

**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)
Co-Applicant Board Meeting**

San Mateo County- Human Services Agency
400 Harbor Blvd. Building B (Belize Room) Belmont
June 11, 2015, 9:00 A.M - 11:00 A.M.

AGENDA

- | | | |
|---|---|--------------|
| A. CALL TO ORDER | Robert Stebbins | |
| B. CLOSED SESSION | | |
| 1. No Closed Session this meeting | | |
| C. PUBLIC COMMENT | | |
| Persons wishing to address items on and off the agenda | | |
| D. CONSENT AGENDA | | |
| 1. Meeting minutes from May 14,2015 | | TAB 1 |
| 2. Program Calendar | | TAB 2 |
| E. BOARD ORIENTATION | | |
| 1. No Board Orientation items this meeting. | | |
| F. REGULAR AGENDA | | |
| 1. Board Update of Consumer Input | Jim Beaumont/Others | TAB 3 |
| <i>i. 2015 Homeless One Day Count</i> | | |
| <i>ii. NHCHC 2015 Report back from all attendees</i> | | |
| <i>iii. Santa Clara County Report on Homeless Cost</i> | | |
| 2. Sub-committee reports (verbal report) | Transportation/Health Navigator
Committees | |
| 3. Discussion with consultant | Pat Fairchild (by phone) | |
| 4. HCH/FH Program QI Committee report (verbal report) | Frank Trinh | |
| 5. HCH/FH Program Credentialing/Privileging Report back/approval | Jim Beaumont | TAB 4 |
| Documents will be available at meeting. Time will be provided for review prior to consideration. | | |
| <i>i. Action Item –Request to Approve HCH/FH Program
 Credentialing/Privileging</i> | | |
| 6. Fiscal reporting Discussion with SMMC CFO | David McGrew | |
| 7. HCH/FH Program- Director's Report | Jim Beaumont | TAB 5 |
| 8. HCH/FH Co-Applicant Budget/Finance reports | Jim Beaumont | TAB 6 |
| 9. HCH/FH Program- Board Approval of Pat's Contact | Jim Beaumont | TAB 7 |
| <i>i. Action Item –Request to Approve extension
 of J. Snow Inc. contract (consultant)</i> | | |
| 10. HCH/FH Program Financial Audit Report | Jim Beaumont | TAB 8 |
| Documents are available online from May 14, 2015 meeting | | |
| <i>i. Action Item –Review/Accept Audit report</i> | | |
| 11. HCH/FH Program Co-Applicant Board Composition | Jim Beaumont | TAB 9 |
| <i>i. Action Item –Request to re-establish Ad Hoc Committee</i> | | |

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternate format for the agenda, meeting notice, or other documents that may be distributed at the meeting, should contact the HCH/FH Program Coordinator at least five working days before the meeting at (650) 573-2966 in order to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. The HCH/FH Co-Applicant Board regular meeting documents are posted at least 72 hours prior to the meeting and are accessible online at: <http://www.sanmateomedicalcenter.org/content/Co-ApplicantBoard.htm>.

- | | | |
|---|--------------|---------------|
| 12. HCH/FH Consumer Board Meeting Reimbursement Policy | Jim Beaumont | TAB 10 |
| <i>i. Action Item –Request to Approve Policy for Reimbursement of Consumer Board Members Meeting Expenses</i> | | |
| 13. HCH/FH Program – Board discussion on clinical utilization by HCH/FH patients | Jim Beaumont | TAB 11 |
| 14. HCH/FH Program- Board Approval of Program Budget | Jim Beaumont | TAB 12 |
| <i>i. Action Item –Request to Approve Updated Program Budget</i> | | |
| 15. HCH/FH Program – Discussion on available funds | Jim Beaumont | TAB 13 |
| Documents will be available at meeting. Time will be provided for review prior to consideration. | | |
| <i>i. Website Project</i> | | |
| <i>ii. Contractor Portal Project/Other IT Projects</i> | | |
| <i>iii. Service Development Consultant Project</i> | | |
| <i>iv. Expanded Dental Services</i> | | |

G. OTHER ITEMS

1. Future meetings – every 2nd Thursday of the month (unless otherwise stated)
 - i. Next Regular Meeting – July 9 , 2015; 9:00 A.M. – 11:00 A.M. at Health System- 2000 Alameda de las Pulgas (Atrium Room) San Mateo*

H. ADJOURNMENT

Robert Stebbins



Parking Lot

- ⇒ Bylaws Review
(as needed)
- ⇒ Annual Tactical Plan
(no current deadline)
- ⇒ Scope Discussion
(no deadline set)
- ⇒ Transportation
(no deadline set)
- ⇒ Program Website
(no deadline set)

TAB 1
Meeting Minutes
(Consent Agenda)

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes
Thursday, May 14, 2015, 9-11a.m.**

Ravenswood Family Health Center, East Palo Alto

Co-Applicant Board Members Present

Robert Stebbins, Chair
Daniel Brown
Brian Greenberg
Paul Tunison
Kerry Lobel, Vice Chair
Julia Wilson
Steve Carey
Kathryn Barrientos
Beth Falls
Tayischa Deldridge
Jim Beaumont, HCH/FH Program Director (Ex-Officio)

County Staff Present

Linda Nguyen, HCH/FH Program Coordinator
Pernille Gutschick, BHRS
Frank Trinh, HCH/FH Medical Director

Members of the Public

Absent: Eric Brown

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Robert Stebbins called the meeting to order at <u>9:25</u> A.M. Everyone present introduced themselves.	
Public Comment	No Public Comment at this meeting.	
Consent Agenda	All items on Consent Agenda (meeting minutes from April 9, 2015 meeting and the Program Calendar) were approved. <i>Please refer to TAB 1 & 2 on the Board meeting packet</i>	Consent Agenda was MOVED by Kat SECONDED by, Julie and APPROVED by all Board members present.

