Meeting Agenda

HYBRID:
Thursday, August 6th, 2026
2:00 p.m. – 4:00 p.m.

♦ Call to Order

♦ Welcome/Introductions

♦ Approval of Agenda

♦ Approval of Minutes (July 2nd, 2026)

♦ Report of Co-Chairs

♦ Report of Staff

♦ Action Items

- Allocation Approvals

♦ Other Business

♦ Announcements

♦ Adjournment

Finance Committee

Please contact the office at least 5 days in advance if you require special assistance.
The next Finance Committee Meeting is on
September 3rd, 2026 at 2:00 p.m. to 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

HYBRID: Finance Committee
Meeting Minutes of
Thursday, July 2nd, 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), S. DiBianca, A. Edelstein (Co-chair), M. Mabou, P. Neumann, C. Rainey, S. Smith

Excused: H. Docmanov

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

Staff: Tiffany Dominique, Elizabeth Fischer

Call to Order: A. Edelstein called the meeting to order at 2:02 p.m.

Introductions: A. Edelstein called for introductions. Participants verbally introduced themselves.

Approval of Agenda:
A. Edelstein referred to the July 2026 Finance Committee agenda and asked for a motion to approve. **Motion:** K. Carter motioned; C. Rainey seconded to approve the July 2026 Finance Committee agenda. **Motion passed:** 4 in favor, 1 abstained. The June 2026 agenda was approved.

Approval of Minutes (June 4th, 2026):
A. Edelstein referred to the June 2026 Finance Committee minutes. **Motion:** K. Carter motioned; S. Smith seconded to approve the June 2026 meeting minutes. **Motion passed:** 4 in favor, 1 abstained. The June 2026 minutes were approved.

Report of Co-chairs:
None.

Report of Staff:
T. Dominique reported that the Finance Committee members and HIV Integrated Planning Council (HIPC) co-chairs had approved a request for carryover dollars before June 30th. She thanked members for their quick response to the email regarding the approval.

T. Dominique reported that Allocations would take place from July 20th-24th. The first two days would be devoted to information and answering questions. The following days each would be dedicated to one region in the eligible metropolitan area (EMA), starting with the NJ counties and ending with Philadelphia County. She said all the meetings were in person except for the FAQ day, which would be held entirely virtually. She encouraged members to RSVP via the social media announcements and the newsletter.

T. Dominique said there would be an optional HIPC meeting on July 9th at the regular HIPC meeting time to discuss what to expect in Allocations. There would be no committee meetings in July since the month was dedicated to Allocations.

Action Items:
~Monitoring the Administrative Mechanism~
T. Dominique said the Finance Committee annually reviewed the Monitoring of the Administrative Mechanism, which assessed whether DHH was responsive to its responsibilities. This documented what happened over the past year. The purpose was to ensure that funds were being contracted quickly and through an open process. Each section included whether DHH was responsive and who was responsible for the item.

T. Dominique said the first section was the Procurement Process, which stated, “In the case of a request for proposal (RFP), HIPC receives a presentation from and has 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.” She noted that HIPC was 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. T. Dominique said this was Not Applicable since no RFP was disseminated in the past six months.

T. Dominique continued that the next section was “The Recipient’s procurement process was efficient, effective, fair, and inclusive. The RFP distribution process was widespread 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.” She noted that HIPC was only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding. She said this was Not Applicable since there was no RFP process during the fiscal year (FY) ending on February 28th, 2026.

T. Dominique continued that the next section was “The HIPC will be provided with an overview of the results of the RFP process from the Recipient. This overview should include the number of responses to the RFP, the number of providers awarded, and a geographic location of the awards.” She noted that HIPC was only to assess the process; the Council must not be involved in any way that might influence which agencies the recipient selects for funding. She said this was Not Applicable because there was no RFP during the fiscal year ending on February 28, 2026.

