

# HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)

Co-Applicant Board Meeting Agenda

## Microsoft Teams Meeting

+1 628-212-0105 ID: 528 075 58#

May 7, 2020; 9:00 - 11:00am

AGENDA	SPEAKER(S)	TAB	TIME
<b>A. CALL TO ORDER</b>	Brian Greenberg		9:00am
<b>B. CHANGES TO ORDER OF AGENDA</b>			
<b>C. PUBLIC COMMENT</b>			9:03am
Persons wishing to address on matters NOT on the posted agenda may do so. Each speaker is limited to three minutes and the total time allocated to Public Comment is fifteen minutes. If there are more than five individuals wishing to speak during Public Comment, the Chairperson may choose to draw only five speaker cards from those submitted and defer the rest of the speakers to a second Public Comment at the end of the Board meeting. In response to comments on a non-agenda item, the Board may briefly respond to statements made or questions posed as allowed by the Brown Act (Government Code Section 54954.2) However, the Boards general policy is to refer items to staff for comprehensive action or report.			
<b>D. CONSUMER INPUT</b>			
<b>a. Update on local policies and other advocacy items</b>	Suzanne Moore		9:10am
<b>E. CLOSED SESSION</b>			
<b>a. No closed session</b>			
<b>F. CONSENT AGENDA</b>			
1. Meeting minutes from April 9, 2020	Linda Nguyen	<b>Tab 1</b>	9:20am
<b>G. BUSINESS AGENDA</b>			
1. COVID budgets	Jim/Sofia	<b>Tab 2</b>	9:25am
<b>a. Request to approve budgets</b>			
2. Letter of support for creation of safe car parking	Jim Beaumont		9:50am
<b>a. Direct staff to draft letter to create safe car parking</b>			
<b>H. REPORTING AGENDA</b>			
1. Finance Report	Jim Beaumont	<b>Tab 3</b>	9:55am
2. HCH/FH Program Director's Report	Jim/Linda	<b>Tab 4</b>	10:05am
<b>I. BOARD PRESENTATIONS AND DISCUSSIONS</b>			
1. Strategic Plan/ RFP Update	Irene/Sofia/Jim		10:10am
2. COVID-19 Update and Discussion	Staff		10:25am
<b>J. BOARD COMMUNICATIONS AND ANNOUNCEMENTS</b>			
Communications and Announcements are brief items from members of the Board regarding upcoming events in the community and correspondence that they have received. They are informational in nature and no action will be taken on these items at this meeting. A total of five minutes is allotted to this item. If there are additional communications and announcements, the Chairperson may choose to defer them to a second agenda item added at the end of the Board Meeting.			
1. Future meetings – every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)			
a. Next Regular Meeting June 11, 2020; 9:00AM – 11:00AM			
<b>K. ADJOURNMENT</b>			11:00am

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 (650) 573-2966 or [SMMC\\_HCH\\_FH\\_Program@smcgov.org](mailto:SMMC_HCH_FH_Program@smcgov.org) 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: <https://www.smchealth.org/smmc-hchfh-board>

# **TAB 1**

## **Consent Agenda: Meeting Minutes**

**Healthcare for the Homeless/Farmworker Health Program (Program)  
Co-Applicant Board Meeting Minutes (April 9, 2020)  
SMMC**

**Co-Applicant Board Members Present**

Brian Greenberg  
Tayischa Deldridge  
Suzanne Moore  
Eric DeBode  
Robert Anderson  
Steven Kraft  
Victoria Sanchez De Alba  
Christian Hansen  
Mother Champion  
Michael Vincent Hollingshead  
Jim Beaumont, HCH/FH Program Director (Ex-Officio)

**County Staff Present**

Linda Nguyen, Program Coordinator  
Irene Pasma, Program Implementation Coordinator  
Danielle Hull, Clinical Coordinator  
Sofia Recalde, Management Analyst  
Andrea Donahue, County Counsel's Office  
Melissa Rombaoa, SMMC- PCMH Manager  
Frank Trinh, Program Medical Director