Board Orientation:	No Board Orientation for this meeting	
Consumer Input	<p>In addition to other input relevant to or from consumers, consumer/ex-consumer members of the Board will take turns giving their input to the Board.</p> <p>Dan Brown discussed his experience with SMMC when he had a heart attack in 2007.</p> <p>Bob Stebbins reported on research on health disparities for the Hispanic population.</p> <ul style="list-style-type: none"> -Request to add sub-committee reports to regular agenda -Request to add transportation to next agenda <p>Flyers were presented to the Board on upcoming events – The Bay Area Regional Homeless Perinatal Conference and Senior Coastsiders’ Home Rehab Day.</p> <p><i>Please refer to TAB 3 on the Board meeting packet</i></p>	
OSV Discussion with Pat Fairchild (consultant)	Discussion on results/notes from OSV. Pat noted that she felt most of the findings appeared to be recommendations rather than actual requirements/conditions not being met.	
Request to Approve HCH/FH Program QI /QA Policy	<p>Discussion on all the work put into revising the QI/QA Plan with the help of consultants and Dr. Mills. Pat (consultant) and Frank, Medical Director believes that it is a solid Policy.</p> <p>ACTION ITEM: Board Approval of QI Policy.</p> <p><i>Please refer to TAB 4 on the Board meeting packet</i></p>	<p>MOVED by Dan</p> <p>SECONDED by, Tay</p> <p>and APPROVED by all Board members present</p>

<p>Request to Approve HCH/FH Program Credentialing and Privileging Policy.</p> <p>Amended to include revision to add additional sentence to conform to QI/QA Policy</p>	<p>Consultant noted that there was a minor revision on the C&P Policy that needed to be added to be consistent with the QI/QA Plan. There was a motion to add <i>“The HCH/FH Co-Applicant Board will verify annually, or as needed, that SMMC and primary care contractors have credentialing and privileging policies and procedures verifying that all licensed and certified healthcare practitioners delivering care for homeless and farm worker patients and families are in full compliance with the Bureau of Primary Health Care Policy Information Notices 2001-16 and 2002-22.”</i> to the draft C&P Policy and approve.</p> <p>Noted that the Board will be beginning an active review of the SMMC Credentialing and Privileging process through the review of a LIP and an Other Licensed Provider file at the June Co-Applicant Board meeting.</p> <p>ACTION ITEM: Board Approval of Credentialing and Privileging Policy.</p> <p>-Request to add to next agenda to discuss again</p> <p><i>Please refer to TAB 5 on the Board meeting packet</i></p>	<p>MOVED by Dan</p> <p>SECONDED by, Julia</p> <p>and APPROVED by all Board members present</p>
<p>Regular Agenda: <i>Board Discussion on Needs Assessment</i></p>	<p>Needs Assessment is required by HRSA to be conducted and the program policy is to do one every two years; to inform decisions, such as tactical plan, strategic plan, grant applications as well as the RFP/contracting process. The Program is preparing to do a client survey and client focus groups, as well as a provider survey. The Program Coordinator provided the Board with a copy of the needs assessment survey documents. Discussion on changing some of the language of the surveys as well as adding some more text to make easier for consumers to understand.</p> <p>Suggestion to revise list of Sites to add new Core agency serving South San Francisco, YMCA</p> <p><i>Please refer to TAB 6 on the Board meeting packet.</i></p>	

<p>Regular Agenda: <i>Report on final UDS report-Summary</i></p>	<p>The Director summarized the results from the UDS from prior years, noting that the Program will continue with the plan to prepare reports with entire population data rather than a sample of 70 chart reviews as had been conducted in the past. Also noted for the Board that the Program’s performance has historically been quite good – generally in the upper quartile in the outcome measures. Using 70 chart samples introduces a lot of variability into the numbers which is the likely cause for some of the measures being reported with lower numbers for 2014.</p> <p>Further discussion on the diabetes effecting our populations and bad diet is a contributing factor, especially for homeless/farmworker populations that don’t have a stable diet and eat what food providers, such as the homeless shelters, have available.</p> <p style="text-align: center;">-Request to separate the data by status (homeless and farmworkers)</p> <p style="text-align: center;"><i>Please refer to TAB 7 on the Board meeting packet.</i></p>	
<p>Regular Agenda: <i>Request to Form Board Composition subcommittee</i></p>	<p>The Board has 14 approved seats and on which three (3) are vacant. There have been suggestions to add more specific expertise to the Board such as Marketing, Finance and HR.</p> <p>There was also a discussion on the need to recruit more consumers to the Board.</p> <p>Counsel confirmed that reimbursement for childcare was not an obstacle and the Board may pursue this as an option for recruitment.</p> <p style="text-align: center;">- There was a request to prepare write a policy on childcare and transportation for Board members for consideration of the Board at its next meeting.</p> <p>There were concerns expressed on the ability of the Board to presently make an appropriate decision to establish an Ad Hoc Committee on Board Recruitment, and it was requested to table the item to the next Board meeting.</p> <p style="text-align: center;"><i>Please refer to TAB 8 on the Board meeting packet</i></p>	<p>Request to table this request to the next meeting MOVED by Paul</p> <p>SECONDED by, Julia</p> <p>and APPROVED by all Board members present</p>

Report on Contracts Quarterly Report	<p>Summary of contractor's progress for the quarter were reported showing that overall contractors were under performing 5-10% on the count of unduplicated patients.</p> <p>Documents were provided showing how many unduplicated patients served, as well as overall progress in outcome measures via their contract.</p> <p><i>Please refer to TAB 9 on the Board meeting packet</i></p>	
Regular Agenda: HCH/FH Program Director's Report	<p>The Director briefly reported on program. Remaining report was tabled for next board meeting in June</p> <p><i>Please refer to TAB 10 on the Board meeting packet.</i></p>	
Regular Agenda: HCH/FH Program Budget & Financial Report	<p>Tabled to the next board meeting in June.</p> <p><i>Please refer to TAB 11 on the Board meeting packet.</i></p>	
QI Committee Oral Report	<p>Dr. Frank Trinh gave oral report on the status of the QI Plan, which will be ready for next June meeting for Board approval. The QI/QA Committee worked extensively with consultants and Dr. Mills to ensure that the policy was adequate.</p>	
Review SMMC Audit Report	<p>Was tabled to the next board meeting in June.</p> <p><i>Please refer to TAB 12 on the Board meeting packet.</i></p>	
Adjournment	<p>Robert adjourned the meeting at __11:05__ a.m.</p>	


 Robert Stebbins, Chair


 Jim Beaumont, Secretary

May 14, 2015 _____
 Date

May 14, 2015 _____
 Date

TAB 2
Program Calendar
(Consent Agenda)

Health Care for the Homeless & Farmworker Health (HCH/FH) Program 2015 Calendar *(Revised June 2015)*