T. Dominique said the next section was focused on contracting. The first was “HIPC received information from the Recipient 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.” T. Dominique said the answer was Yes. She said all contracts for FY 2025 were fully executed within 90 days after the Notice of Grant Award.

T. Dominique continued that the next section focused on the reimbursement of subrecipients. It included “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.” T. Dominique reported that the answer was “Yes” because there was a record of quarterly spending reports being provided, although they were sometimes delayed.

T. Dominique said the next section was “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.” They answered Yes and noted that as part of the spending reports and reallocation requests, information related to late invoicing was provided to the Finance Committee by Recipient staff.

T. Dominique continued with Use of Funds: “The Recipient 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 HICP emailed the Notice of Grant Award to the HIPC staff will be used to determine whether this indicator is met.” T. Dominique said the time frame was one week after the Notice of Grant Award or partial award. They answered Yes and noted that the estimated funding letter for FY25 was emailed to the Office of HIV Planning on October 25th, 2024. Preliminary allocations for FY25 were made based on this letter. The initial partial award was emailed on February 4th, 2025. The final notice of award was emailed on July 28th, 2025. Final HIPC allocations for FY25 were completed in August 2025.

T. Dominique said the next section was “The Recipient 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.” The time frame to report was quarterly, as part of the over/underspending reports and the groups responsible included Recipient staff and Finance Committee. They reported that they did accomplish this.

T. Dominique continued with the next section “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.” They reported that they did complete this noting the service utilization information was provided to the HIPC annually as part of the materials leading up to the allocations process. They said this generally happens in May or June. T. Dominique said that this was reported in the Comprehensive Planning Committee and in Dr. Brady’s Epi Profile and MMP data.

T. Dominique said the next section was “The Recipient 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.” They reported that they did complete this and noted that reallocation requests that occur throughout the FY are presented to the Finance Committee for review and evaluation prior to going to the full HIPC. The 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. T. Dominique said there have been reallocation requests in the previous year, and reported that HIPC did approve all of the reallocation requests.

T. Dominique continued with the next section that focused on engagement with the planning council in the planning process. It said “The Recipient 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.” The answer to that was yes, the Recipient staff participated in all Finance committee meetings during FY end 2026: 11 HIPC meetings and each of the allocation meetings held. T. Dominique noted that there were Recipient staff present at most committee meetings for members to ask questions and relay concerns.

T. Dominique said the last section was focused on directives. It said “The Recipient 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.” The answer to that was yes. The time frame was six months following the start of the FY and the group responsible was Recipient staff. T. Dominique said there was one directive in the last FY request around Medical Case Management training. She said A. McCann-Woods provided those updates in May of this year.

A. Edelstein asked if the Committee would be voting on the Monitoring the Administrative Mechanism. T. Dominique responded that the Finance Committee would vote on concurrence and if they want to forward it to the full planning body.

C. Rainey said it was helpful to see a synopsis of the work that HIPC has been doing over the last year. T. Dominique added that this report was a requirement and was developed by the Finance Committee and OHP staff.

A. Edelstein asked if the Planning Council would vote on Monitoring the Administrative Mechanism. T. Dominique confirmed that the HIPC would be voting on it.

A. Edelstein asked for a motion to accept the Monitoring the Administrative Mechanism and forward the document to HIPC.

Motion: C. Rainey motioned, P. Neumann seconded to accept and forward the Monitoring the Administrative Mechanism to the HIV Integrated Planning Council. Members voted vocally and through the chat to accept and forward the Administrative Mechanism to HIPC.

Motion Passed: 6 in favor, 1 abstained. The motion to accept the Monitoring the Administrative Mechanism and forward it to HIPC was passed.

~Final Spending~

A. Scott said that for the entire FY25, there was 5% underspending at the amount of $1,185,169. She said they have carried forward 57% at the amount of $397,997.

