

**VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, September 7th, 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, Alan Edelstein (Co-chair), Keith Carter, David Gana

Guests: Ameenah McCann-Woods (DHH)

Excused: Adam Williams (Co-chair)

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

Call to Order: A. Edelstein called the meeting to order at 2:08 p.m.

Introductions: A. Edelstein asked everyone to introduce themselves.

Approval of Agenda:

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

Approval of Minutes (August 3rd, 2023):

A. Edelstein referred to the August 2023 Finance Committee minutes. **Motion:** M. Cappuccilli motioned; A. Edelstein seconded to approve the August 2023 meeting minutes via Zoom Poll. **Motion passed: 3 in favor.** The August 2023 Finance Committee minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

None.

Discussion Items:

-Review of the Monitoring of the Administrative Mechanism-

M. Ross-Russell informed the Finance Committee that the September meeting packet included the 'Assessment of the Efficiency of the Administrative Mechanism' document. She inquired about the committee's preferred method for reviewing it. A. Edelstein requested a review of the changes made to the document since their last examination. M. Ross-Russell clarified that the primary changes were on page 4, focusing on contracting. The passage on that page stated

HIV Integrated Planning Council received information from the Recipient (Department of HIV Health) 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 of executed within 90 days after the Notice of Grant Award.

M. Ross-Russell stated that one contract did not conform within the March 2022 to February 28th, 2023 period. The contract had to be returned after the period. Once the Philadelphia legal department approved the document, two fiscal agents submitted the contracts after 90 days. M. Ross-Russell said she had believed that 3 contractors did not go through this process. She said that it was not the fault of the Recipient since they were waiting for the contracts to go through the legal departments of the sub-recipients.

After reviewing page 4, M. Ross-Russell returned to page 7, which was titled 'Engagement with Planning Council/Planning Body in the planning process.' The section had read:

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.

M. Ross-Russell reported that A. McCann-Woods represented the Recipient and had participated in all 9 Finance Committee meetings during the fiscal year, as well as 11 HIPC meetings and each of the allocation meetings held.

The committee then shifted their attention to page 8 of the document. The section read:

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

M. Ross-Russell said all but two directives were carried out. The first directive was to review which services were most utilized and needed by People Living With HIV (PLWH) who were 50 years old. The second directive was to increase access to and awareness to Food Bank services, especially those that are culturally relevant. The second directive also requested more information on Food Bank services provided and their utilization to determine improved health outcomes.

K. Carter suggested changing the language to express that they would strive to address contracts within 90 days unless impeded by legal department issues. M. Ross-Russell mentioned that the 90-day requirement likely originated in legislation to ensure rapid fund distribution. She expressed willingness to investigate the possibility of altering this requirement. T. Dominique asked if M. Ross-Russell normally received feedback when she submitted the application. M. Ross-Russell replied that generally the only feedback she received was from the Health Resources and Services Administration (HRSA). T. Dominique asked if M. Ross-Russell had to respond to any feedback in the past. M. Ross-Russell stated she had in the past during a site visit. She said on the application, there was a section addressing the HIPC roles and responsibilities. She said she was asked by the recipient how they performed monitoring of the administration.

She stated that monitoring the Administrative Mechanism was one of their responsibilities. She said that their process to monitor the Administrative Mechanism was through the Finance Committee. It was in these meetings that the Recipient's representative would work in conjunction with the Finance Committee to if contracts were conformed and whether they should enter the reallocations process. M. Ross-Russell said the Recipient asked them where was their process written. M. Ross-Russell said she had responded that the process was written in their meeting minutes. M. Ross-Russell said they had provided the Recipient with a form stating all the subjects they were monitoring. She was told that they were monitoring too many things. Then M. Ross-Russell said it was their role to monitor. The Recipient withdrew their previous statement.

A. Edelstein asked if they needed to vote on the new information in the document, while K. Carter questioned whether they had to present the information to HIPC. The committee collectively agreed that a vote would likely be necessary, and in terms of wording, A. Edelstein proposed 'approving the report,' to which K. Carter agreed, stating that the report was already completed.

Motion: M. Cappuccilli motioned; K. Carter seconded to approve the Monitoring the Administrative Mechanism Report.

M. Cappuccilli: In Favor

K. Carter: In Favor

A. Edelstein: Abstained

Motion Passed: All in favor. The motion to approve the Monitoring the Administrative Mechanism Report was passed.

A. Edelstein inquired whether the HIPC would need to vote on the report when it's presented at the next HIPC meeting. M. Ross-Russell confirmed that a vote would be necessary at the HIPC meeting, and the report would be submitted. She explained that if there were any issues, the Recipient would have to provide a written response to HIPC within 45 days.

A. Edelstein asked if there were any specific questions for the Recipient in the report. M. Ross-Russell clarified that the report only included the directives, so there were no questions included. A. Edelstein then asked A. McCann-Woods when they could expect to receive a report on the two missing directives. A. McCann-Woods stated that she couldn't guarantee a report by next week's HIPC meeting but aimed to present it by the October HIPC meeting. The committee collectively agreed to wait until the October meeting.