**Members of the Public**

Absent: Shanna Hughes

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Brian Greenberg called the meeting to order at <u>9am</u> A.M. Everyone present introduced themselves.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
<u>Consumer Input</u>  Local policies- Suzanne Moore	<p>Local updates include:</p> <ul style="list-style-type: none"> <li>• Many advocates for the homeless have urgently shifted priorities to advocate for eviction moratoriums. Many advocates recognize that the homeless are high risk for contracting and developing serious illness due to Covid-19, and it's important to keep people sheltered who are currently housed.</li> <li>• Mountain View provided a link shared with staff on efforts to increase portable toilets and hand washing stations for homeless.</li> <li>• Redwood City is also trying to provide the same resources.</li> <li>• Pacifica's Oversize Vehicle Ordinance went into effect 3/30/20. A City Council meeting 3/23/20 - in which city staff were to review the ordinance and a proposed pilot parking permit program - was canceled, allowing the Ordinance to take effect without a planned presentation and possible delay of the effective date. San Mateo County Legal Aid, at the request of advocates from Pacifica Housing 4 All, have sent a letter to Pacifica Police, City Council and staff, requesting a delay in implementation until signs are in place and community education is complete or the emergency shelter in place is lifted (whichever is later).</li> </ul> <p>Farmworker State updates:</p>	

	<ul style="list-style-type: none"> <li>San Jose Assembly member introduced protections for farmworkers to include: sick leave, hazard pay and PPE.</li> <li>California Governor will consider aid to undocumented residents that won't be covered in federal stimulus package, to be announced in May.</li> </ul>	
No closed session-		
Regular Agenda Consent Agenda Meeting minutes Travel requests	<p>All items on Consent Agenda (meeting minutes from March 12, 2020 and travel requests) were approved.</p> <p>Roll call – approved by all present</p> <p>Please refer to TAB 1</p>	Consent Agenda was <u>MOVED</u> by Christian <u>SECONDED</u> by, Steve and APPROVED by all Board members present.
<u>Business Agenda:</u>  <b>Request to amend Sliding Fee scale</b>	<p>One of the Federal Program Requirements is having an approved Sliding Fee Discount Program (SFDP). This Board approved policy for the SFDP in October 2014 and was subsequently updated on June 9, 2016, October 12, 2017, February 08, 2018, April 12, 2018 &amp; April 11, 2019. According to the Program's Sliding Fee Discount Program Policy "The income levels included in the SFDS shall be updated annually based on the annual release of the Federal Poverty Level". The attached revisions to the Sliding Fee Scale Schedule are based on the updates to the 2020 (FPL) guidelines.</p> <p>This Action Request is for the Co-Applicant Board to approve revisions to its approved Sliding Fee Discount Program Policy Schedule to make adjustments for the new FPL for 2020.</p> <p><b>Action item: Request to amend Sliding Fee scale</b> Please refer to TAB 2</p>	<b>Request to amend Sliding Fee scale</b> <u>MOVED</u> by Tay <u>SECONDED</u> by Steve, and APPROVED by all Board members present.
<u>Business Agenda:</u>  <b>Request to form QI standing sub-committee</b>	<p>The San Mateo County HCH/FH Program QI/QA Committee did not meet in March. After consulting with County Counsel, HCH/FH Program staff have determined that current committee meetings would be best suited to be absorbed into general programmatic functions of maintaining clinical quality standards and recommended the formation of a QI Committee comprised of Co-Applicant Board members.</p> <ul style="list-style-type: none"> <li>HCH/FH Program Medical Director and Clinical Services Coordinator will continue to meet with SMMC staff internally to maintain and support clinical quality standards and improvement.</li> <li>The newly formed QI Committee will determine goals and objectives, and monitor and evaluate quarterly and annual progress. The scope of the committee will expand beyond clinical focus to include other areas for programmatic improvement. The committee will meet quarterly. The request is to approve the formation of a QI/QA standing subcommittee</li> </ul>	<b>Request to form QI standing sub-committee</b> <u>MOVED</u> by Suzanne <u>SECONDED</u> by Tay, and APPROVED by all Board members present.

