

**HYBRID: Finance Committee**  
**Meeting Minutes of**  
**Thursday, February 5th, 2026**  
**2:00 p.m. – 4:00 p.m.**

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

**Present:** K. Carter (Co-Chair), A. Edelstein (Co-Chair), C. Rainey, S. Smith

**Guest:** H. Docmanov (Recommended), P. Neumann (Recommended)

**Excused:** N. D'Souza

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

**Staff:** Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson (Intern)

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

**Introductions:** A. Edelstein skipped introductions. Those on Zoom introduced themselves via the chat, and those in person verbally introduced themselves.

**Approval of Agenda:**

A. Edelstein referred to the February 2026 Finance Committee agenda and asked for a motion to approve. **Motion:** C. Rainey motioned; K. Carter seconded to approve the February 2026 Finance Committee agenda. **Motion passed:** 3 in favor, 1 abstained. The February 2026 agenda was approved.

**Approval of Minutes (December 4th, 2025):**

A. Edelstein referred to the December 2025 Finance Committee minutes. **Motion:** S. Smith motioned; K. Carter seconded to approve the December, 2025 meeting minutes. **Motion passed:** 2 in favor, 2 abstained. The December 2025 minutes were approved.

**Report of Co-chairs:**

K. Carter said the Office of HIV Planning had just finished their NJ and Virtual Town Hall events. The following week, the OHP staff would host the PA Town Hall. The town hall event had been postponed to February 10th due to a winter storm. S. Moletteri said the town hall would still be hosted at the Delaware County Wellness Center and they asked all participants to arrive at the town hall 15 minutes early, at 11:45 a.m.

**Report of Staff:**

As mentioned in their previous meeting, S. Moletteri reminded the members that they would be transitioning the general HIV Integrated Planning Council (HIPC) meetings from virtual meetings to hybrid meetings. In 2025, the committees had transitioned to hybrid meetings starting with the Nominations Committee meetings.

K. Trinh mentioned that the Prevention Committee was hosting a Valentine's Day event on February 13th. This would be an in-person event from 11 a.m. to 1 p.m. This event would be open to everyone as long as they registered beforehand.

T. Dominique said they had seen a glimpse of the leaked budget from the federal government. It appeared that funding for HIV services would be largely spared funding cuts for the time being.

**Discussion Item:**

***-Third Quarter Spending Report -***

A. Scott, a representative from the Division of HIV Health (DHH), presented the third quarter spending report. This spending report was the reconciliation of the total invoices forwarded to the Recipient (DHH) through November 30th, 2025. The report indicated that there was 8%/\$1,338,561 underspending of the overall award (including Minority AIDS Initiative funds).

A. Scott said vacancies and cumbersome hiring practices were the chief cause of the underspending. She said the Recipient was diligently working towards ensuring all underspending was reallocated to direct service categories.

Starting with Philadelphia County, A. Scott reviewed the spending for each county in the Eligible Metropolitan Area (EMA). Philadelphia County had underspending in Medical Case Management (MCM), Emergency Financial Assistance - Pharmaceuticals (EFA-Pharma), and EFA-Housing. MCM was underspent by \$336,925/11% of their budget. This was due to staff vacancies. EFA-Pharma was underspent by \$96,018/100%. A. Scott said the service experienced decreased utilization after the Recipient enforced their policy of using EFA as a payor of last resort. EFA-Housing was underspent by \$36,525/31% for similar reasons.

Professional/Legal Services was the only service category that was overspent in Philadelphia County. It was overspent by \$22,642/11% due to higher utilization. The committee observed that overspending in this service category would be a trend in the other two regions.

The PA Counties had underspending in EFA-Pharma, Food Bank Services, and Transportation Services. EFA-Pharma was underspent by \$92,641/100%. As mentioned previously, this was due to DHH's enforcement of their payor of last resort policy. Food Bank Services were underspent by \$13,637/22% and this was caused by lower utilization. Transportation Services were underspent by \$162,075/45%. The service category was underspent due to lower utilization. A. Scott noted they had predicted this outcome and had more recently observed that utilization had increased in the Second Quarter.

