Thirty to sixty days after the RFP review and award process is completed to accommodate the Finance and HIPC meeting schedule.

Group Responsible: Finance Committee

Notes: Not applicable. The recipient did not conduct a Ryan White Part A RFP during the fiscal year ending February 28, 2023.

Contracting:

<p>HIPC received information from the Recipient (DHH) about the percent of contracts fully executed within 90 days after Notice of Grant Award. The Recipient will provide a report to the HIPC regarding the number of notices of intent to contract distributed and the percent executed within 90 days after the Notice of Grant Award.</p>		
<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: One hundred twenty days after the award letter distribution process to accommodate the Finance and HIPC meeting schedule.</p>		
<p>Group Responsible: Finance Committee</p>		
<p>Notes: Not all of the contracts were confirmed within 90 days of receipt of the final NOA from HRSA. This is due primarily to large sub-recipients and the city's legal departments not conforming the contracts within the specified time period.</p>		

Reimbursement of Subrecipients:

<p>HIPC was informed of any obstacles to timely reimbursement. If there were obstacles, HIPC was informed of any adverse impact on clients or providers. The Recipient will provide a summary on obstacles to reimbursement to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: Quarterly, as part of the over/underspending reports.</p>		
<p>Group Responsible: Recipient staff and Finance Committee</p>		
<p>Notes: There is record of the quarterly spending reports being provided.</p>		

<p>HIPC was notified of late invoicing. The Recipient will provide a late invoicing summary to the Finance Committee on a quarterly basis. The measure will be determined by review of the Finance Committee notes on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: Quarterly, as part of the over/underspending reports.</p>		
<p>Group Responsible: Recipient staff and Finance Committee</p>		
<p>Notes: As part of the spending reports and reallocation requests information related to late invoicing is provided to the finance committee by recipient staff.</p>		

Use of Funds:

<p>The recipient (DHH) notified HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario to ensure the rapid distribution of funds. The date that the HIPC emailed the Notice of Grant Award to the HIPC staff will be used to determine whether this indicator is met.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: One week after Notice of Grant Award or of partial award.</p>		
<p>Group Responsible: Recipient</p>		
<p>Notes: Upon receipt of a notice of award, either partial or full, by the recipient, the OHP staff and the finance committee were notified. At this point, the appropriate budget plan is crafted based on the approved HIPC decisions.</p>		

<p>The recipient (DHH) distributed funding in accordance to the approved allocation decisions made by HIPC. The Recipient will provide a copy of the allocations report submitted to HRSA to the HIPC after this report has been submitted to HRSA. Updates will be provided by the Recipient to the HIPC on a quarterly basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: Quarterly, as part of the over/underspending reports.</p>		
<p>Group Responsible: Recipient staff and Finance Committee</p>		
<p>Notes: This information has been provided in the past as part of the quarterly spending reports and reallocation requests.</p>		

<p>HIPC received regular reports on service utilization and expenditures by service category. The Recipient will provide quarterly reports on service utilization and expenditures by service category to the HIPC quarterly. Meeting minutes will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: Quarterly, as part of the over/underspending reports.</p>		
<p>Group Responsible: Recipient staff</p>		
<p>Notes: Service utilization information is provided to the HIPC annually as part of the materials leading up to the allocation process. This generally happens in May or June.</p>		

<p>The recipient (DHH) requested of HIPC any reallocations above the 10% threshold so HIPC could make and approve adjustments during the year. These requests were accompanied with a detailed explanation for the needed shift in funding. The Recipient submits these requests as needed. Meeting minutes and submitted materials from the Recipient will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: As needed based on the Finance and HIPC meeting schedule.</p>		
<p>Group Responsible: Recipient staff</p>		
<p>Notes: Reallocation requests that occur throughout the fiscal year are presented to the finance committee for review and evaluation prior to going to the full HIPC. Finance committee decisions may be sent to the full planning body with: 1) recommendation to approve, 2) recommendation to disapprove, or 3) no recommendation. Final decisions related to reallocation requests fall under the purview of the HIPC.</p>		

Engagement with Planning Council/Planning Body in the planning process:

<p>The recipient (DHH) had a staff member at each committee meeting except when asked not to attend. Meeting minutes will be used to monitor this indicator on an annual basis.</p>		
<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<p>Time Frame for report to Finance/HIPC: Recipient staff shall attend regularly scheduled Finance and HIPC as well as annual allocation meetings. The number of meetings attended by recipient staff will be identified at the end of the fiscal cycle.</p>		
<p>Group Responsible: Recipient staff</p>		
<p>Notes: Recipient staff participated in all 9 Finance committee meetings during fiscal year end 2023: 11 HIPC meetings and each of the allocation meeting held.</p>		

The recipient (DHH) implemented directives from HIPC and reported back on progress. The Recipient will report back on the directives at a regularly scheduled HIPC meeting. Meeting minutes will be used to monitor this indicator on an annual basis.

Yes

No

N/A

Time Frame for report to Finance/HIPC: Six months following the start of the fiscal year.

Group Responsible: Recipient staff

Notes: All were reported on but two directives -- the last two Philly directives which are as follows:

- Review which services are most utilized and needed by PLWH who are 50+ years old.
- 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.

The recipient expects to report on these directives in October 2023.