

MEETING AGENDA

VIRTUAL:

Thursday, August 6, 2020

2:00 p.m. – 3:30 p.m.

Call to Order

Welcome/Introductions

Approval of Agenda

Approval of Minutes (*April 22, 2020*)

Report of Co-Chairs

Report of Staff

Action Items:

- FY2021 Allocations Budgets & Directives
 - New Jersey Counties
 - PA Counties
 - Philadelphia
 - Philadelphia EMA (Systemwide)

Old Business

New Business

Announcements

Adjournment

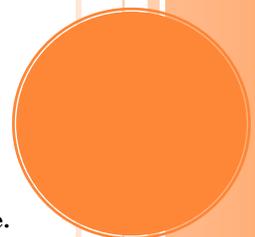
Please contact the office at least 5 days in advance if you require special assistance.

The next Finance Committee meeting is

TBD

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FINANCE COMMITTEE



Philadelphia EMA HIV Integrated Planning Council
VIRTUAL: Finance Committee
Meeting Minutes of
Wednesday, April 22, 2020
2:00 p.m. – 4:00 p.m.

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

Present: Daniel Angelis, Michael Cappuccilli, Keith Carter, Sharona Clarke, Alan Edelstein (Co-Chair), David Gana (Co-Chair)

Guests: Ameenah McCann-Woods (AACO)

Staff: Nicole Johns, Mari Ross-Russell, Sofia Moletteri

Call to Order and Introductions: M. Ross-Russell asked if everyone had received the meeting packet and spreadsheets via email. All participants had received the documents. M. Ross-Russell asked if there were any questions about the information sent out via email. There were no questions. A. Edelstein called the meeting to order at 2:04 p.m.

Approval of Agenda:

A. Edelstein called for an approval of the April 22, 2020 Finance Committee Agenda. **Motion: M. Cappuccilli motioned, K. Carter seconded to approve the agenda as presented. Motion passed: general consensus via Zoom poll.**

Approval of Minutes (February 6, 2020):

A. Edelstein called for approval of the February 6, 2020 Finance Committee meeting minutes. **Motion: K. Carter motioned, M. Cappuccilli seconded to approve February 6, 2020 meeting minutes. Motion passed: general consensus via Zoom poll.**

Report of Co-Chairs:

No report.

Report of Staff:

No report.

Action Items:

—FY2020 Allocations—

M. Ross-Russell said that as part of the discussion, she sent out an overview of where they are in the process. The Philadelphia EMA received a \$446,387 decrease in funds Part A, or a 2.145% decrease. Because of this decrease, M. Ross-Russell drafted the allocations sheet as represented by HIPC's 5% decrease plan.

She explained that the MAI increase of 1.265%, or \$24,900 and would be voted on separately with the EMA-Wide award. M. Ross-Russell noted that the Finance meeting packet included HIPC's decisions for the level funding budget, 5% increase budget, and 5% decrease budget for New Jersey, Pennsylvania, and Philadelphia.

Beginning with the PA counties decisions, M. Ross-Russell said that the PA counties chose to offset the 5% decrease with funding from EFA-Pharma. A 5% decrease would be \$108,000, but PA counties only had a reduction of \$54,560. Therefore, the whole reduction of \$54,560 came out of EFA-Pharma and all other services categories remained at the level funding.

A. Edelstein asked if the committee wanted to vote on each region's budget separately or together. D. Gana suggested voting separately.

Motion: M. Cappuccilli motioned to bring HIPC's proposed 5% decrease budget to represent the PA Counties' 2.145% decrease to the full Planning Body as recommended by the Finance Committee.
D. Gana seconded.

Vote:

D. Angelis- yay
M. Cappuccilli- yay
K. Carter- yay
S. Clarke- yay
A. Edelstein- abstention
D. Gana- abstention

Motion passed to recommend the PA County 5% decrease budget to the full Planning Body:
4 in favor, 2 abstaining, 0 against

M. Ross-Russell explained that for HIPC's 5% decrease budget for NJ counties, transportation remained at the level funding budget and all other funded service categories would be proportionally decreased. This meant that transportation stayed at \$163,809 and all service categories were proportionately decreased by \$30,369.