A. Scott reported Philadelphia's final spending. Substance Abuse was underspent by 10% or $37,454 due to staff vacancies. Emergency Financial Assistance (EFA) was overspent by 171% or $78,263 due to increased utilization. EFA Pharma was underspent by 100% or $127,817 due to decreased utilization. EFA Housing was underspent by 27% or $133,159 due to decreased utilization. Food Bank was overspent by 18% or $37,314 due to increased utilization. Housing Assistance was underspent by 18% or $9,312 due to decreased utilization. Transportation was underspent by 17% or $1,942 due to decreased utilization.

A. Scott reported the Pennsylvania Counties' final spending. Mental Health Services was underspent by 36% or $32,352 due to decreased utilization. Oral Health Care was overspent by 16% or $29,638 due to increased utilization. EFA was underspent by 13% or $3,559 and EFA Pharma was underspent by 88% or $18,355 both due to decreased utilization. Food Bank was overspent by 28% or $22,933 due to increased utilization. Transportation was underspent by 43% or $23,719. She reported that the total underspending in PA Counties was 10% in the amount of $255,103.

A. Scott reported the New Jersey Counties' final spending. EFA Housing was underspent by 46% or $50,573 due to decreased utilization. Transportation was underspent by 33% or $56,425 due to decreased utilization.

A. Scott reported that Systemwide, the core services were not over or under spent. For Outreach Services, EFA was overspent by 10% or $74,703 due to increased utilization. EFA Pharma was underspent by 94% or $236,171 and EFA Housing by 31% or $183,732. Food Bank was overspent by 32% or $164,129. Housing Assistance was underspent by 16% or $93,363 and Transportation was underspent by 40% or $263,086.

A. Scott continued with the Systemwide allocations. She reported that systemwide coordination was underspent by 11% or $23,627. Capacity Building was underspent by 50% or $41,516. Planning Council support was underspent by 13% or $66,694. She said those three categories are Recipient dollars, and the underspending was due to hiring practices that impact how frequently and how fast hiring can occur.

C. Rainey asked if underutilization was due to clients not using the service, or not being aware of services. A. Scott said underutilization was due to Ryan White being the payor of last resort. She explained that EFA, Food Bank, and Transportation were all services that they have had to lean heavily into payor of last resort. C. Rainey discussed concerns that if we do not use the funds we're receiving, they will eventually decrease because of underutilization. A. Scott said the organization may lose the money in that FY, but the money that was recaptured would be redistributed throughout the system. She explained that if one category was underspent, the Recipient would request a reallocation with the HIPC to put the money towards services that are overspent.

A. Edelstein said HIPC customarily adopted a resolution at the end of the FY that authorized the Recipient to allocate any unused funds to various service categories that directly benefit consumers. He said that in the past, organizations have submitted late invoices which caused late underspending reports. He said there are steps in place to make sure all dollars are utilized. K. Carter added that if it was less than 10%, the Recipient can redistribute the money, but if it was more than 10%, they must come to HIPC for approval. A. Edelstein said the redistribution was pre-approved by the planning council. A. Scott said the underspending that was less than 10% would be calculated into the carry forward dollars.

A. Scott reported the MAI final spending. She said there was underspending in Quality Management (QM) by 18% or $3,808 due to Recipient hiring practices. A. Scott said there were carryover dollars in EFA by 100% or $134,000 and EFA Housing by 100% or $264,894. She said there was overspending in Food Bank across the system by 64% or $13,897. The total carry over amount was $297,997 or 50%.

T. Dominique asked about the process of carryover dollars. A. Scott explained that carry over dollars would go over one year until the next FY where the funds would be reallocated to the service categories that would be needed.

S. DiBianca asked if an agency needs emergency assistance, can we spend the money in the fiscal year that it's assigned to. A. Edelstein said you can spend the money. He explained that there was expected underspending, so there was a plan to reallocate the underspent dollars. If the Finance Committee approves the reallocation, then the HIPC votes to allow the Recipient to reallocate the dollars. He ensured that all the dollars are being utilized. He reemphasized that it takes time to get the final numbers for underspending.

