

**VIRTUAL: Finance Committee
Meeting Minutes of
Thursday, March 2nd, 2023
2:00 p.m. – 4:00 p.m.**

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

Present: Keith Carter, Alan Edelstein (Co-Chair), Adam Williams

Guests: Ameenah McCann-Woods, Kim Thomas

Excused: Michael Cappuccilli

Staff: Sofia Moletteri, Mari Ross-Russell, Beth Celeste, Tiffany Dominique, Kevin Trinh

Call to Order: A. Edelstein called the meeting to order at 2:06 p.m.

Introductions: A. Edelstein skipped the introductions.

Approval of Agenda:

A. Edelstein referred to the March 2023 Finance Committee agenda and asked for a motion to approve. **Motion:** K. Carter motioned; A. Williams seconded to approve the March Finance Committee agenda. **Motion passed:** 2 in favor, 1 abstaining. The March 2023 agenda was approved.

Approval of Minutes (*February 2nd, 2023*):

A. Edelstein referred to the February 2023 Finance Committee minutes. **Motion:** K. Carter motioned; A. Edelstein seconded to approve the February 2023 meeting minutes. **Motion passed:** 2 in favor, 1 abstaining. The February 2023 Minutes are approved.

Report of Co-chairs:

None

Report of Staff:

M. Ross-Russell reported that Dr. K. Brady would not be attending the meeting due to prior commitments.

Action Items:

-PA State Prevalence Data-

A. Edelstein referred to the allocation procedure regarding prevalence data. The passage from the procedure stated, “The total dollar amount for each of the regional budget drafts is pro-rated based on the most recent living HIV and AIDS case data available from the CDC (or Table 1 submitted with the annual application).” He asked M. Ross-Russell to give the committee a history of the procedure language. M. Ross-Russell explained that Table 1 was information they submitted with their allocation application—it contained information that determined the formula award amount for allocations.

M. Ross-Russell said she had discussed the history of the issue at the Executive Committee meeting on February 24th, 2023. She said that the State of PA said they would provide updated prevalence data the next day.

She said there were two forms of data that the PA State tracks: one was the incidence data which represents new cases and the other tracks individuals who were in care. The National Electronic Disease Surveillance System (NEDSS) and CDC Electronic Health Records (EHR) receive this information from PA State. She explained that the issue with the PA State was that the data did not account for the current residence of individuals who had moved to counties surrounding Philadelphia but were still in care.

M. Ross-Russell explained that there were two different types of data sets: live/dynamic and closed datasets. A dynamic dataset continues to collect information in real-time. A closed dataset sets a definite time period to collect information and then analyzes and cleans the information through the time period end date. Dr. G. Obiri was the person overseeing the surveillance data in PA and informed M. Ross-Russell that the dataset given to the HIV Integrated Planning Council (HIPC) was a dynamic dataset. Dr. G. Obiri explained to M. Ross-Russell that the dynamic nature of the dataset was the reason why the data had different results on three different days.

The PA State epidemiologist would be providing the HIPC and DHH with new data. M. Ross-Russell said the new data would be based on the CDC standard and would be a closed dataset.

M. Ross-Russell referred to the 2011-2020 Prevalence Averages (PDF). The document was created during the last Executive Committee meeting to describe the next steps if HIPC and DHH’s Epidemiologist (at the time, Dr. K. Brady) was still concerned about PA’s prevalence data. M. Ross-Russell read from the document:

In the case of questionable prevalence data, we will use the alternative method of historical averages until we receive a prevalence data report from the region under question that is deemed satisfactory by the Division of HIV Health’s (DHH) Epidemiologist.

Dr. K. Brady would review the data received on March 3rd, 2023 and decide whether HIPC would use the information. If the information was not acceptable, HIPC would use the average of the prevalence data from the past 10 years to decide how the allocations were to be completed. M. Ross-Russell displayed the HIV Prevalence historical averages from 2011 to 2020. She noted that the numbers between each year had little fluctuations as a whole. M. Ross-Russell said that

the 2019 year in the PA counties was an outlier. She was told that the number was an outlier because the PA State was still cleaning the data at the time. M. Ross-Russell explained that there were a variety of reasons why data cleaning causes the data to fluctuate. Generally, after the numbers change, however, they do not go down drastically.

M. Ross-Russell added that any change to policy or process would require a 30-day waiting period. Once 30 days had passed, HIPC could convene and vote on the change. A. Edelstein said they would need to announce the vote in one meeting and then they would vote in the next meeting. M. Ross-Russell said that would be acceptable except that they would be receiving their final award before the vote could take place. A. Edelstein said that a 30-day wait period would place them into the start of the next contract period. M. Ross-Russell said they were already in the next period.