Motion: M. Cappuccilli motioned to bring HIPC's proposed 5% decrease budget to represent the NJ Counties' decrease to the full Planning Body as recommended by the Finance Committee.
D. Gana seconded.

Vote:

D. Angelis- yay
M. Cappuccilli- yay
K. Carter- yay
S. Clarke- yay
A. Edelstein- abstention
D. Gana- abstention

Motion passed to recommend the NJ County 5% decrease budget to the full Planning Body:
4 in favor, 2 abstaining, 0 against

M. Ross-Russell explained that as part of HIPC's decision for Philadelphia's 5% decrease, \$228,500 would be taken out of EFA-Pharma and the remaining funded service categories would be proportionately decreased. After reducing EFA-Pharma by \$228,500, all other funded service

categories were proportionally decreased by the remaining \$63,624. This meant EFA-Pharma funding went from \$550,070 to \$321,570.

Motion: M. Cappuccilli motioned to bring HIPC’s proposed 5% decrease budget to represent the Philadelphia decrease to the full Planning Body as recommended by the Finance Committee.
K. Cater seconded.

Motion passed to recommend the Philadelphia 5% decrease budget to the full Planning Body:
4 in favor, 2 abstaining, 0 against

M. Ross-Russell directed the committee’s attention to the MAI and System-Wide expenses. A. Edelstein asked if these would be voted on separately or together. M. Ross-Russell explained that they can be voted on together since the spreadsheet is collapsed.

M. Ross-Russell explained that there was a shift to take \$81,202 out of Information and Referral and move it to Referral for Health Care and Support Services (Systemwide). She explained that the first column represented the Systemwide level funding budget without the \$81,202, and the second column represented the level funding budget after the shift. The total change of Referral for Health Care and Support Services was \$544,325 to \$625,527. The Systemwide decrease of 2.145% was a total of \$376,556 in service dollars and an overall reduction of \$446,387 coming out of Systemwide expenses.

The next Finance Committee vote would consider an increase in MAI funding of \$24,900. A portion of the increase went into service dollars using a proportional increase, and another portion went into Systemwide for Quality Management and Grantee Administration.

A. Edelstein clarified that the committee would need to approve the red column (2.145% decrease) budget for System-Wide and the green column for the MAI (1.265% increase).

Motion: M. Cappuccilli motioned to bring the 2.145% System-wide decrease budget (as represented by the red column) and the 1.265% MAI increase budget (as represented by the green column) to the full Planning Body as recommended by the Finance Committee.
S. Clarke seconded.

Vote:

- D. Angelis- yay
- M. Cappuccilli- yay
- K. Carter- yay
- S. Clarke- yay
- A. Edelstein- abstention
- D. Gana- abstention

Motion passed to recommend the the Systemwide and MAI budget to the Planning Body:
4 in favor, 2 abstaining, 0 against

A. Edelstein said that at the next HIPC meeting, the Finance Committee would bring the budgets to HIPC with a recommendation from the Finance Committee to approve the combined plans.

New Business:

M. Ross-Russell explained that there was new information from the City of Philadelphia regarding COVID-19 funding. She explained that the City of Philadelphia received \$1,000,000 in COVID-19 dollars specifically for HIV services. The \$1,000,000 does not require approval from HIPC, but the City wanted to keep transparency with HIPC and the public.

The City of Philadelphia was planning on distributing the COVID-19 funds in the same way as HIPC does for allocations: 71.179% of funds to Philadelphia, 16.142% of funds to PA counties, and 12.679% of funds to NJ counties.

She noted that the COVID-19 money would directly help with preventing COVID-19 infections, preparing individuals and keeping them safe, and responding to currently infected individuals. The dollars would be used in a similar way to RWHAP dollars in that they are for individuals known to be HIV positive. A. Edelstein asked how it was going to be implemented, and M. Ross-Russell said that the City of Philadelphia had received the money on April 15th, 2020. They back-billed to January 20th, 2020 and are currently working on a plan to be completed by May 15th, 2020. M. Ross-Russell clarified that the COVID-19 funds are separate from Ryan White funds. She noted that the \$1,000,000 was among the 500 grants given out nationally to all Ryan White Parts.

