

**Ryan White Part A Planning Council (RWPC) of the Philadelphia EMA
Finance Committee
Meeting Minutes of
Thursday, February 2, 2017
2:00-4:00p.m.**

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

Present: Michael Cappuccilli, Keith Carter, Lupe Diaz, Alan Edelstein, David Gana, Joseph Roderick, Steven Saunders, Nurit Shein, Leroy Way, Mark Coleman

Absent: Tre Alexander, Kevin Burns, Sayuri Lio

Guests: Ricardo Colon (AACO), Chris Chu (AACO)

Staff: Mari Ross-Russell, Nicole Johns, Jennifer Hayes

Call to Order: A. Edelstein called the meeting to order at 2:05p.m.

Welcome/Introductions: A. Edelstein welcomed the Finance Committee. Those present then introduced themselves.

Approval of Agenda: A. Edelstein presented the agenda for approval. **Motion:** K. Carter moved, M. Cappuccilli seconded to approve the agenda. **Motion passed:** All in favor.

Approval of Minutes (*November 3, 2016*): A. Edelstein presented the minutes for approval. **Motion:** K. Carter moved, L. Diaz seconded to approve the November 3, 2016 minutes. **Motion Passed:** All in favor.

Report of Chair: None.

Report of Staff: None.

Discussion Item

- **Health Insurance Premium/Cost-Sharing Assistance**

M. Ross-Russell said the Comprehensive Planning Committee (CPC) and Planning Council had been discussing a health insurance premium/cost-sharing assistance (HIPCSA) program. She noted that AACO had presented a report that demonstrated the program would require \$1.8 million. She stated that cost-sharing assistance would require tracking costs across providers because Ryan White capped the amount that each client could pay out of pocket based on their income. She said that the group had decided to look at premium or deductible assistance. However, the cost associated with the HIPCSA program was still prohibitive. She stated that R. McKenna from the Health Resources Services Administration (HRSA) had attended the last CPC meeting. She said the committee asked him if any other Part A EMA had attempted to fund HIPCSA programs on their own. She stated that R. McKenna had replied that the programs were typically supported through Ryan White Part B. She explained that the CPC had decided to draft a letter that would be sent to the state, asking about how to proceed with the program. She stated that the draft of the letter, written by the chair of the CPC, would be presented to the RWPC at their meeting next week.

M. Ross-Russell stated that the \$160,000 currently allocated for HIPCSA in the level funding budget would be insufficient for the program, so the group would need to decide what to do with the allocation. M. Cappuccilli asked if the \$1.8 million needed to support the program would be used for HIPCSA or only premium assistance. M. Ross-Russell stated that it would support either premium assistance or deductible assistance.

A. Edelstein suggested the group retain the current allocations until they heard whether or not the HIPCSA program would be supported by the state. He pointed out that the allocation for HIPCSA could be redistributed to another category in the future if necessary.

S. Saunders asked if the state had shared how they spent their ADAP rebate money. M. Ross-Russell stated that they did not. S. Saunders noted that ADAP rebate funds could potentially be used to support a HIPCSA program. M. Ross-Russell replied that the state would have to volunteer to use this funding to support the program. She noted that the letter that would be presented to the RWPC next week asked how to approach setting up the program from this point forward.

A. Edelstein asked if NJ was currently funding a HIPCSA program and how they were funding it if so. S. Saunders stated that NJ was paying for the program out of ADAP rebate funding and Part B.

A. Edelstein stated that \$160,000 had been allocated to HIPCSA. He reiterated that AACO had informed the group that they'd need around \$1.8 million to fully support the program. He added that no other Part A EMAs were supporting HIPCSA programs on their own. He noted that states were helping to support these programs. Therefore, he said the CPC had drafted a letter to the state about how to proceed. He noted that there were potential funding sources in Part B, along with ADAP rebate dollars. He said that the state's response would help determine how the group would move forward.