K. Carter highlighted his concern to ensure funds go towards service categories that are truly in need and how to help as many clients as possible with the carryover dollars. A. McCann-Woods noted in the Zoom Chat that the need was closely assessed by DHH staff, particularly the program analyst. S. DiBianca highlighted her experience that food pantries are running out of food due to federal benefit cuts. She said she doesn't want the money to be unused if there are services like Food Bank that could benefit from additional funds. A. Scott clarified that once the underspent amount was identified, the Recipient would redistribute the funding to necessary service categories. She said Food Bank was typically redistributed more funds since it was often overspent.

A. Edelstein asked for a copy of the resolution that was created to reallocate underspent dollars. He said it could be helpful for the newer members to look at the language.

A. McCann-Woods said the service category that usually gets the reallocated funds was Food Bank, but it was not the only service category that receives those funds. She said those service categories were assessed by need and utilization as well as whether the providers have the capacity to spend that additional money during the contract period. The contract period for Ryan White Part A begins March 1st and ends February 28th. A. McCann-Woods continued that each of the subrecipients were assigned a program analyst who followed their expenses and budget to ensure they are complying to the budget.

A. Edelstein added that the agencies would let their program analyst know if they needed additional funds. A. Scott said that if a provider needed additional funds, they could submit a request for additional funding. A. McCann-Woods said the process could take place at any point during a contact period. A. Edelstein said these dollars were used on items that directly impact consumers, not administrative costs. A. McCann-Woods clarified that some of the funding might have been used to increase someone's capacity and allocation of time to deliver a service.

A. Edelstein said the Resolution that we passed in December 2024 allowed the Recipient to reallocate the dollars and listed the allowable service categories. Those allowable service categories included EFA, Food Bank, Medications, Oral Health Care, and Medical Transportation Services. A. Edelstein explained that toward the end of the FY, DHH would come to the Finance Committee with a request for reallocation and the Planning Council would approve or disapprove reallocating the funding.

K. Carter asked a question regarding funding the Legal service category to help those who are experiencing housing instability. A. Edelstein noted that there were many reasons for underspending, and it doesn't necessarily mean there was less need for that service. He said that was the purpose of DHH representatives who informed the council of the spending trends. He said that if there was underspending over a number of years, the Council could reallocate the funds to other services.

T. Dominique encouraged the Finance Committee members to use the knowledge learned in this meeting to help inform Allocations. C. Rainey confirmed that the information presented would be helpful during Allocations.

A. Edelstein said A. McCann-Woods would report patterns of service utilization to determine the cause of underutilization. K. Carter wondered if Legal unit increases may have caused some of the underspending. A. Edelstein reported that the Allocations process will be centered around allocating various services for priority needs. He said there would be an opportunity to ask any questions and get answers before voting for Allocations.

T. Dominique responded that in the recent emergency email, they highlighted that there was $71,000 dollars underspent and informed the members what service that amount would go to. The four categories the members agreed to send the amount to were Food Bank, Other Services (including Legal), Oral Health, and Ambulatory Care Services. She said Medical Case Management and Outpatient Ambulatory Care Services were both funded by the Minority AIDS Initiative (MAI).

~Overview of Allocations Process~
T. Dominique showed the New Jersey Draft Budget. She informed that the first column showed the current budget that HIPC approved two weeks prior to the meeting. She reported that the New Jersey percentage increased so the new level funding budget would start off with more money than it did previously. She said New Jersey had $2,506,665 for FY 26/27, and the new level funding budget would start at $2,551,583.

T. Dominique continued that the PA Counties increased from 20.55% to 21.83% of the total EMA budget. She said the PA Counties had $3,592,440 for FY 26/27, and the new level funding budget would start at $3,815,378. A. Edelstein reminded members that level funding doesn't remain the same from year to year due to adjustments based on the epidemic across the three regions. He said this process was developed by HIPC which used the most recent data available.