S. Clarke asked if the funding would only be for individuals receiving funding through Ryan White. M. Ross-Russell said that it would likely go to service providers with Ryan White grants since an RFP would be a difficult process for the short timeframe.

M. Ross-Russell continued to explain that there was a copy of the webinar on HRSA's website regarding the COVID-19 funds. A. Edelstein asked if there would be a city representative to present to HIPC about how the city would implement the process. M. Ross-Russell responded that this was likely. M. Ross-Russell said that she would get more information from HRSA's website about how the funding is to be distributed.

Old Business:

None.

Announcements:

N. Johns reminded everyone that they must register for the Zoom call for the upcoming HIPC meeting. She said anyone could contact the office if they could not access the link. She announced that there would also be a training about social determinants for people at risk for HIV.

Adjournment:

A. Edelstein asked for a motion to adjourn. **Motion:** K. Carter motioned, M. Cappuccilli seconded.
Motion passed: general consensus. Meeting adjourned at 2:42 PM.

Respectfully submitted:

Sofia M. Moletteri, staff

Materials provided at meeting:

- April 2020 Finance Committee Meeting Agenda
- February 2020 Finance Committee Meeting Minutes
- Budget plans for NJ, PA, and Philadelphia
- PA Counties FY2020-2021 Allocation Examples
- Philadelphia FY2020-2021 Allocation Examples
- NJ Counties FY2020-2021 Allocation Examples
- PA Counties FY2020-2021 Allocation Examples
- Philadelphia EMA FY2020-2021 Allocation Examples
- Systemwide and EMA FY2020-2021 Allocation Examples

DRAFT

FY2021 ALLOCATIONS DECISIONS & DIRECTIVES:

New Jersey:

- **LEVEL**
 - \$69,578 from the New Level Funding Budget is to be moved into EFA-Housing and all other funded service categories are to stay at the previous Level Funding Budget.
- **5% INCREASE**
 - All funded service categories are to be proportionately increased based off the New Level Funding Budget.
- **5% DECREASE**
 - All funded service categories are to be proportionately decreased based off the New Level Funding Budget, leaving the increase of \$69,578 in EFA-Housing.
- **DIRECTIVES TO THE RECIPIENT**
 - AACO is to implement the EFA-Housing model as expressed in the recommendations from the Comprehensive Planning Committee and is to report back to CPC with progress and updates.

Pennsylvania:

- **LEVEL**
 - All funded service categories are to be proportionally decreased based on the New Level Funding Budget which includes the decrease of \$47,589.
- **5% INCREASE**
 - The 5% increase of \$136,251 is to be moved into EFA-Housing and all other funded service categories are to be kept at the New Level Funding Budget.
- **5% DECREASE**
 - EFA-Pharma is to be reduced the by 30% (\$48,404), and the remaining decrease is to be proportionately taken from all other funded service categories.
- **DIRECTIVES TO THE RECIPIENT**
 - AACO is to perform a needs assessment of needed resources for the provision of telehealth, especially the assessment of barriers/issues for providing clients with phones.
 - AACO is to implement the EFA-Housing model as expressed in the recommendations from the Comprehensive Planning Committee and is to report back to CPC with progress and updates.

Philadelphia:

- **LEVEL**
 - 30% or %96,471 is to be taken from EFA-Pharma to offset the \$21,990 decrease from the New Level Funding Budget, the remaining \$74,481 is to be added to EFA-Housing, and the remaining service categories stay the same.
- **5% INCREASE**
 - The 5% increase of \$610,193 is to be moved into EFA-Housing starting from the New Level Funding Budget and the remaining service categories stay the same.
- **5% DECREASE**
 - Starting with the FY2020 Level Funding Budget, 30% of EFA-Pharma funds are to be used to offset some of the 5% decrease (also included the original \$21,990 which brought the offset to \$74,481). Then, all other funded service categories are to be decreased proportionately.
- **DIRECTIVES TO THE RECIPIENT**
 - AACO is to implement the EFA-Housing model as expressed in the recommendations from the Comprehensive Planning Committee and is to report back to CPC with progress and updates.