EVENT	DATE	NOTES
<ul style="list-style-type: none"> • Board Meeting (June 11, 2015 from 9:00 a.m. to 11:00 a.m.) • Initiate Preparation for Service Area Competition (SAC) Submission • Administer Needs Assessment Surveys 	June	San Mateo County- Human Services Agency - Belmont
<ul style="list-style-type: none"> • Board Meeting (July 9, 2015 from 9:00 a.m. to 11:00 a.m.) • Conduct Focus Groups • Board approval of SAC for submission • RFP distributed • Initiate QI Population Reporting 	July	Board meeting at Health System- Alameda Campus, San Mateo
<ul style="list-style-type: none"> • Board Meeting (August 13, 2015 from 9:00 a.m. to 11:00 a.m.) • Analysis of Needs Assessment • Board Review & Approval of Program Services, Sites and Hours 	August	
<ul style="list-style-type: none"> • Board Meeting (September 10, 2015 from 9:00 a.m. to 11:00 a.m.) • Review RFP proposals • Tentative TA with HRSA for Scope of Project Nominations for Chair & Vice-Chair	September	
<ul style="list-style-type: none"> • Board Meeting (October 8, 2015 from 9:00 a.m. to 11:00 a.m.) • Grant Year Budget Approval • Approval of RFP proposals • Election of Chair & Vice-Chair • Potential Regional Conference 	October	
<ul style="list-style-type: none"> • Board Meeting (November 12, 2015 from 9:00 a.m. to 11:00 a.m.) • Contracting , prepare for BOS 	November	
<ul style="list-style-type: none"> • Board Meeting (December 10, 2015 from 9:00 a.m. to 11:00 a.m.) • Contracts needing approval for BOS submission 	December	

TAB 3
Consumer Input

County's homeless numbers dropping

March 25, 2015, 05:00 AM By [Bill Siverfarb](#) Daily Journal

The number of individuals living on the streets in San Mateo County has dropped by 47 percent since 2013, the Human Services Agency announced Tuesday.

The county conducted a homeless count in January and did not find any families with children without shelter, according to HSA.

There are also fewer homeless people living in shelters, according to HSA.

The numbers show approximately 689 unsheltered homeless individuals living on streets, in vehicles, or in homeless encampments, compared to 1,299 in 2013, according to HSA.

The count found 915 homeless living in emergency shelters, transitional housing, motels and institutions, compared to 982 in 2013.

About 10 percent of the total households, 124, are families with dependent children, according to HSA.

About 200 volunteers, including Supervisor Don Horsley, participated in the one-day count back in January.

The drop in numbers is encouraging, Horsley said.

The county's emphasis on rapid rehousing may be a contributing factor to the drop as well as the area's booming economy, he said.

"Once you get them housed they tend to stay housed," Horsley said about the homeless.

The county's unemployment rate is the lowest in the state at 3.5 percent, Horsley said. Although many of the added jobs in the county may be low paying, they are still helping people cover the rent, he said.

Part of the drop is due to the county's emphasis on increasing the investment to end homelessness with Measure A funds, said Supervisor Dave Pine.

"The county has made great strides in reducing homelessness. It's been a more focused effort," Pine said.

He speculates too, however, that some of the drop may be attributed to people simply moving out of the county as it has become increasingly more expensive to find housing here.

A program of the U.S. Housing and Urban Development Department, the count provides a point-in-time snapshot of the sheltered and unsheltered homeless individuals observed on the same winter's morning throughout participating regions nationwide.

The knowledge gained by the count helps to secure federal funding for initiatives to end homelessness.

HSA, along with the nonprofits it partners with, will prepare recommendations for future homelessness services and present them to the San Mateo County Board of Supervisors at a future meeting.

A final report on the one-day count will be prepared by May, according to HSA.

Pine is eager to see the final report to get a better idea of why the numbers have dropped.

In 2011, volunteers identified 2,149 homeless people living in San Mateo County. That number was up from 1,796 in 2009 and the greatest increase — 83 percent — was among people living in cars, recreational vehicles and encampments.

bill@smdailyjournal.com

<http://www.smdailyjournal.com/articles/news/2015-03-25/countys-homeless-numbers-dropping/1776425140574.html>

EXECUTIVE SUMMARY highlights:

- There was a 40% decrease in the number of unsheltered people in 2015 compared to 2013
- There sheltered count increased by 2%, from 982 in 2013 to 997 in 2015
- There were zero homeless families counted on the morning of January 22, 2015
- The top five cities with unsheltered homeless population in 2015 are:
 - Redwood City (223)
 - East Palo Alto (95)
 - Half Moon Bay (84)
 - San Mateo (82)
 - South San Francisco (55)
- Although Redwood City had the highest count, there was a 27% decreased in the unsheltered homeless in 2015
- There were zero unsheltered homeless counted in the cities of Foster City, Hillsborough, and Portola Valley

The full Final Report, with detailed summary charts and appendices, will be available in June 2015.

NHCHC 2015 Report Back From All Attendees

As part of providing for increased information and Board awareness, Board members and Program staff who attend program related conferences and outside meetings are requested to provide a report back to the Board on those conferences/meetings to share their insights and any pertinent information.

The recently completed National Health Care for the Homeless Council National Conference was attended by a number of Board members and Program staff. For the June 11, 2015 Co-Applicant Board meeting, the attendees will be requested to recount briefly the sessions they attended at the conference. Due to a lack of available time for a broad discussion during the June meeting, we will instead ask Board members and staff to identify any specific sessions noted by the attendees on which they would like a more expansive report and these will be scheduled for future meetings.

Homeless in Santa Clara County: Report puts cost at \$520 million a year

By Mark Emmons

SAN JOSE -- The human toll of homelessness can be seen daily throughout Santa Clara County with people living on the streets. But now, for the first time, a staggering fiscal cost has been calculated: \$520 million annually.

A new study, described as the most comprehensive look ever at the expense of homelessness on a community, has determined that more than \$3 billion was spent over a six-year period in the county on services such as trips to the emergency rooms, jail stays and mental health care.

"Home Not Found: The Cost of Homelessness in Silicon Valley" also identified how a small group of about 2,800 persistently homeless alone cost the county about \$83,000 each, per year.

"What this shows is that having people live out in the open is tragic for the individual, destabilizing for the community and, at the end of the day, very expensive for the public," said Dan Flaming, president of Los Angeles-based Economic Roundtable, which produced the report for Santa Clara County and the nonprofit Destination: Home. "The people who are the most tragic are the ones where there can be real cost savings simply by housing them."