A. Edelstein asked if they were locked into using the numbers they had used from the summer or if they had the flexibility to change the numbers for allocation. M. Ross-Russell said the only way to change the allocation decision was if the final award had arrived after HIPC's vote to change their allocation procedure. M. Ross-Russell said they would be anticipating the award in a manner of days or a week.

K. Carter asked if the new policy language would affect the allocation decision this planning year or the upcoming planning year. A. Edelstein said that the new policy language would not affect this year. A. Edelstein asked if that had meant they would be using the numbers they had used during the summer for the 2023-2024 fiscal year. M. Ross-Russell confirmed that he was correct. He confirmed with M. Ross-Russell that this would impact the plan that they had in the summer.

M. Ross-Russell said they are most likely stuck with the language from last year. A. Edelstein said that this would impact what they do in the summer for their next allocation process. M. Ross-Russell said that the new policy change was born out of concern that the fluctuations would have on allocating resources for the counties in a fair manner.

A. Williams asked how the data affected the funding allocation. M. Ross-Russell said she believed that the PA county funding in 2018-2019 had an increase of \$300,000. She believed the funding had drastically been reduced by \$260,000-280,000 in 2020. A. Williams said this was a substantial difference in funding that would affect many. He asked if they had a responsibility to sue PA State for the difference in funding as advocates for the PA counties. M. Ross-Russell replied that the money had not simply disappeared but was reallocated to other regions. She said the issue was not as simple and that the flexibility in spending had impacted the services that could be provided.

A. Williams thanked M. Ross-Russell for providing him with a new perspective. He said he was a representative of Philadelphia but he had wanted all 3 regions to be treated fairly. He asked how they could mitigate the impact of the fluctuation. M-Ross-Russell said they could possibly offset what had just happened with the money they had underspending from last year and the current year.

K. Carter said if there was an issue involving a substantial amount of money, the Planning Body would need to vote on it. He explained that if the reallocation of funding was greater than 10% of the allocation, there would need to be a vote. M. Ross-Russell said she would want to first contact Dr. K. Brady and A. McCann-Woods. She said she met Dr. K. Brady every other Friday and would discuss reallocating underspending to support the PA counties. A. McCann-Woods said if underspending was available, there were internal processes to handle this depending on whether the reallocation of funding was greater or less than 10% of the allocation. She said they were constantly monitoring the finances in the Eligible Metropolitan Area (EMA) and could move unspent funds if it was under 10% of the allocation without asking permission from HIPC. If the request was greater than 10% of the allocation, a reallocation request was required to be sent to the Finance Committee and then to the Planning Council. She added that providers could request additional funds but the funding would need to be inspected thoroughly. The funding had to have a program-specific purpose and be legally allowed before it could be granted. A. Williams thanked A. McCann-Woods for the explanation and said that it alleviated some of his concerns since he now knew the process was more open to input from stakeholders than he had thought.

M. Ross-Russell said the state was currently understaffed. They were training a new replacement since the person who had handled the data had retired. M. Ross-Russell said she would keep everyone up to date. M. Ross-Russell said there were still some questions that she had regarding the data. For example, She wanted to know how far back the epidemiologist could revise the data and the end date of the dataset.

A. Edelstein asked if in the case that the data expected tomorrow is approved by Dr. Brady, HIPC would not need to do anything. M. Ross-Russell confirmed that this was correct.

M. Ross-Russell said she would email the committee the next day to let them know if Dr. K. Brady had approved the data.

Any Other Business:

K. Carter suggested that A. Edelstein needed co-chair support since he had been chairing alone for a bit. He nominated A. Williams to be the new Finance Committee Co-chair. A. Williams accepted the nomination and A. Edelstein seconded the recommendation. A. Williams said if there were no objections, he would accept the nomination.

A. Edelstein asked if there was a formal process for electing co-chairs. M. Ross-Russell said the process was determined by each individual committee.

K. Carter asked for a motion to elect A. Williams as co-chair of the Finance Committee. A. Edelstein seconded the motion. **Motion:** K. Carter motioned. A. Edelstein seconded to elect A. Williams as the Finance Committee co-chair. **Motion passed:** 2 in favor, 1 abstaining. A. Williams was approved as the new Finance Committee Co-chair.

Announcements:

None

Adjournment:

A. Edelstein called for a motion to adjourn. **Motion:** K. Carter motioned, A. Williams seconded to adjourn the March 2023 Finance Committee meeting. **Motion passed:** All in favor. Meeting adjourned at 2:50 p.m.

Respectfully submitted,

Kevin Trinh, staff

Handouts distributed at the meeting:

- February 2023 Meeting Agenda
- February 2023 Minutes
- 2011-2020 Prevalence Averages (PDF)