

MEETING AGENDA

VIRTUAL:

Thursday, November 6th, 2025

2:00 p.m. – 4:00 p.m.

- ◆ Call to Order
- ◆ Welcome/Introductions
- ◆ Approval of Agenda
- ◆ Report of Co-Chairs
- ◆ Report of Staff
- ◆ Discussion Item
 - Second Quarter Spending Report
- ◆ 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: December 4th 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, July 3rd, 2025
12:00 p.m. – 1:00 p.m.**

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

Present: Keith Carter (Co-Chair), Michael Cappuccilli,Carolynn Rainey, Stacy Smith

Excused: Alan Edelstein (Co-Chair)

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

Call to Order: M. Cappuccilli called the meeting to order at 12:00 p.m.

Introductions: M. Cappuccilli skipped introductions.

Approval of Agenda:

M. Cappuccilli referred to the July 2025 Finance Committee agenda and asked for a motion to approve the July 2025 agenda. **Motion:** M. Cappuccilli motioned; K. Carter seconded to approve the July Finance Committee agenda. **Motion passed: 4 in favor.** The July 2025 agenda was approved.

Approval of Minutes (June 5th, 2025):

K. Carter referred to the June 2025 Finance Committee minutes. K. Trinh said S. Smith's name was misspelled. **Motion:** M. Cappuccilli motioned; C. Rainey seconded to approve the amended June 2025 meeting minutes. **Motion passed: 4 in favor.** The amended June 2025 minutes were approved.

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell said they expected to receive the Final Award in July. Once received, they needed to complete an abbreviated Allocations Process in four days. They would use information from Priority Setting and service definitions to fill in the information they were missing. K. Carter reminded the committee that the funding had shifted to different services because the needs of people living with HIV(PLWH) had shifted from year to year.

Additionally, M. Ross-Russell reported the recommendation letters could be delayed as the Mayor's Office was focused on the workers' strike.

Discussion Item:

-Monitoring of the Administrative Mechanism Review-

M. Ross-Russell presented the committee with the Monitoring the Administrative Mechanism form. She said the form was not finalized, as they were still awaiting the results of the spending

budget bill in Washington DC and needed to know if funding was still to be directed towards programs like the Minority AIDS Initiative (MAI). She said once they know what would happen, they would need to amend this form.

During the course of the year, funding was supposed to be directed to service categories at the amount specified within 10% of the amount the HIV Planning Council (HIPC) had allocated. If the Division of HIV Health (DHH) needed to move funding greater than 10% of the specified amount, they needed to present a reallocation request to the Finance Committee and HIPC.

When there was a Request for Proposal (RFP), DHH needed to go through the Procurement Process. This process entailed holding a presentation with HIPC with the relevant information. HIPC members were to receive a copy of the presentation as part of the monitoring process. M. Ross-Russell noted HIPC could only assess the process and not influence which agencies DHH had funded. She said this portion of the form was not applicable this year as DHH had not conducted a RFP in the fiscal year ending in February 28th, 2025.

The next question on the form asked if the Procurement Process was efficient, fair and inclusive. M. Ross-Russell said this was not applicable. M. Cappuccilli asked about the last time they had to go through the Procurement Process. M. Ross-Russell replied that it was a few years ago. T. Dominique asked if there was guidance defining a fair and efficient process. M. Ross-Russell said there was but could not remember specifics. She knew that DHH had a process to ensure all agencies had equal opportunity to the RFP distribution process.

Once the RFP process was completed, HIPC would be notified about the final awards for the organizations. HIPC does not learn about who received the awards until the funds were distributed to prevent conflicts of interest. This was also not applicable this fiscal year.

After the Notice of Grant Award, DHH was to notify HIPC about the percentage of contracts fully executed within 90 days. They had been in a continuing resolution where they had partial awards. Once the full award had been received, the contracts would be amended to the award amount. M. Ross-Russell said all contracts were executed prior to April 15th, 2024. The final Notice of Award was received on June 4th, 2024.

DHH was to notify the Finance Committee of late invoicing as part of the over/underspending reports. M. Ross-Russell said DHH had fulfilled this requirement.

If there were obstacles to timely reimbursement, DHH was to inform HIPC of any adverse impact on clients or providers. The Recipient would provide a summary on obstacles to the Finance Committee on a quarterly basis. M. Ross-Russell said DHH had fulfilled this requirement because they received quarterly reports.

The Recipient (DHH) was to notify HIPC of a partial award/continuing resolution so HIPC could approve a budget scenario to ensure rapid distribution of funds. M. Ross-Russell said DHH had completed this requirement.