The study, which is being presented Tuesday morning at a community leader forum in San Jose, tracked more than 104,000 homeless in the county from 2007 to 2012, mining data from sources that included hospital and criminal-justice records.

The result is a detailed look at a population that often is hidden in the shadows and living off the grid. It appears to bolster a case long made by homeless advocates: Helping people off the streets is more than just doing the right thing, it's also smart public policy that will save taxpayer dollars.

"We've never known the scope of the problem," said Jennifer Loving, executive director of Destination: Home. "People often say, 'It's going to cost too much money to solve homelessness.' Well, we're spending a lot right now. If we're spending \$83,000 a year for some homeless, that's far more than the cost of housing them."

Perhaps nowhere else in the country is the dividing line between the haves and have-nots more stark than here in Silicon Valley, home to iconic companies such as Apple, Google and Facebook. But it's also become a place where so many don't have a home.

The county has 7,567 homeless -- the nation's seventh-highest total -- according to the most recent published survey, the 2014 Annual Homeless Report to Congress. San Jose also drew national headlines in December with the closure of "the Jungle" encampment along Story Road, where as many as 300 people had been living next to Coyote Creek in Third World squalor.

The county commissioned the study, and underwrote most of the \$200,000 cost, in an effort to better understand the drain on public resources and how best to devise strategies to reduce the homeless numbers.

It found that, in general, most homeless were resilient and their time on the streets didn't last long. Programs such as food stamps and some public assistance often were enough to help them back on their feet.

"Some people just get stuck," Flaming said. "They don't have family or friends to help them. The wreckage just accumulates. Those are the people who end up spending days and days in the hospital, or end up in jail. They are very expensive."

Loving is a proponent of a "housing first" model in which chronically homeless are moved into places to live -- stabilizing their often chaotic lives -- and then are fortified with services.

Destination: Home oversees a program called Housing 1000, which has found housing for 103 persistently homeless people. The report found that their public costs while homeless were about \$62,000 annually. That figure dropped to just less than \$20,000 on average after they were placed in housing. For Loving, the take-away conclusion is to "target those really high users and quickly get them into housing."

That is much easier said than done. Public money is limited. Even more scarce is affordable housing in one of the country's most expensive places to live. Homeless complain that even when they receive subsidized housing vouchers, they often still can't find landlords willing to accept them in a market where the vacancy rate is so low.

There simply is no magic wand.

"The difficult step is getting the additional housing units that are badly needed," said Gary Graves, the county's chief operating officer. "And in the short term, what are we going to do with the 2,500 or so people who cost the most? It's a very tough problem, and one that the county can't solve by itself. We need the entire community working together, and that includes the private sector like our corporate citizens."

Most of all, he added, what's needed is a sense of urgency.

"The hope is that this report gets the community's attention," Graves said. "We should **not have thousands of people walking around every day without a roof over their head.**"

FINANCIAL COST OF HOMELESSNESS IN SANTA CLARA COUNTY

PER YEAR: \$520 million

BREAKDOWN BY PERCENTAGE

HEALTH CARE COSTS: 53 percent

JUSTICE SYSTEM COSTS: 34 percent

SOCIAL SERVICES: 13 percent

Source: "Home Not Found: The Cost of Homelessness in Silicon Valley"

http://www.mercurynews.com/bay-area-news/ci_28188893/santa-clara-county-report-puts-520-million-year

TAB 4

**Request for Board to
Review/Accept HCH/FH
Credentialing/Privileging
Policy
(Documents Available at
Meeting)**



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: REQUEST FOR THE BOARD TO ACCEPT THE SAN MATEO MEDICAL CENTER BOARD OF DIRECTOR'S JUNE 4, 2015 APPROVAL OF PRIVILEGES.

In accordance with this Board's Policy on Credentialing and Privileging, all actions of the San Mateo Medical Center's (SMMC) Board of Directors with regards to medical privileges for provider staff who are seen by the Program's Homeless and/or Farmworker patients, is required to be reviewed and accepted by the Board.

At their June 4, 2015 meeting, the SMMC Board of Directors approved the attached set of privileges. They are herein provided to the Board for their review and consideration.

This request is for the Board to accept the SMMC Board of Director's approval of privileges as done at their June 4, 2015 meeting. Approval of this item requires a majority vote of the Board members present.

Attachments:

Privileges approved by SMMC Board of Directors on June 4, 2015



Board of Supervisors: Carole Groom • Don Horsley • Dave Pine • Warren Slocum • Adrienne Tissier
Health System Chief: Jean S. Fraser • San Mateo Medical Center CEO: Susan Ehrlich, MD, MPP
222 W. 39th Avenue • San Mateo, CA 94403 • PHONE 650.573.2222 • CA RELAY 711 • FAX 650.573.2030
www.sanmateomedicalcenter.org

TAB 5
Director's Report



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: DIRECTOR'S REPORT

Program activity update since the May 14, 2015 Co-Applicant Board meeting:

1. Grant Conditions

On May 27, 2015 we received NOA 14-11 which released the Contract Oversight grant condition.

At this time, the Program has four (4) outstanding grant conditions. All of these conditions were 120-day implementation conditions based on approved implementation plans. The documentation for the implementation for each of the conditions was submitted on May 14, 2015. Since that time, we have received a single Change Request to provide additional information on the Program Director's Job Description condition. The requested information was submitted on May 22, 2015.

As of June 2, 2015 our Project Officer verified that all of the submissions were still under review.

2. Change in Grant Period

On May 21, 2015, we received NOA 14-10 which indicated that HRSA had stopped using November 1st as a Grant Year start date. All programs previously with the 11/01 start date were moved to one of January 1, February 1 or March 1 start dates. HRSA indicated that they were making this change to help insure that these programs would get sufficient time, similar to other programs with the later start dates, to complete their Service Area Competitions (SAC) or their Non-Competing Continuation (NCC) submission. Per the NOA we were moved to a February 1 start date. This will mean that our current grant year will run through January 31, 2016 instead of October 31,



2015. HRSA also added a pro-rated (3 months' worth) amount of funding (\$461,544) to cover the increased time period.

Program has submitted a formal request to HRSA to change our Program start date to January 1. This would allow us to align with our contracts and the UDS Report, and would put us at exactly the half-year mark in the County's Fiscal Year(FY). HRSA has taken our request under consideration, indicating that we should hear back from them on our request in 2-3 weeks.

3. Operational Site Visit (OSV)

At this time we have not yet received the Report from the Program's March 10-12, 2015 OSV. As of June 2, 2015 our Project Officer verified that HRSA's request for report modifications from the consultants had been returned and was under HRSA review.

