

# MEETING AGENDA

*VIRTUAL:*

*Thursday, March 3, 2022*

*2:00 p.m. – 4:00 p.m.*

- Call to Order
- Welcome/Introductions
- Approval of Agenda
- Approval of Minutes (*February 3, 2022*)
- Report of Co-Chairs
- Report of Staff
- Action Item
  - The Negotiation and Development of the PC budget
- Other Business
- Announcements
- Adjournment

Prevention Committee

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

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**Philadelphia HIV Integrated Planning Council**  
**Finance Committee**  
**Meeting Minutes of**  
**Thursday, February 3, 2022**  
**2:00-4:00 p.m.**

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

**Present:** Mike Cappuccilli, Keith Carter, Alan Edelstein (Co-Chair), David Gana, Desiree Surplus

**Guests:** Ameenah McCann-Woods (AACO)

**Staff:** Beth Celeste, Julia Henrikson, Mari Ross-Russell, Sofia Moletteri, Elijah Sumners

**Call to Order:** A. Edelstein called the meeting to order at 2:03 PM.

**Approval of Agenda:** A. Edelstein presented the February 2022 Finance Committee agenda for approval. **Motion:** K. Carter motioned to approve, M. Cappuccilli seconded to approve the February 2022 agenda. **Motion passed:** 4 in favor, 1 abstained.

**Approval of Minutes** (*January 6, 2022*): A. Edelstein presented the January 2022 meeting's minutes for approval. **Motion:** K. Carter motioned to approve the minutes, M. Cappuccilli seconded to approve the January 2022 meeting minutes. **Motion passed:** 4 in favor, 1 abstained.

### **Report of Co-Chairs**

No Report.

### **Report of Staff**

M. Ross-Russell stated that we were in a continuing resolution process, meaning that the federal budget has not been approved, but we were sent the partial award. There was a portion of formula and MAI that was included, but that was one of the reasons for the level funding budget. It is also used as a contingency process in the case of a continuing resolution partial award. A lot of the work that recently happened in the finance committee was related to the site visit that took place in the spring of 2021. That was the purpose of initiating the written monitoring the administrative mechanism component. There were also things that were specifically related to the program terms report, where we actually report on the membership, composition, etc. OHP has heard back from HRSA and the Project Officer's Supervisor. The terms report and recruitment aspect of it were things that they had issue with, but the monitoring the administrative mechanism form was not mentioned at the time, so that was something that passed their scrutiny. OHP would need to respond to it along with the recipient, but this was just to give you a heads up that the site visit, although we thought we were at the end, was an ongoing saga.

A. Edelstein asked were there any other items that might fall under the purview of this commit-

tee or affect this committee? M. Ross-Russell answered no, as part of the monthly project officer call that usually has the Planning Council Co-Chairs and the Recipient involved that one of the questions that was asked by me specifically, was that because we were in a multi-year contract process, how would that affect allocations and priority setting moving forward? While those were legislative responsibilities for the planning body, the question that remained was if there was any additional guidance or was there expectation around allocations and priority setting changing? She was still awaiting a response but anticipated the answer was “probably not.” It was something that should be asked just in case because we would hate to go through the allocations process and then get a notice at the 11th and a half hour that the expectation and guidance changed.

K. Carter asked if the project officer commented on the Recruitment Guidelines from the Ad-Hoc Recruitment Workgroup? M. Ross-Russell answered that there were some questions that came back related to the recruitment guidelines, they have been passed on to S. Moletteri. We would also be discussing that amongst staff on how best to respond. There were issues that we were having with the program terms report comments and some of the problems that they had, for example, they were saying that as far as our membership representation, it should be based on the date that we submit the report, not a 12-month period. Needless to say, we were now in the process of going through this with a fine-tooth comb. There were other questions, for those of you who participate in Nominations, as well as Recruitment, and have been on the Planning Council for some time, you all represent various categories and have various levels of expertise, which means that based on the need of representation. Your representation category that was reported to her may shift. So they are questioning why we changed folks.

K. Carter asked could we, as the Planning Body, send a note or letter to the Project Officer? M. Ross-Russell answered that she would talk with Dr. Brady tomorrow just to make sure that everyone was on the same accord and would ask about next steps.

## **Discussion Items**

### ***–3rd Quarter Expenditure Report–***

M. Ross-Russell stated that in keeping with this particular process, what she did was she did not take out the previous expenditures. This was an update on the page, so you see that the first list of expenditures was everything through June 30, 2021. The second column of expenditures was July through August. Then you have September 1st through November 30th, so that will take us through three quarters. The next column was expenditures to date, which was a representation of all of the expenditures, what the percentage of those expenditures to date were, and the budget that remained for the end of the year. At the bottom of the document, the one highlighted number represented underspending. A. Edelstein asked if this was a report for three quarters of the year? M. Ross-Russell answered yes, it was through November and did not include the expenses that OHP was now incurring for the Consumer Survey because that was the fourth quarter. A. Edelstein asked if M. Ross-Russell could explain the variances in items that were at roughly 75%, some were close to zero or no expenditures, and some were already at 100%? M. Ross-Russell began to explain by way of example, direct rent. OHP’s new lease began January one, the Wolf Building increased the rent significantly, so that was going to be that number moving forward as

the fourth quarter was going to go up. Utilities were the same thing, there were two separate systems in OHP's office, one that was where the staff offices were. The other was for the conference room and the small conference room. If staff were not in the small conference or in the large conference room, the heat or air conditioning would remain off.