The next question on the form asked if the Recipient had distributed funds in accordance with the approved allocation decisions made by HIPC. This would be demonstrated in the quarterly reports. M. Ross-Russell said the Recipient had fulfilled this.

The Recipient was to provide regular reports on service utilization and expenditures by service category quarterly to HIPC. M. Ross-Russell reported that DHH had fulfilled this requirement.

As part of their duty to abide by HIPC's allocations, DHH was to make reallocation requests if they needed to shift funding by more than 10% of the threshold. The Recipient would need to explain why they needed to shift funding. This task was completed by DHH in this fiscal year.

DHH was to send a staff member to each committee meeting except when they were asked not to attend. Meeting minutes would be used to monitor this indicator on an annual basis. DHH had completed this requirement.

During the year, HIPC had created 11 individual directives at the end of the Allocations Process in July 2023. All directives were reported on by October 2024.

Motion: M. Cappuccilli motioned; C. Rainey seconded to forward the Monitoring the Administrative Mechanism Form with the Finance Committee's recommendation for approval to the HIV Integrated Planning Council.

K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor

Motion Passed: 3 in favor. The motion to forward the Monitoring the Administrative Mechanism Form with the Finance Committee's recommendation for approval to the HIV Integrated Planning Council was passed.

Other Business:
None.

Announcements:

T. Dominique announced that the July 2025 Prevention Committee/CPC meeting would likely be due to the Allocations Process. The OHP staff would notify the HIPC members if this was the case.

Adjournment:

K. Carter called for a motion to adjourn. **Motion:** M. Cappuccilli motioned; C. Rainey seconded to adjourn the July 2025 Finance Committee meeting. **Motion passed:** All in favor. The meeting adjourned at 12:52 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

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

DRAFT

VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, July 31st, 2025
12:00 p.m. – 1:00 p.m.

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

Present: Keith Carter (Co-Chair), Michael Cappuccilli, Alan Edelstein (Co-Chair),Carolynn Rainey, Stacy Smith

Guests: Avis Scott (DHH), Ameenah McCann-Woods (DHH)

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

Call to Order: A. Edelstein called the meeting to order at 12:02 p.m.

Introductions: A. Edelstein skipped introductions.

Approval of Agenda:

A. Edelstein referred to the July 2025 Emergency Finance Committee agenda and asked for a motion to approve the July 2025 Emergency Finance Committee agenda. **Motion:** M. Cappuccilli motioned; K. Carter seconded to approve the July Finance Committee agenda. **Motion passed:** 4 in favor. The July 2025 Emergency Finance Committee agenda was approved.

Report of Co-chairs:

None.

Report of Staff:

M. Ross-Russell reported they were still negotiating the terms of the listening sessions they had mentioned in the previous HIV Integrated Planning Council (HIPC) meeting. She said the compromise they were looking for was to have HRSA send the materials to the Office of HIV Planning (OHP) who would in turn forward them to members to avoid confidentiality issues. M. Ross-Russell said they would keep the Finance Committee members updated in the next HIPC meeting.

Action Item:

-Allocations Spreadsheet Review-

M. Ross-Russell reported that the Eligible Metropolitan Area (EMA) is expected to lose \$119,574 in funding. The service dollars would decrease by \$100,869. Philadelphia County would see a reduction of \$87,496, the Pennsylvania counties would lose \$43,498, and the New Jersey counties would lose \$30,126. Since the funding amount was the closest to the level funding budget, M. Ross-Russell said she drafted up the level funding budget scenario instead of the 5% decrease scenario. When looking at the Systemwide budget, she reminded the committee that Capacity Building could not exceed more than 10% of the total award. Quality Management could not exceed more than 5% of the total award. K. Carter asked about the specifics about the \$629,013 under Referral for Health Care and Support Services. M. Ross-Russell said the funding

was for the Client Services Unit. K. Carter requested that the service could be noted as such in the final spreadsheet to be presented to HIPC.

M. Ross-Russell explained the finance spreadsheet set before the committee contained the total award amount from FY2024-2025, regional level funding draft budgets FY2025-2026, level funding allocations for Minority AIDS Initiative (MAI). M. Cappuccilli asked how updated they were on their epidemiology data. M. Ross-Russell said they were using the 2022 prevalence data. C. Rainey asked if they could add more information to the spreadsheet to assist newer members who may not be familiar with the terminology. M. Ross-Russell said they would attempt to provide more detail on the spreadsheets to support new members.