	<p>Who is interested in serving on board sub-committee for Board members?</p> <ul style="list-style-type: none"> <li>• Brian – interested in scope of work</li> <li>• Suzanne</li> </ul> <p>Contact Danielle if Board members interested in serving.</p> <p><i>Please refer to TAB 3 on the Board meeting packet.</i></p>	
<p><u>Business Agenda:</u></p> <p><b>Discuss amending Board by laws-conflict of interest</b></p>	<p>Staff initiated discussion in last few meetings regarding Conflict of Interest (COI) training and amendment of Board Bylaws. According to Article 16 of the Bylaws, staff is required to provide Board members written notice two weeks in advance. The language should be ready by May or June meeting for everyone to review.</p>	<p>Add amendment to Bylaws in May or June Board meeting.</p>
<p><u>Business Agenda:</u></p> <p><b>Direct staff to draft support letter on moratorium</b></p>	<p>There was a discussion on what the letter should include and who it should go out to. The Board directed staff to draft a letter supporting a moratorium on encampment cleanings and vehicle towing countywide. Staff will include CDC guidance on the matter and work with County Counsel to draft. Once the letter is final, Board Chair will review and send out on behalf of the Board.</p>	<p><b>Direct staff to draft support letter on moratorium</b>  <u>MOVED</u> by Suzanne  <u>SECONDED</u> by Steve,  and APPROVED by all Board members present.</p> <p>Board Chair to review and sign the letter</p>
<p><u>Reporting Agenda:</u></p> <p>HCH/FH Program  <b>Budget &amp; Financial Report</b></p>	<p>Preliminary expenditure numbers for March 2020 show a total expenditure of \$215,491, of which \$210,027 is claimable against the grant. There are additional expenditures for county cost items that had not been posted at the time the organizational account report was run. Contract expenditures include all of those known through and for March as of when this report was produced. Staff projections for the year are very preliminary, at this point staff estimate that base grant expenditures will be \$2,763,062. While our current base grant award for 2020 is \$2,625,049, program anticipates being able to carryover \$132,709 of unexpended 2019 funds based on HRSA's new carryover policy (although there is some risk that it might not happen), which ultimately provides us with a projected over expended balance of <b>\$5,304</b> for the 2020 Grant Year (GY). The projections do estimate around a 96% - 97% expenditure rate on our contracts, which is higher than has occurred in recent history. There will be additional funding from HRSA for the crisis, but our expenditure patterns may change drastically and there could be many new and unanticipated costs.</p> <p><i>Please refer to TAB4 on the Board meeting packet.</i></p>	

<p><u>Reporting Agenda:</u></p> <p>HCH/FH Program Directors report</p>	<p>As might be expected, much of everyone’s time and effort has become focused on Coronavirus/COVID-19 activities. While staff has already begun planning for an increased usage of telework for Program staff, with the Health Officer (and subsequent Governor’s) Shelter-In-Place/Stay-at-Home order, all staff are now routinely working from home. As the Board is likely aware, these orders have been extended to May 3, 2020, and are possibly (likely) to be extended further.</p> <p>While the program was originally involved in informational report-out from SMMC Incident Command for the COVID crisis, this was not really addressing specifically the needs for the homeless and farmworker patients, HCH/FH worked industriously to connect with the SMC Health Disaster Operations Center (DOC). Irene has been staffed to support the DOC for Homeless (and farmworker) issues. This has helped enormously is bringing to light the issues and needs of our populations.</p> <p>Two (2) of the various “aid” packages passed by Congress have provided additional funding to HRSA grantee Health Centers. We have been awarded \$57,581 from the first funding package and are awaiting word on the second. We have approved a couple of small requests to food and items to support shelter-in-place for individuals in Permanent Supportive Housing. We are continuing to look at HRSA guidance on allowable expenditures and where there are gaps and potential gaps in support for the homeless and farmworkers during the crisis. There has been a substantial amount of money made available and we want to be certain that we utilize our awards in the best fashion possible.</p> <p>7-day update:</p> <ul style="list-style-type: none"> <li>• National health care for homeless conference is cancelled.</li> <li>• Integrated Behavioral health grant deadline to hire staff has extended to April 202.</li> <li>• Budget project renewal, grant deadline may get extended, usually happens June-August.</li> <li>• Will wait to discuss how we want to proceed with May/June board meetings.</li> </ul> <p><i>Please refer to TAB 5 on the Board meeting packet.</i></p>	
<p><u>Board Presentation/ Discussions</u></p> <p>Strategic Plan</p>	<p>Third Strategic Plan meeting that was planned end of March was cancelled because staff and health partners were all very busy. There is no movement on the Strategic Plan since the last Board meeting. The intent is to pick this up once things quiet down for a little bit, this will affect when we will finish the Strategic Plan report and release the Request for Proposal announcement. Everything is probably pushed out for about two months.</p>	

<p><u>Board Presentation/ Discussions</u></p> <p>COVID-19 Update and Discussion</p>	<p>Update from Program Director on County response:</p> <ul style="list-style-type: none"> <li>• County activated Emergency response center (EOC) on 3/22/20</li> <li>• SMMC started their incident command center, Health Department and Human Services Agency (H.S.A.) also implemented their Department Operational Center (DOC).</li> <li>• Staff reached out to Health – HCH/FH program added on DOC (homeless)</li> <li>• Staff has drafted guidance documents for homeless and farmworker populations</li> </ul> <p>Staff gave an overview of all county homelessness efforts to date and what is in the works/what are the continued gaps</p> <ul style="list-style-type: none"> <li>• Weekly updates sent on Homeless services.</li> <li>• Farmworkers- staff shared information to farmworker partners</li> <li>• Work closely with Center on Homelessness and homeless providers, coordinate information that is sent out to shelters and CORE service agencies</li> <li>• Alternative Care Site- (ACS) for homeless or farmworkers who can't go back home</li> <li>• Alternative housing site</li> <li>• Medical supplies- process of obtaining Personal Protection Equipment (PPE). Working with SMMC foundation to obtain donations of PPE.</li> <li>• Medical services have changed and most are done remotely through tele-health visits.</li> </ul> <p>Discussion on PPE donations, the high need for food and about shelter in place being extending with financial implications.</p> <ul style="list-style-type: none"> <li>• There was not sufficient time to discuss the additional COVID funding, so Program Director will email Board the guidance to obtain feedback in accordance with the Brown Act. Discussions on funding will continue at the next Board meeting in May.</li> </ul>	<p>Irene/staff- face shields contact will forward to group.</p> <p>Suzanne- will email contact on people who make cloth masks</p> <p>Program Director- will send out funding guidance, on what is allowable and not allowable to Board.</p>
<p>Adjournment</p>	<p>Time <u> 11am </u></p>	