A. Edelstein asked if OHP staff were back in the office? M. Ross-Russell answered that there was currently a hybrid system in place. Working in the office two days and working from home three days, so there's somebody in the office every day, but we still were not using the large conference room, so that was part of the issue as far as utilities and so on. She continued that "Communications," was the phone system in the OHP office and it would be fairly consistent because it was still in use and we were billed on a monthly basis. OHP would probably be 100% postage. All of the bills that were being paid were being sent out by PHMC, so we were submitting the Payment Authorization forms, but currently OHP staff has not been in the office to use postage to send things out. Once we begin to work on the Consumer Survey packets to send that out, that number would jump significantly. Additionally, the courier service would be utilized by sending the Consumer Survey packets to the various organizations that agreed to participate. Leased equipment, some of the expenses associated with leased equipment was also the lease on the printer/ copier. That was a monthly lease, but OHP also has to pay for the utilization of copies, however many copies were used.

A. Edelstein asked if there would be more expense in the fourth quarter? M. Ross-Russell answered affirmatively. A. Edelstein asked that the expectations were to present this to the full Planning Council, so would it be possible to have a one-page synopsis? M. Ross-Russell agreed and stated she would update the last one for the HIPC meeting. Additionally, she stated that one of the issues that came up last time expenditures were reviewed was how much OHP paid for rent. Rent in that area ranged between \$22 to \$24 per square foot. OHP rent went up to \$18 a square foot. M. Ross-Russell stated that in order to have a conference that size to have meetings, that's really the issue, so would it be helpful to you if that kind of detail was included? A. Edelstein answered that the fact that there was a rent increase and it was still below market value would be worth mentioning. Additionally, HIPC needed the conference room space and that would increase the amount of square footage that was needed.

K. Carter asked how does OHP confirm that PHMC paid their bills? M. Ross-Russell answered that historically, OHP has the Payment Authorization form, and copies of the checks, etc. In addition, she received a binder from PHMC with OHP invoices every month, and within that binder was a list and all of the support documentation for the payments associated with it. She stated that she has not included the binder as part of this process, because the binders were each about 40-60 pages. Anytime there has been questions about something, we ask for copies of the canceled checks, we can request those. The pandemic has shifted procedures, the only thing that they were doing once they processed it was mailing the bill. Everything else OHP has copies of and they were in the aforementioned binders.

A. Edelstein asked if OHP got audited as a subset of PHMC? M. Ross-Russell answered generally, the way that the audit process worked when they get audited was that OHP was asked, if necessary, to produce documentation and to respond to various things. OHP generally maintains at

least seven years of support documentation in our office as a requirement. Everything literally goes through PHMC and we have checks and balances internally for everything that we did.

M. Cappuccilli asked about the salaries line at the very top, the variance there, was it because you're down a position? M. Ross-Russell answered that the variance came from the amount of time between one employee leaving, OHP altering positions, hiring someone new, etc. So, all of these things were in the existing budget. We haven't done a re-budget. Specifically, because it was almost the end of the fiscal year, and we knew that we were going to have underspending and this was just so that you all are aware of it, whenever there was an underspending identified, it went towards services.

***– Level-funding budget review–***

M. Ross-Russell presented the final level allocations that were voted on in July by the Planning Council. Included in this series of spreadsheets were Philadelphia, New Jersey, the PA counties, the EMA-wide, MAI, and Systemwide level allocations. This was the level-funding budget and essentially, it was a budget that we would use or that the Recipient would use in a continuing-resolution scenario so that they could do the award letters. A. Edelstein asked would we need to make a motion to approve these level funding budgets in the March meeting? M. Ross-Russell answered that this was for you to use the approved level funding budget for the continuing resolution because we were currently in a partial award year. It has to be approved for the use for the partial award. She continued that the 2019 numbers are what you approved in the summer. The change that happened in the summer, you had already moved the money from the 2018 people living with HIV percentages to the 2019. So that adjustment happened for the allocations for this year that were approved in July or August of 2021.

Alan Edelstein asked if the Finance Committee needed to make a motion to the full planning council, to approve the numbers in the blue column as the basis for the continuing resolution budget for however many months that was in place? M. Ross-Russell answered affirmatively and continued to provide the additional background information for the system-wide dollars. The administrative cost, the quality, management's information, and referral, all of those things come off the top. Whatever was left were the service dollars, so that was all part of this process. In addition to money shifting as a result of the change in the composition, or percentages of the epidemic regionally, there was also the possibility that the system-wide dollars may change to meet the system-wide needs.

D. Gana stated that part of when the Finance Committee does the presentation to the full Planning Council was that we were just saying that we were going to take the portion that we're receiving the partial award, and it was going to be allocated this way. When M. Ross-Russell was talking and saying “the system adjustment” he thought that would lose a lot of people, but if we say “we got a partial award, and this was how we were going to allocate the funds based on decisions already made” it would be easier.

Alan Edelstein asked for a motion that we present this to the full planning council next week to approve this budget. M. Cappuccilli made a motion. D. Gana seconded the motion. The motion passed: 4 in favor, 1 abstaining.

**Other Business**

None.

**Announcements**

The Philadelphia Reunion Project for long-term survivors has a save the date for April 20th and 21st it will be virtual.

**Adjournment**

K. Carter motioned to adjourn, D. Gana seconded the motion to adjourn the February Finance Committee meeting. The meeting adjourned at 2:48 p.m.

Respectfully submitted,

Elijah Sumners

DRAFT