4. Management Analyst Position

Based on ongoing discussions with the County Human Resources Department, we are preparing to withdraw our original requisition for the Management Analyst position, which was for a term-limited position that would have ended December 31, 2016, and submitted a new requisition for an Unclassified Management Analyst position. As an Unclassified positions serve at the will of the hiring authority and thus provides for the ability to terminate the position incumbent if the grant should ever be terminated. While the position will not grant permanent civil service protections to a hiree, the pool of potential candidates should be greater without having a 12/31/16 end date involved.

We continue to work with Human Resources on the recruitment effort.

5. 2014 UDS Report Data

On June 3, 2015, HRSA announced that the summary and comparative demographic data from the 2014 UDS had been posted to the Electronic Handbook. The release of comparative performance data is expected in the near future.

A preliminary review of the data continue to show that the San Mateo County HCH/FH Program performs at a consistently higher level on almost every measure than the nation and state averages, and the national and state target population averages.

6. Region IX Local Health Department 330 Program Conference Call

On June 4, 2015, the Region IX Local Health Department based 330 Programs held a conference call, joined by Pinellas County in Florida. A number of the counties that have moved forward with their Change In Scope to add the general population as a Community Health Center (section (e)) are having struggles with their governance structure, specifically the authorities of the Co-Applicant Board.

7. Board Training

The Program is currently actively identifying and reviewing available Board Training opportunities, both for general Board responsibilities and operations, and to specifically improve the Board's knowledge base on Farmworker Health. Board members can expect to be receiving requests for availability to schedule potential trainings. The HRSA sponsored TA for the Board, which we understand to be mostly focused on Services and Scope, is still tentatively scheduled for the week of September 21, 2015.

We currently need to assess the Board's availability for dates during July & August for potential training from the NHCHC.

8. Future Conferences

Known upcoming conferences include:

International Street Medicine Symposium, October 14-17, 2015, San Jose, CA

2016 Western Forum for Migrant and Community Health, February 23-25, 2016, Portland, Oregon

National Health Care for the Homeless Council National Conference & Policy Symposium, May 31 – June 3, 2016, Portland, OR

9. Seven Day Update

TAB 6
Budget/Finance
Report



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: HCH/FH PROGRAM BUDGET and FINANCIAL REPORT

Since the last meeting, the fiscal reports previously being used to prepare this report have been eliminated from the Medical Center's Decision Support System (DSS). While there is a replacement data source available, it will take some time to develop the processes to account for the differences in the County Fiscal Year and the Program Grant year. For this month we solely have high level summary data to work with.

Through May 31, 2015, Grant Year (GY) expenditures total \$1,016,037, with Base Grant expenditures at \$957,737 and Expanded Services Grant expenditures at \$58,300.

With the recent change in the Program's current grant year, now slated to end on January 31, 2016, we are in the process of building new projection estimates to run through that time, and to account for the increase funding providing to cover that time period. We expect to be able to provide a much more detailed analysis based on the new grant year for the next Board meeting.

However, based on preliminary projections, there will be a potential unexpended balance of around \$300,000 at the end of the GY (January 31, 2016). Given the known issues in appropriately and adequately addressing short term increases in expenditures, Program has worked on a number of options that hold promise for utilizing one-time or short-term expenditures and providing longer-term or ongoing benefits. We have set an agenda item for this meeting to discuss these efforts.

The GY Summary report is attached.

As noted at the May meeting, we are in the process of having a budget tool created to provide the Board with a training and work tool for understanding the program budget and for working to create the final budget. The tool should be available by mid-June.

Attachments:
GY Summary Report



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Details for budget estimates	Budget	To Date (05/31/15)	Projection for GY (+~22 wks)	Projected for GY 2016
<u>Salaries</u>				
Director	111,815			134,000
Program Coordinator	86,760			87,538
Medical Director	18,235			53,944
(proposed) Management Analyst (@ 8 months) miscellaneous OT etc.	57,285			91,118
	<u>274,095</u>	<u>135,617</u>	<u>207,020</u>	<u>90,687</u> If Added
				<u>457,287</u>
<u>Benefits</u>				
Director	64,480			75,991
Program Coordinator	53,626			49,643
Medical Director	10,894			30,592
(proposed) Management Analyst	34,222			51,673
	<u>163,222</u>	<u>67,299</u>	<u>97,779</u>	<u>51,429</u> If Added
				<u>259,327</u>
<u>Travel</u>				
National Conferences (1500*2*2)	6,000	0	6,000	6,000
Regional Conferences (600*2)	1,200	0	1,200	1,200
Local Travel	800	0	800	800
Taxis	3,000	1,704	3,500	4,000
	<u>11,000</u>	<u>1,704</u>	<u>11,500</u>	<u>12,000</u>
<u>Supplies</u>				
Office Supplies, misc.	5,000	101	2,500	2,500
	<u>5,000</u>	<u>101</u>	<u>2,500</u>	<u>2,500</u>
<u>Contractual</u>				
Current SMMC Clinic commitment (to 06/30)	407,713	356,749	407,713	-
Current 2015 contracts	705,500	385,823	675,500	705,500
Est available (for 07/01 on or otherwise)	186,024			
	<u>1,299,237</u>	<u>742,572</u>	<u>1,083,213</u>	<u>705,500</u>
<u>Other</u>				
Consultants/grant writer	35,000	7,531	60,000	50,000
IT/Telcom	15,000	2,913	10,000	12,000
Memberships	5,000	0	5,000	5,000
Training	2,000	0	2,000	2,000
	<u>57,000</u>	<u>10,444</u>	<u>77,000</u>	<u>69,000</u>
TOTALS - Base Grant	<u>1,809,554</u>	<u>957,737</u>	<u>1,479,012</u>	<u>1,505,614</u>
Expanded Services Grant	219,724	58,300	219,724	219,724
HCH/FH PROGRAM TOTAL	<u>2,029,278</u>	<u>1,016,037</u>	<u>1,698,736</u>	<u>1,725,338</u>
PROJECTED AVAILABLE	BASE GRANT		330,542	303,940

NOTE:
Former Full Annual SMMC Clinic Funding = \$611,570

TAB 7
Request for Board to
Approve Extension of
J. Snow Contract
(contractor)



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: REQUEST FOR THE BOARD TO APPROVE AND AMENDMENT (EXTENSION) TO THE PROGRAM'S CONTRACT WITH J. SNOW, INC.