Professional/ Legal Services in the PA Counties was overspent by \$2,253/14%. Like Philadelphia County, the service category experienced increased utilization.

The NJ Counties had underspending in EFA-Housing and Transportation Services. EFA-Housing was underspent by \$43,225/52%. This was due to decreased utilization due to the recipient enforcement of the payor of last resort policy. Transportation Services was underspent by \$43,822/35%. This was due to decreased utilization.

Professional/Legal in the NJ Counties were overspent by \$11,361/17%. Like the other counties, this was due to higher utilization.

For Systemwide Allocations, there was an overall underspending in Systemwide Coordination, Quality Management, and Capacity Building. Systemwide Allocations were underspent due to staff vacancies. Systemwide Coordination was underspent by \$16,274/10%. Quality Management was underspent by \$50,189/12%. Capacity Building was underspent by \$40,496/65%.

A. Scott said there was carryover spending in EFA-Pharma, EFA-Housing, and Food Bank Services. EFA-Pharma had \$72,587/54%. EFA-Housing had \$267,894/100%. Both services had carryover due lower utilization and the enforcement of the payor of last resort policy. Food Bank Services had \$34,726/21%. This was due to lower utilization. K. Carter asked if the carryover funding was due to late invoicing. A. Scott said that was not likely as they had received most if not all of their invoicing. The committee members were surprised that Food Bank Services had lower utilization. A. McCann-Woods said they would investigate the causes of the underutilization. She believed the lower utilization could be attributed to clients utilizing other services to meet their needs. C. Rainey said she had noticed many places in the community were offering food during the period around the snowstorm. T. Dominique asked if HIPC should reduce funding in EFA during the allocations process. A. McCann-Woods said she personally believed they should reduce funding in this category, but she emphasized that the choice was for HIPC and the community to make during the allocations process. T. Dominique then asked if the increased utilization in Professional/Legal Services was related to national concern regarding changes to public benefits. A. Scott replied they were still reviewing the causes for the higher utilization. T. Dominique said the service had seen high utilization, but it was unusual to see the service overspent in all three counties. C. Rainey wondered if the increased utilization could be due to fear of discrimination. She felt that the politically charged climate was putting people on edge.

K. Carter mentioned that a person from the town hall had housing issues. He wondered if people were not aware of EFA-Housing as a service. A. McCann-Woods said they didn't fully know that person's unique situation. She said she and K. Carter had worked together to make sure more people knew about the available services. Despite their efforts, there would always be people who fell through the cracks and would not be notified of available services. A. Scott said EFA-Housing could not provide sustained housing. It was funding to be used in an emergency such as if a client needed funding to prevent eviction or funding to move to a different location.

**Action Item:**

***-Reallocation Request-***

A. McCann-Woods said the Recipient was requesting permission to reallocate underspending at the conclusion of the contract year. Approving the request would facilitate the Recipient's ability to finalize and close contracts. Underspending would go towards EFA, Food Bank Services, Medications, Oral Health Care, Medical Transportation Services. These were all services that could spend money down more immediately. A. Edelstein said this request was something the Finance Committee had forwarded to HIPC routinely every year since they had always anticipated underspending.

**Motion:** C. Rainey motioned, K. Carter seconded to forward the Reallocation Request to the HIV Integrated Planning Council with the Finance Committee’s recommendation for approval.

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

**Motion Passed:** 3 in favor, 1 abstained. The motion to forward the Reallocation Request to the HIV Integrated Planning Council with the Finance Committee’s recommendation for approval.

K. Carter asked what was the exact amount of underspending that was being reallocated. A. McCann-Woods said she didn’t have an exact amount at this time.

**Other Business:**

None.

**Announcements:**

K. Carter said DHH was recruiting a study for people over the age of 50. S. Moletteri said they could forward this information to other members. The focus group would be centered around people living with HIV. Participants would be compensated.

**Adjournment:**

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned; S. Smith seconded to adjourn the February 2026 Finance Committee meeting. **Motion passed:** All in favor. The meeting was adjourned at 2:39 p.m.

Respectfully submitted,

Kevin Trinh, staff

**Handouts distributed at the meeting:**

- February 2026 Finance Committee agenda
- December 2025 Finance Committee Meeting Minutes