T. Dominique reported that Philadelphia had 65.11% of the funding for FY 2026/2027, but would decrease to 63.58%. This decrease was based on 2024 surveillance data. She said Philadelphia had $11,382,353 for FY 26/27, and the new level funding budget would start at $11,114,497.

T. Dominique said 2023 surveillance data was used for the current fiscal year. She reported that in Philadelphia the number of people living with HIV was 18,545 in 2023 and was projected to be 18,064 in 2024. In the PA Counties, the number of PWH was 5,853 in 2023 and was projected to be 6,201 in 2024. In the NJ Counties, the number of PWH was 4,084 and was projected to be 4,147 in 2024. Those percentage changes prompted the new budget changes.

T. Dominique reported that Philadelphia would decrease from $11.3 million to $11.1 million, PA Counties would increase from $3.5 million to $3.8 million, and NJ Counties would increase from $2.5 million to $2.6 million

A. Edelstein asked for clarification of the column on the spreadsheet. T. Dominique clarified that the first column was the current budget, the second column was the new level funding budget, the column with blue font was the 5% increase budget, and the column with orange font was the 5% decrease budget. She said each of these budgets would be discussed during the FY 2027 Allocations. A. Edelstein said that the HIPC would develop the level funding, 5% increase, and 5% decrease budgets.

T. Dominique reported that there would be an optional HIPC meeting on July 9th for what to expect during Allocations. She said that outside of the Finance Committee, no other committee would be meeting during the month of July due to the month being dedicated to Allocations.

C. Rainey asked if there would be a benefit to include a 10% increase and 10% decrease budget in addition to the 5% increase and 5% decrease budgets. She expressed concern that the budget would be decreased more than anticipated. A. Edelstein said that generally when Allocations takes place, there must be objective evidence that supports the allocation request. He said materials and data would be provided to demonstrate need.

K. Carter asked if we received the final award amount for FY 26/27. T. Dominique said we received it and approved it two weeks prior to this meeting. A. Edelstein highlighted that no one knows what changes would occur, but HIPC has the ability to reallocate funds throughout the year. T. Dominique said it would be difficult to create 10% increase and 10% decrease budgets for FY 2027/2028 because the council would need to create the language and wait 30 days to vote on it. Those processes are required by HIPC Bylaws. She highlighted that this could be a conversation for FY 2028/2029. K. Carter suggested that HIPC come up with a report to ask DHH for different increase or decrease budgets. T. Dominique highlighted that DHH does not make the budgets–HIPC makes the budget and gives it to the Recipient. A. Edelstein added that the spreadsheet was not a proposed budget, it is a reference tool of how the funding would be allocated based on the changes in the epidemic.

T. Dominique asked the group if they would want a more aggressive budget to be a discussion item in the future. C. Rainey said yes, she would like to see a more strategic planning process. K. Carter said November or December could be a good time to discuss a new budget. A. Edelstein said the federal FY began on October 1st, so the impact will be known then. K. Carter emphasized the importance of having a positive attitude even in unknowing times.

Other Business:
T. Dominique said follow OHP and HIPC on Instagram @hivphilly.

Announcements:
S. DiBianca reported an event "Food for Health" that takes place on every second Thursday of the month. She said they would have fresh fruits and vegetables from 10:00 am - 12:00 pm. T. Dominique reported that OHP would host an "ICE Out" training on Monday, August 17th. Members shared overall positive feedback regarding the training. One member reported that healthcare facilities were no longer seen as a protected place. K. Carter reported that a person who participated in the Stonewall riots recently passed away. K. Carter noted that she was a trans rights activist.

Adjournment:
K. Carter called for a motion to adjourn. **Motion:** S. DiBianca motioned; K. Carter seconded to adjourn the July 2026 Finance Committee meeting. **Motion passed:** All in favor. The meeting was adjourned at 3:34 p.m.

Respectfully submitted,

Elizabeth Fischer, staff

Handouts distributed at the meeting:
- July 2026 Finance Committee agenda
- June 2026 Finance Committee Meeting Minutes