The Program's current contract for consultant services with J. Snow, Inc. will end on June 30, 2015. Program believes that the services received under this contract from Pat Fairchild and other consultants as required, has had significant positive impact and material benefits to the Program and for this Board. Based on this, Program is recommending a continuation of the contractual relationship with J. Snow, Inc. for the provision of consultant services.

Attached is the draft terms for an amendment to the contract that will extend the term of the contract to October 31, 2017 and increase the total value of the contract to \$100,000. This is an extension of 28 months and an increase of \$75,000 in total contract value.

This request is for the Board to approve an extension to the contract with J. Snow, Inc based on the draft terms, extending the contract to October 31, 2015 and increasing the maximum allowable to be paid under the contract to \$100,000. Approval of this item requires a majority vote of the Board members present.

Attachments:

Draft Amendment to J. Snow Inc. Contract



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Revised Exhibit A (Rev. 6/2/15)
Agreement between the County of San Mateo and John Snow, Inc.

1. Description of Services to be Performed by Contractor

In consideration of the payments set forth in Section 2, **Amount and Method of Payment**, Contractor shall provide the following services:

To assist San Mateo County and the San Mateo County Health Care for the Homeless/Farmworker Health Program in responding to and complying with Health Resources and Services Administration (HRSA) Program Requirements and any grant conditions issued during the contract period. To assist San Mateo County and the San Mateo County Health Care for the Homeless/Farmworker Health Program in program improvement efforts, Co-Applicant Board awareness and education and other program development activities as determined by the Co-Applicant Board and/or the Program, and agreed to by Contractor.

Consultation will focus on assisting San Mateo County and the San Mateo County Health Care for the Homeless/Farmworker Health Program respond to and comply with Health Resources and Services Administration (HRSA) Program Requirements and grant conditions. John Snow, Inc. (JSI) will provide assistance as requested and directed by the San Mateo County HealthCare for the Homeless/Farmworker Health Program. Specific tasks may include, but are not limited to:

- Review and provide recommendations related to the Co-applicant governing Board's responsibilities and activities
- Review and provide comments on any suggested or recommended changes or amendments to the Co-Applicant Agreement between the HealthCare for the Homeless/Farmworker Health Program and San Mateo County or the Co-Applicant governing Board's Bylaws
- Provide guidance and assist with development of any Change in Scope (CIS) Requests required to comply with grant conditions including sites, services and hours of operation
- Review and provide comments regarding suggested, recommended or required Co-Applicant governing Board policies and procedures, or Program operations
- Conduct conference calls with staff and Co-applicant Board members as needed
- Facilitate meetings with the Co-applicant Board to review and discuss HRSA requirements and submissions
- Provide other reviews and comments as may be necessary in addressing other HRSA Program Requirements or grant conditions that may be issued by HRSA during the contract period
- Provide guidance and assistance with Health Care for the Homeless/Farmworker Health Program and Co-Applicant Board efforts in program development and program improvement

Staffing

This project will be led by Patricia (Pat) Fairchild, Vice President of JSI

JSI will assign other staff and/or consultants depending on the need to fulfill the contracted scope of work. All staff or consultants selected will have extensive experience with HRSA requirements and with Public Centers. JSI will recommend the staff/consultant to be used and obtain approval from the HCH/FH Program.

2. Amount and Method of Payment

In consideration of the services provided by Contractor pursuant to Section 1, **Description of Services to be Performed by Contractor**, and subject to the terms of the Agreement, County shall pay Contractor based on the following schedule and terms:

Payment will be made for services on a per hour basis for time incurred in providing the services. Payment rates shall be:

- Pat Fairchild @ \$210.00/hour
- Clinical, Management, Governance, Finance and/or other Consultants, to be determined and agreed to jointly, @ \$125.00/hour; Project Assistant @ \$50.00/hour
- All hourly rates specified above is subject to an annual increase up to 5% on each January 1st during the contract, beginning January 1, 2016.

Travel will be reimbursed on a cost basis not to exceed \$2,500 per calendar year and subject to the following:

1. The maximum reimbursement amount for the actual cost of lodging, meals, and incidental expenses ("LM&I Expenses") is limited to the then-current Continental United States ("CONUS") rate for the location of the work being done (i.e., Redwood City for work done in Redwood City, San Mateo for work done at San Mateo Medical Center) as set forth in the Code of Federal Regulations and as listed by the website of the U.S. General Services Administration (available online at <http://www.gsa.gov/portal/content/104877> or by searching www.gsa.gov for the term 'CONUS'). CONUS rates are set by fiscal year and are effective October 1st through September 30th.
2. The maximum reimbursement amount for the actual cost of airline and car rental travel expenses ("Air & Car Expenses") shall be a reasonable rate obtained through a cost-competitive travel service (e.g., a travel or car-rental website). Reimbursable air travel is restricted to economy or coach fares (not first class, business class, "economy-plus," or other non-standard classes) and reimbursable car rental rates are restricted to the mid-level size range or below (i.e., full size, standard size, intermediate, compact, or subcompact). No specialty, luxury, premium, SUV, or similar category vehicles may be submitted for reimbursement. Other reasonable travel expenses ("Other Expenses") such as taxi fares, parking costs, train or subway costs, etc. shall be reimbursable on an actual-cost basis.
3. If in doubt about the propriety of LM&I Expenses, Air & Car Expenses, or Other Expenses, Contractor should err on the side of caution and not incur an expense at that level or obtain authorization from the County's contract contact person.

Invoices shall be submitted monthly or less frequently as agreed to jointly.

Invoices will be approved by the Director of Health Care for the Homeless/Farmworker Health Program or their designee and paid within 30 days of receipt of invoice.

Maximum payment under this contract cannot exceed \$100,000.

TAB 8
Request to
Review/
Accept Audit
Report



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: REQUEST FOR THE BOARD TO REVIEW AND ACCEPT THE FINANCIAL AUDIT

On April 21, 2015, the Program received notification from HRSA of their acceptance of the financial audit. As part of a government entity, the program audit is considered a part of San Mateo County's overall Federal Single Audit. In accordance with HRSA requirements, the Co-Applicant Agreement and the Board's Bylaws, the Board has the responsibility and authority to review and accept the audit. The Board may also take action as it deems appropriate to address any concerns raised in the audit.

This request is for the Board to review and accept the financial audit. A majority vote of the members present is sufficient for approval of the request. Originally on the May 14, 2015 Co-Applicant Board meeting agenda, the request was tabled to today's meeting.

