
**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