On the Philadelphia County spreadsheets, M. Ross-Russell explained she had added two columns. These two columns had allocations proposed by the Division of HIV Health (DHH) to absorb the loss in funding. DHH had proposed that they take the full \$87,496 reduction from one service category rather than having a proportional funding cut in all service categories. A. McCann-Woods said since the start of the fiscal year, there had not been an application for Emergency Financial Assistance Pharmaceutical (EFA-Pharma) services. M. Ross-Russell added that the service was underutilized because clients were leveraging other services with a similar function. Because of this, DHH had proposed that they would reduce funding in EFA-Pharma so the other services could stay funded at the current levels. She also reminded the council that Ryan White funding was a payor of last resort. DHH were directing clients through policy to other programs like the Special Pharmaceutical Benefits Program (SPBP). M. Cappuccilli said they should also explain to HIPC that EFA-Pharma would continue to provide services and would still be funded at \$128,024 after the \$87,496 decrease.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the Philadelphia County budget proposed by DHH to HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward the Philadelphia County proposed by DHH to HIPC with the Finance Committee's recommendation for approval was passed.

M. Ross-Russell explained the PA budget had a reduction of \$43,498 in funding. Like the Philadelphia budget, DHH proposed one service category have its funding reduced so the other service categories could stay funded at their current levels. M. Ross-Russell explained Ambulatory Services had two fewer providers due to closures, which is why funding could be reduced in this category. She assured the members the service category still had funding.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the PA County budget as proposed by DHH to HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward the PA County budget as proposed by DHH with the Finance Committee's recommendation for approval was passed.

The NJ County budget would be increased by \$30,126 due to the NJ Counties' increased share of the epidemic. The budget shown was the level funding budget, which called for proportional increase amongst all funded services, as determined by HIPC in their allocations process.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the NJ County budget to HIPC with a proportional increase to all funded service categories with Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward the NJ County budget to HIPC with a proportional increase to all funded service categories with Finance Committee's recommendation for approval was passed.

The committee reviewed the budget for Systemwide Services. A. Edelstein said the systemwide service categories had faced a reduction in funding.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the Systemwide Service budget with a proportional decrease to all services to HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward the Systemwide Service budget with a proportional decrease to all services to HIPC with the Finance Committee's recommendation for approval was passed.

M. Ross-Russell explained the total award was separated into three parts: formula, supplemental and MAI. The MAI funding was granted to regions to increase access to services for PLWH. It originally was conceived to support minority populations but had been expanded to reach populations where the epidemic was prominent. Funding was not exclusive to Philadelphia County and was distributed to all regions in the EMA. This year, the funding was reduced by \$10,967.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward the MAI budget with a proportional decrease to both funded services to HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward the MAI budget with a proportional decrease to both funded services to HIPC with the Finance Committee's recommendation for approval was passed.

M. Ross-Russell requested that the regional budgets would be grouped together when they were forwarded to HIPC so they would only need one vote.

Motion: M. Cappuccilli motioned; K. Carter seconded to forward all regional budgets together to HIPC with the Finance Committee's recommendation for approval.

A. Edelstein: Abstained
K. Carter: In Favor
M. Cappuccilli: In Favor
C. Rainey: In Favor
S. Smith: In Favor

Motion Passed: 4 in favor, 1 abstained. The motion to forward all regional budgets together to HIPC with the Finance Committee's recommendation for approval was passed.

Discussion Item:

-26-27 Allocations Process Preparation-

M. Ross-Russell suggested, once they had received their award, that they should use the budget plan that closely aligned with the award. If the award amount was within 1% of the level funding budget, they should use the level funding budget.

Due to the abbreviated allocations process, they would condense the process to four meetings. The first meeting would be focused on data and be presented to all three regions. The following meetings would each be focused on one region at a time. During these meetings, the members would be voting on the budgets and creating directives. The Finance Committee would normally

review the budgets and directives created from the regional allocations meetings in the next Finance Committee meeting before sending them for final approval at the next HIPC meeting. M. Ross-Russell suggested forgoing the Finance Committee review and forwarding the budgets and directives directly to HIPC after the allocations meetings. The committee members had agreed the budgets and directives would be forwarded to HIPC without a Finance Committee review.

The meetings had not been scheduled yet. The OHP staff would send an email with a poll to the Planning Council members to determine the meeting dates.

Other Business:

None.

Announcements:

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; M. Cappuccilli seconded to adjourn the July 2025 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 1:14 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

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