A. Edelstein suggested adding a sentence to the report indicating the Recipient's intention to provide a report on the missing directives by October 2023. He noted that HIPC members might inquire about the timing, and this would keep them informed. The committee agreed to include in this sentence. S. Moletteri added the sentence: 'The Recipient expects to report these directives in October 2023' under the two directives. A. Edelstein asked if they needed to vote again to approve the report, to which M. Ross-Russell clarified that another vote was not required.

-FY22-23 Ryan White Expenditure for the Office of HIV Planning Budget Review-

M. Ross-Russell opened a document called '22-23 RW Expenditures.' The document contained a spreadsheet detailing the expenses of the Office of HIV Planning (OHP). She explained that the budget report was delayed primarily due to issues with Public Health Management Corporation (PHMC) invoicing. She mentioned that ideally, she would have been discussing the current year's budget, which started on March 1st, but this was delayed due to invoicing problems.

M. Ross-Russell said she could calculate the year-end OHP expenditures by obtaining a detailed trial balance, which was all the expenses in their accounting system for their contract. She said she would also look at what was invoiced to DHH from PHMC. M. Ross-Russell stated that there was a \$8,848 difference between what was accounted for and what was invoiced to DHH. M. Ross-Russell said she could not resolve the difference between the two parties. She said ideally the trial balance should match the invoicing. A. Edelstein asked if the trial balance was created from their computerized accounting system and was their actual expenses. M. Ross-Russell confirmed that he was correct. M. Ross-Russell questioned why there was a difference between the accounting and the invoicing.

M. Ross-Russell explained that they expected some underspending because they had two open staff positions for an extended period. A. Edelstein sought clarification on the time period she was referring to, and M. Ross-Russell specified that it was between March 1st, 2022, and February 28th, 2023. K. Carter asked if they were waiting for all expenditures to be entered into the system and if this was causing the invoicing difference. M. Ross-Russell clarified that they couldn't submit an invoice to DHH without entering all the information. A. Edelstein asked who was responsible for the reconciliation and when it would occur. M. Ross-Russell mentioned they had an account manager working together with them to understand what had happened. She explained that the issue with invoicing stemmed from the late invoicing of two staff members, K. Trinh and T. Dominique, who were recruited in December 2022 and were not invoiced until after the last contract year. She stated that a PHMC staffer discovered this mistake and contacted OHP to rectify the invoicing..

A. Edelstein asked if they could use M. Ross-Russell's numbers for the HIPC meeting to avoid confusing members, to which M. Ross-Russell agreed. He also suggested that the invoicing mistake likely originated at PHMC. M. Ross-Russell noted that she received the trial balance from PHMC but from a different department. She continued to review the invoicing and identified ongoing issues, such as expenses for June appearing in July. She had inquired about this mistake to PHMC but had not received a response after a week, so she intended to report it to DHH.

A. Edelstein asked how the Finance Committee could assist in this situation, but M. Ross-Russell believed their role was to stay informed about why invoicing was taking longer and becoming more complicated. She mentioned that the employee responsible for billing had resigned, and their replacement had sent her the June invoice with July expenditures.

M. Ross-Russell emphasized that audit problems were significant and that an auditor or city representative could easily identify any issues. She stressed the importance of ensuring their finances were in order and highlighted that they would not experience underspending this year, primarily due to the staff positions being filled and increased utility expenses. She noted that returning to in-person meetings would also increase spending, with most of the underspending being attributed to the two open staff positions.

A. Edelstein asked if M. Ross-Russell could keep the committee updated on the situation regardless of the outcome, to which M. Ross-Russell agreed. K. Carter asked when she expected the situation to be resolved. M. Ross-Russell indicated that she would meet with Dr. K. Brady the next day and planned to reach out to DHH for the next steps. She anticipated that she might not have a report by the next October meeting. K. Carter expressed confidence in M. Ross-Russell's ability to resolve the situation, which she thanked him for. She mentioned that they might have another site visit in the future, during which the representative would inquire about their review of the planning support budget. She clarified that the budget seen on the spreadsheet was what they would present during the allocations meetings.

A. Edelstein asked if they needed to vote on the budget report. M. Ross-Russell explained that a vote was not necessary. K. Carter asked if OHP had underspent by \$16,994, to which M. Ross-Russell clarified that the \$16,994 underspending was related to Fringe Benefits, and the total underspending was \$73,641. A. Edelstein asked if any action was required, and M. Ross-Russell stated that the Finance Committee would only need to act if their members had concerns about what they saw in the report. A. Edelstein inquired if they needed to present the topic to HIPC and vote on it, to which M. Ross-Russell explained that HIPC had already approved the Planning Council support budget during the allocations meetings. A. Edelstein suggested that they could present the topic to HIPC without the information about the \$8,000 difference unless it became a more significant issue, which M. Ross-Russell agreed to. She assured the committee that she would keep them informed. A. Edelstein also asked if M. Ross-Russell had a document or page explaining the last three columns of the expenditure document, to which she agreed to create a narrative page to clarify the underspending.

Other Business:

None.

Announcements:

K. Carter announced that September 18th was National HIV/AIDS and Aging Awareness Day (NHAAD).

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; M. Cappucilli seconded to adjourn the August 2023 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 3:08 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2023 Finance Committee Meeting Minutes
- September 2023 Finance Committee Meeting Agenda
- Annual Checklist for the Assessment of the Efficiency of the Administrative Mechanism