Documents are available online for review in May 14, 2015 meeting packet at <http://www.sanmateomedicalcenter.org/content/Co-ApplicantBoard.htm>



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TAB 9
Request to Re-
establish Ad Hoc
Committee on
Board Composition/
Recruitment



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health Program

FROM: Jim Beaumont, Director
Health Care for the Homeless/Farmworker Health Program

SUBJECT: REQUEST FOR BOARD TO TAKE ACTION ON RE-ESTABLISHING A BOARD COMMITTEE TO REVIEW AND MAKE RECOMMENDATIONS ON BOARD COMPOSITION, RECRUITMENT, AND SELECTION, AND OTHER AREAS THAT MAY IMPACT THESE ACTIVITIES

In February, 2014, the Board approved the formation of an ad hoc committee on board composition, recruitment and selection. That committee produced a standardized application for board membership, and in its wake, there were four (4) new members appointed to the board.

Since that time, the Board has seen members required to leave due to no longer being eligible for Board membership and due to other commitments. At present, the board has an approved membership of 14, with only 11 positions filled. As the required minimum is to have nine (9) Board members, the membership is again approaching that lower bound. In addition, various interactions with HRSA representatives has indicated that the Board would be best served by adding community members with expertise in finances, human resources and other basic operational areas. In addition, the Board has the continuing task to have consumer membership on the Board in the form of both farmworkers and homeless individuals who access program scope services.

As it has been some time since the previous ad hoc committee met, we are recommending that the Board disband the previous committee and establish a new ad hoc committee on Board composition, recruitment and selection.

The committee should have a minimum of three (3) and no more than five (5) members from among the voting membership of the Board. If not designated in the Board's action on this request, the committee shall designate a committee chair to lead the committee's activities. The committee would be charged with the task of reviewing the current bylaws on Board



composition, recruitment and selection, gathering and discussing whatever information the committee deems appropriate and necessary to its work, including information on issues that may impair some individuals from participating in Board membership, and providing a report back to the Co-Applicant Board during a regular meeting, no later than the August 2015 meeting. The committee may, at its discretion, return partial or separate reports on the topics under its review. All reports will be written and provided to the HCH/FH staff at least 10 days prior to the meeting at which the report will be presented. The committee's report should provide succinct analysis of the issue and may present specific recommendations for Board action. Members of the committee may also prepare a minority report if there are differing views on the final report and the recommendations to be given to the Board. Program staff will assist the committee in logistical arrangements. The Board may give further instruction to the committee as the Board chooses. The Committee will formally be disbanded on October 31, 2015, unless otherwise extended by action of the Board.

A majority vote of the Board members present on this recommendation will establish the committee as described above, or as the above is otherwise amended by the Board. Board members shall indicate their interest in serving on the committee. Should there be more interest among the Board membership than there are available positions on the committee, the Board Chair shall select the committee membership from among the Board members expressing interest.

**TAB 10 Request
To Approve
Policy For
Reimbursement
Of Consumer
Board Members
Meeting
Expenses**



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: REQUEST FOR THE BOARD TO APPROVE PROGRAM POLICY ON CONSUMER AND FORMER CONSUMER BOARD MEMBER REIMBURSEMENT FOR BOARD MEETING EXPENSES

On recognition that potential expenses incurred as part of attending Co-Applicant Board meetings and other approved events may act as a barrier to consumer and former consumer willingness to serve on the Co-Applicant Board, the Board requested Program to draft a Policy for reimbursement of such expenses.

Attached is a draft policy for reimbursement of expenses related to attendance at Co-Applicant Board meetings, or other approved events, for consumer and former consumer Board members. Specifically, it replaces the current policy that solely provides for reimbursement of travel expenses for Board meetings, designates reimbursement policy for travel expenses and for child or adult day care expenses, and provides for the Board to be able to designate such other expenses as may be needed to address the issue.

This request is for the Board to approve to approve the attached policy on reimbursement for consumer and former consumer Board members for attendance at Board meetings or other approved events, and in so doing, to replace the current policy on travel expenses for Board meetings for consumer and former consumer Board members. Approval of this item requires a majority vote of the Board members present.

Attachments:

Draft Policy on Consumer and Former Consumer Reimbursement for Expenses Related to Attendance at Board Meetings or Other Approved Events



SAN MATEO COUNTY

HEALTHCARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM

Program Policy

Policy Area: Co-Applicant Board Operations	Effective Date: 06/11/2015
Subject: Reimbursement of Meeting Attendance Expenses	Approved Date: Revision Date: 06/11/2015
Title of Policy: Consumer Board Members Meeting Expense Reimbursement Policy	Approved by: Co-Applicant Board

1. Rationale or background to policy:

The San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program acknowledges that consumer membership (defined as target population members who use Program scope services) on the Co-Applicant Board is essential for consumer input and feedback, program planning, and service quality assurance. The HCH/FH Program supports this active participation and involvement of consumers, and former consumers on the Co-Applicant Board.

In acknowledgement that target population individuals may face increased barriers or obstacles to participation on the Co-applicant Board due to travel and/or other specific impediments, it is advantageous and beneficial to the Program to provide a methodology to remove such barriers.

2. Policy Statement:

In order to help reduce the transportation barriers to attending Board meetings, or other relevant events (as approved by the Program), that hinder consumers and former consumers of the program from participating as Board members, the HCH/FH Co-Applicant Board shall adopt a policy for travel reimbursement for consumer and former consumer member of the Co-Applicant Board.

The policy of the HCH/FH Co-Applicant Board is that for Co-Applicant Board meetings and other approved events, consumer Board members and former consumer Board members may be reimbursed for travel expenses based upon the most recent mileage reimbursement rate determined by the Internal Revenue Services, regardless of the mode of transportation (e.g. via car, bus, train, etc.). There must be an actual cost to the Board member.

For consumer or former consumer Board members, the mileage calculation starting point shall be the Board member's home address or the address of a host or sponsoring agency. Mileage

reimbursed shall be round-trip to and from the event/meeting site.

Likewise, in recognition that other life circumstances may create barriers to consumer and former consumer individuals from participating as Board members, the policy of the HCH/FH Co-Applicant Board is that reimbursement for the costs to address such a circumstance or barrier as identified and approved by the Co-Applicant Board, shall be reimbursed for actual reasonable expense based on receipts or other acceptable documentation.

