

## Third Quarter Ryan White Formula and Supplemental Planning Council Support Budget Review

The responsibility of reviewing the support budget on a quarterly basis was given to the Finance Committee by the Executive Committee and agreed upon by the HIPC.

PHMC acts as the fiscal agent for the Office of HIV Planning who are support staff to the HIPC. Fiscal segregation of responsibility is ensured through the following steps: the office manager processes the payment authorization, the director reviews and signs the payment authorizations and the checks are processed and currently distributed through the accounting department at PHMC and signed by their CEO, Richard Cohen. Monthly invoices are then submitted by PHMC to the recipient for payment and OHP as support documentation. (Any reimbursement for expenditures by the OHP Director related to the office are reviewed and authorized by the recipient. This type of expenditure cannot be authorized by the OHP Director. Copies of payment authorizations must be maintained for a period of no less than seven years.)

Expenditures through February 28, 2023 amount to \$445,292. The projected total expense is \$537,106, which is based on the overall formula and supplemental budget. There is approximately \$91,814 of underspending. It is anticipated that this will be utilized because the office is currently fully staffed, which was not the case for the majority of 2022. The lease for the space increased effective 1/1/2022 to \$18 per square foot from \$16, but it is still below the current rate for the area which is between \$22 to \$24 per square foot. Additionally, there are common area maintenance charged which are levied by the building management based on square footage.

The breakdown/explanation of expenditures is as follows:

Personnel was impacted by a Health Planner and the Community Planning Support Coordinator position vacancies. These positions were filled in December 2022.

Operating costs were affected by the office closure and staggered work schedules as a result of the pandemic and switch to a virtual meeting versus in-person structure.

- **Utilities:** The office did not require the usual heating and cooling or electrical output for computers and printers/copiers.
- **Communications:** The phones and internet were fully operational therefore the costs did not change significantly.
- **Postage** is preloaded and has not required additional payment. This will change with the PLWH survey. The costs for postage paid mailers and return envelopes is expected to amount to approximately \$7,000 based on historic expenditures. The survey tool is 10 pages and it is expected that approximately 2,500 survey packets will be created for a 20% sample of the epidemic.
- **Courier Service:** This was partially utilized as part of the community survey process with the delivery of the surveys to various providers throughout the EMA.

- **Office and meeting supplies:** The costs incurred are mostly related to PPE (personal protective equipment) supplies. Again, the virtual meeting structure has decreased the need for basic supplies.
- **Leased equipment:** Copier and Pitney Bowes postage machine.
- **Printing:** There is very little printing in a virtual meeting environment.
- **Equipment:** This is mostly software license/subscription costs which are paid on an annual basis. SPSS (statistical package for social sciences) is expensive (\$5,600) and ESRI which is the GIS (geographic information system) program (\$1,400), Survey Monkey (\$1,500), monthly network backup, etc. Replacement of office laptops because of the remote work requirement still in place.
- **Travel (staff and member), journal subscriptions, advertising and staff development** were not really expended during this period. Staff development was charged for PHMC university as an affiliate organization.
- **Other:** This includes the security system, exterminator and office cleaning/maintenance. Only the costs for the security system were incurred.