

HYBRID: Finance Committee

Meeting Minutes of

Thursday, August 6th, 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, H. Docmanov, J. Lugo, J. Mayhewgi, P. Neumann, C. Rainey, S. Smith

Excused: A. Edelstein (Co-Chair), M. Mabou

Guests: Avis Scott (DHH)

Staff: Tiffany Dominique, Debbie Law, Sofia Moletteri, Kevin Trinh, Kristin Wilson

Call to Order: C. Rainey called the meeting to order at 2:03 p.m.

Introductions: C. Rainey called for introductions. Those on Zoom introduced themselves via the chat, and those in person introduced themselves verbally.

Approval of Agenda:

C. Rainey referred to the August 2026 Finance Committee agenda and asked for a motion to approve. **Motion:** S. DiBianca motioned; S. Smith seconded to approve the August 2026 Finance Committee agenda. **Motion passed:** 5 in favor. The August 2026 agenda was approved.

Approval of Minutes (July 2nd, 2026):

C. Rainey referred to the July 2026 Finance Committee minutes. **Motion:** S. Smith motioned; P. Neumann seconded to approve the July 2026 meeting minutes. **Motion passed:** 3 in favor, 2 abstained. The July 2026 minutes were approved.

Report of Co-chairs:

K. Carter was at the Ryan White (RW) Conference in Washington, DC, at the time of the meeting. C. Rainey would be chairing the meeting in his stead.

Report of Staff:

T. Dominique said she was at the RW Conference as well.

K. Wilson announced that the ICE OUT Training was on August 17th, next week.

Action Item:

-Allocations Review-

The HIV Integrated Planning Council (HIPC) had completed its Allocations Process two weeks prior. At this meeting, the Finance Committee would review the budgets and directives drafted across the various meetings.

T. Dominique read the directives for each region. Beginning with the New Jersey Counties, T. Dominique said the counties received \$44,918 added to their Level Funding Budget. The increase was due to the Eligible Metropolitan Area (EMA)'s efforts to direct funding to match the region with the greatest need. The NJ Counties members had elected to use the additional \$44,918 for Food Bank Services. Working from this new Level Funding Budget, the NJ County members decided to proportionately decrease all services by \$127,579, except Medical Case Management. NJ Counties members then elected to increase all funded service categories by \$127,579 for their 5% Increase Budget.

The Pennsylvania Counties received an increase of \$222,938 to their budget. For their Level Funding Budget, the PA Counties Members decided they would split the increased funding in half and allocated \$111,469 evenly between Medical Case Management Services and Transportation Services. The remaining funding would be distributed proportionally amongst the remaining funded services. The 5% Decrease Plan, working off the new Level Funding Budget, would fund all service categories with a proportional decrease of \$190,769. The 5% Increase Budget, based on the new PA Level Funding Budget, would fund service categories proportionately, with an increase of \$190,768.

Philadelphia County would see a \$267,856 decrease in its budget. The Level Funding Budget would evenly reduce \$200,000 from Emergency Financial Assistance (EFA) Service and Housing Assistance Services. The remaining \$67,856 would be reduced from Substance Abuse Services (Outpatient). Working from the new Level Funding budget, the 5% Decrease Budget would fund all services with a \$555,725 reduction. The 5% Increase Budget would do the inverse by funding all service categories with a \$555,725 increase. K. Carter said they had reviewed the spending reports and discussed how to allocate funding that has the most impact. They concluded that, since EFA, Housing Assistance Services, and Substance Abuse Services were often underspent, they would allocate funding to service categories that were being used more.

S. Moletteri asked if they had wanted to review the Systemwide and the Minority AIDS Initiative (MAI). The Committee Members agreed they would review these sections before voting to forward the budgets to HIPC. MAI would have a Level Funding Budget of \$1,232,954. The 5% Increase Budget would be \$1,294,602, and the 5% Decrease Budget would be \$1,171,306.

Systemwide Allocations included services like Systemwide Coordination, Planning Council Support, Grantee Administration, Administrative Services, and Quality Management (QM) Activities. QM Activities could not exceed more than 5% of the total grant award. Administrative Services cannot exceed more than 10% of the total grant award. For Fiscal Year (FY) 2027-2028, the Systemwide Level Funding Budget would be \$20,669,433. The 5% Increase Systemwide would be \$21,702,904, and the 5% Decrease Budget would be \$19,662,304.

C. Rainey called for a motion to vote.

Motion: J. Lugo motioned, S. DiBianca seconded to forward the three regional budgets and the Systemwide/MAI budget to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval.

P. Neumann: In Favor
C. Rainey: In Favor
H. Docmanov: In Favor
J. Lugo: In Favor
S. DiBianca: In Favor
S. Smith: In Favor
K. Carter: In Favor
J. Myahwegi: In Favor

Motion Passed: 8 in favor. The motion to pass the budget to the HIV Integrated Planning Council was passed.

-Directives Review-

All three regions had selected two directives. The first directive called for the Division of HIV Health (DHH) to revisit and evaluate the allowable amount per household size for Food Bank Services and report back to the Finance Committee within the Fiscal Year. S. Moletteri noted that the NJ and PA Counties would each have their own separate report.

The second directive called for the Comprehensive Planning Committee to develop a document that clearly defined the roles and responsibilities of Medical Case Managers (MCMs) and clients. After the document was created, DHH would be tasked with distributing it to all stakeholders and reporting back to HIPC on dissemination and feedback received.

C. Rainey asked that the directives be amended to require that the document be written in plain language at a 6th- or 7th-grade level. The committee accepted the amendments and moved to a vote.

Motion: J. Lugo motioned with the amendments, S. DiBianca seconded to forward regional directives to the HIV Integrated Planning Council with the Finance Committee's recommendation for approval.

P. Neumann: In Favor
C. Rainey: In Favor
H. Docmanov: In Favor
J. Lugo: In Favor
S. DiBianca: In Favor
S. Smith: In Favor
K. Carter: In Favor
J. Myahwegi: In Favor

Motion Passed: 8 in favor. The motion to forward the directives to the HIV Integrated Planning Council was passed.

Other Business:

K. Carter reminded the group that co-chair nominations were needed for the Finance Committee. A. Edelstein and K. Carter would reach their term limits in September, and the Finance Committee would need new co-chairs. C. Rainey nominated herself. S. Smith nominated herself.

Announcements:

T. Dominique announced that HRSA would be releasing a Planning Council Manual in November. Video footage from the RW Conference would be released soon.

Adjournment:

C. Rainey called for a motion to adjourn. **Motion: K. Carter motioned; S. Smith seconded to adjourn the August 2026 Finance Committee meeting. Motion passed: All in favor.** The meeting was adjourned at 2:38 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- August 2026 Finance Committee agenda
- July 2026 Finance Committee Meeting Minutes