The Co-Applicant Board has approved the following circumstances as representing possible barriers to consumer or former consumer individuals' participation as Board members, and are therefore eligible for reimbursement as specified above:

- a) child day care for meeting or event time and travel time to and from the meeting event
- b.) required care for an elderly or disabled adult for meeting or event time and travel time to and from the meeting or event

3. Procedures:

Consumer Board members and former consumer Board members who wish to be reimbursed for meeting or event expenses as allowed and approved by this policy shall complete a reimbursement request form as may be designated by the Program, and provide any receipts or documentation as may be required.

Approved June 11, 2015

Board Chair

Program Director

TAB 11
Board
Discussion
On Clinical
Utilization



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: PRESENTATION TO BOARD FOR DISCUSSION OF THE 2015 SMMC CLINIC UTILIZATION DATA

As part of the Board's responsibilities in determining and directing appropriate services for our service populations, the Board needs to have a range of information to assist with those discussions. At the March Board meeting, Program was requested to provide data on SMMC Clinic utilization and to have it broken down by service population. The presentation and discussion of this information was subsequently tabled to today's meeting.

Utilizing the San Mateo Medical Center (SMMC) data provided for use in the recently completed annual Uniform Data System (UDS) report covering calendar year 2014, Program has calculated the utilization information requested. The data is provided by physical site and by clinic type (pediatrics, OB-GYN, etc.). All of the data is broken down by homeless, farmworker, and homeless and farmworker. The data spreadsheet is attached.

Attachments:

SMMC Clinic Utilization for 2014 for Homeless & Farmworkers



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HCH/FH SMMC CLINIC UTILIZATION

2014

Physical Location

Farmworker Only	Homeless & Farmworker	Homeless Only		Total	
3236	429	13263		16928	Main Campus
19	106	4932		5057	Mobile Vans
4443	278	714		5435	Coastside
689	116	2675		3480	Fair Oaks
100	31	1170		1301	Daly City
42	3	1013		1058	South San Francisco
5	0	51		56	Daly City Youth
48	0	68		116	Sequoia Teen Center
30	7	548		585	South County Mental Health
1	4	204		209	San Mateo Mental Health
8613	974	24638		34225	

NOTE: There were 63 visits (23/3/37) for "OB Delivery Outside" for which there was not a specified physical site. This accounts for the differences in total visits across the two tables

Service Category

Farmworker Only	Homeless & Farmworker	Homeless Only		Total	
2273	365	14031		16669	Adult Primary Care
4217	325	1617		6159	Pediatrics
429	91	4311		4831	Specialty Services
785	96	2234		3115	Dental
700	79	1094		1873	OBGYN
133	10	958		1101	Optometry
99	11	430		540	Podiatry
8636	977	24675		34288	

TAB 12
Request for
Board to
Approve
Updated
Program
Budget



SAN MATEO COUNTY HEALTH SYSTEM

DATE: June 11, 2015

TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Jim Beaumont, Director
HCH/FH Program

SUBJECT: REQUEST FOR THE BOARD TO APPROVE UPDATED PROGRAM BUDGET

Based on the additional funding provided in NOA 14-10 as part of extending the Program's grant period to January 31, 2016, the NOA also placed a 30-day condition for submission of an updated Program Budget. That submission is due by June 20, 2015.

Attached is the updated SF-424 which incorporates the additional funds on a direct pro-rated basis.

This request is for the Board to approve for submission the attached updated grant budget. Approval of this item requires a majority vote of the Board members present.

Attachments:

Updated SF-424 Federal Budget Form



Board of Supervisors: Carole Groom • Don Horsley • Dave Pine • Warren Slocum • Adrienne Tissier
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DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration FORM SF-424A: BUDGET INFORMATION				FOR HRSA USE ONLY		
				Grant Number	Application Tracking Number	
Budget Information						
Section A – Budget Summary						
Grant Program Function or Activity	CFDA Number	Estimated Unobligated Funds		New or Revised Budget		
		Federal	Non-Federal	Federal	Non-Federal	Total
Community Health Centers	93.224	N/A	N/A			
Health Care for the Homeless	93.224	N/A	N/A	2,096,036	3,778,666	5,874,702
Migrant Health Centers	93.224	N/A	N/A	431,407	690,484	1,121,891
Public Housing	93.224	N/A	N/A			
Total				2,527,443	4,469,150	6,996,596
Section B – Budget Categories						
Object Class Categories	Federal	Non-Federal	Total			
Personnel	825,689	2,945,426	3,771,115			
Fringe Benefits	407,770	1,511,573	1,919,343			
Travel	11,995	0	11,995			
Equipment	0	0	0			
Supplies	61,098	0	61,098			
Contractual	1,186,837	0	1,186,837			
Construction	0	0	0			
Other	34,099	12,151	46,250			
Total Direct Charges	2,527,443	4,469,150	6,996,593			
Indirect Charges	0	0	0			
Total	2,527,443	4,469,150	6,996,593			
Section C – Non-Federal Resources						
Grant Program Function or Activity	Applicant	State	Local	Other	Program Income	Total
Community Health Centers						
Health Care for the Homeless					3,778,666	3,778,666
Migrant Health Centers					690,484	690,484
Public Housing						
Total					4,469,150	4,469,150

DEPARTMENT OF HEALTH AND HUMAN SERVICES Health Resources and Services Administration		FOR HRSA USE ONLY			
		Grant Number	Application Tracking Number		
FORM SF-424A: BUDGET INFORMATION					
Section D – Forecasted Cash Needs (optional)					
	1 st Quarter	2 nd Quarter	3 rd Quarter	4 th Quarter	Total 1 st Year
Federal					
Non-Federal					
Total					
Section E – Budget Estimates of Federal Funds Needed for Balance of Project					
Grant Program	Future Funding Periods (Years)				
	First	Second	Third	Fourth	
Community Health Centers			N/A	N/A	
Health Care for the Homeless	2,096,036	2,096,036	N/A	N/A	
Migrant Health Centers	431,407	431,407	N/A	N/A	
Public Housing			N/A	N/A	
Total	2,527,443	2,527,443	N/A	N/A	
Section F – Other Budget Information					
Direct Charges					
Indirect Charges					
Remarks					

Public Burden Statement: An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this project is 0915-0285. Public reporting burden for this collection of information is estimated to average 1 hour per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 10-29, Rockville, Maryland, 20857

TAB 13
Discussion On
Available
Funds
(Documents
Available At
Meeting)