K. Carter pointed out that the program would require sustainable funding. A. Edelstein stated that funding for Ryan White may change in the future, given recent political shifts. He said the program may not be funded by July 1. M. Ross-Russell noted that partial funding could be allocated by the state to the program between March 1st and June 31st. She stated that securing funding would take time. M. Cappuccilli stated if the administrative mechanisms were set up for this program, and M. Ross-Russell said they were not.

M. Ross-Russell noted that the recipient may be unable to rapidly to disperse the funding allocated for the program before a response was received from the state. If the state did not agree to support the program, she said that the money would have to be reallocated. If the state was willing to help the program, the administrative mechanism would have to be set up. A. Edelstein said that the group could present the \$160,000 allocation as part of the partial grant award allocation when it was presented to the RWPC. Therefore, a motion was not necessary.

Action Item:

- **Partial Grant Award Allocation**

M. Ross-Russell noted that the spreadsheets in the packets were for the level funding budget, as she did not yet have the partial award total. She noted that the blue column on the spreadsheet was for the 2017 level funding allocations. She stated that she had not seen the notice of grant award. C. Chu noted that 70% of the formula award, based on last year's award, had been received, as had 40% of Minority AIDS Initiative (MAI) funding based on last year's total. He said he was unsure what the

partial supplemental award was. A. Edelstein said that the complete grant award was not received yet, and the group would allocate the received amount based on level funding. M. Ross-Russell said that the level funding budget would reflect a regional percentage change based on shifts in PLWHA in each region. She explained that level funding reflected the dollar amount from last year, with population shifts applied.

A. Edelstein asked if the spreadsheets contained the allocation for HIPCSA. M. Ross-Russell noted that Philadelphia was the only region that was allocated funding for HIPCSA. A. Edelstein asked if clients from other parts of the EMA would be able to access the program. M. Ross-Russell stated that they would.

Motion: L. Diaz moved, S. Saunders seconded to recommend that the RWPC approve the allocation for partial award based on level funding budget. **Motion passed:** All in favor.

- **Third Quarter Underspending Report and Reallocation Request (AACO)**

R. Colon stated that, after invoices were received through December of last year, underspending was at 10%. He said that last year at this time, the underspending percentage was 14%. He said that the recipient and providers were working together to mitigate underspending. He stated that the total underspending across service categories in the EMA was \$1,286,455. He stated that systemwide underspending was \$1,058,899. He said that the figures were based on expenditures indicated for all awards after the processing of ninth-month invoices for the time period of March through November 2015. He explained that large fiscal agents and institutions like hospitals often issued invoices in a delayed manner, increasing underspending totals.

R. Colon said the recipient requested permission to reallocate any remaining underspending to services that directly benefit consumers, such as medications, food, and transportation. R. Colon pointed the group to the attached spreadsheets, which listed underspending broken down by region, systemwide allocations, and service expenditures. He noted that a majority of underspending across all regions was related to personnel vacancies. He said that Philadelphia and PA had no notable underspending in any service category in particular. He stated that in NJ there was underspending in outpatient/ambulatory healthcare due to recent shifts in spending in Part A and Part B. He stated that the recipient was working with NJ to spend the funds.

M. Cappuccilli noted that there appeared to be no data for food bank/home delivered meals in NJ. He stated that the group had agreed to track these costs closely. C. Chu said he'd look into the error.

Motion: M. Cappuccilli moved, L. Diaz seconded that the group bring the reallocation request to the Planning Council with a recommendation to approve. **Motion passed:** All in favor.

R. Colon reiterated that underspending totals were decreasing from year to year.

Old Business: None.

New Business: None.

Announcements: M. Coleman stated that February 7th was National HIV Awareness Day. He added that February was Black History Month.

Adjournment: Motion: K. Carter moved, L. Diaz seconded to adjourn the meeting at 2:34p.m.
Motion Passed: All in favor.

Respectfully submitted by,

Jennifer Hayes, Staff

Handouts distributed at the meeting:

- Meeting Agenda
- November 3, 2016 Minutes
- Philadelphia EMA Allocations Spreadsheets
- Recipient Third Quarter Report on Underspending, Reallocation Notice, and Notice of Grant Award (Partial)
- OHP Calendar