April 20, 2020

We write on behalf of the Co-Applicant Board of the San Mateo County Health Care for the Homeless/Farmworker Health Program (HCH/FW Program). This Board is comprised of local community leaders, and it oversees a program funded by the federal government and managed by San Mateo County to support the health of the County's homeless and farm worker communities.

For the reasons stated below, the HCH/FH Program Board supports a moratorium on encampment clearings during the term of the County Health Officer's [countywide Shelter in Place Order](#). Furthermore, the HCH/FH Program Board supports access to "safe parking" for vehicularly-housed individuals and/or a moratorium on towing of RVs and other motor vehicles providing housing for individuals in San Mateo County during this period.

Individuals experiencing homelessness are at particular risk of contracting COVID-19 due to their lack of access to stable housing and adequate hygiene resources. These individuals are already five times more likely than members of the general public to be hospitalized and are more vulnerable to hospitalization due to COVID-19. According to the [non-profit organization, Homebase](#), encampment sweeps further compromise encampment residents' health and exacerbate the spread of COVID-19 as a result of:

- Loss of essential resources, including medications, hygiene equipment, food supplies, and shelter (e.g., tents);
- Loss of connection to trusted outreach workers and reliable information-sharing networks; and
- Displacement of encampment residents to other locations in the community, thereby increasing their risk of contracting or spreading COVID-19.

As a result, the United States [Centers for Disease Control and Prevention \(CDC\) recommends](#) that communities cease encampment sweeps to reduce negative health impacts on encampment residents and the general community. The CDC also advises governments to instruct people staying in encampments to set up sleeping areas with at least twelve feet of space between individuals and to provide hygienic services such as portable latrines and handwashing stations.

Homeless persons living in their vehicles also face an increased risk of trauma, health issues and displacement similar to other unsheltered homeless persons. Continuous moving of locations makes accessing health services and other support services difficult.

To that end, the San Mateo County HCH/FH Program Board seeks the requested measures in order to avoid displacement and to prevent the spreading of COVID-19. We support a holistic approach to address the issues of homelessness, such as providing outdoor encampments with hand-washing and other sanitation facilities, as well as identifying spaces for RV and other motor vehicles providing housing for individuals to park safely.

Thank you,

The Board of the San Mateo County Health Care for the Homeless/Farmworker Health Program

A handwritten signature in black ink, appearing to read "Brian Greenberg".

Brian Greenberg, Ph.D.

HCH/FH Co-Applicant Board Chair



**TAB 2**

**Request to**

**Approve COVID**

**budgets**

DATE: May 7, 2020

TO: HCH/FH Finance sub-committee, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program

FROM: Sofia Recalde, HCH/FH Management Analyst

SUBJECT: REQUEST TO APPROVE BUDGETS- HRSA SUPPLEMENTAL FUNDINGS FOR COVID-19

The Health Resources & Services Administration (HRSA) awarded HCH/FH two supplemental one-time funding awards to address the COVID-19 emergency:

- *Fiscal year (FY) 2020 Coronavirus Supplemental Funding for Health Centers (COVID-19) - \$57,581*
- *Coronavirus Aid, Relief, and Economic Security (CARES) Act - \$639,995*

In anticipation of this funding, HCH/FH staff sent an email on March 24, 2020 to HCH/FH Board members, divisions within San Mateo County Health (SMCH), local agencies and community-based service providers that provide health-related services to homeless and farmworkers residents in the County to solicit ideas on what supplies, equipment or services were needed to protect staff and clients from COVID-19.

At the time the email was sent, staff did not have a complete understanding of what kind of expenses would be considered appropriate and allowable with this funding and staff cast a wide net to allow for creative ideas. Since then, HRSA has informed staff that items such as food and items to help residents shelter in place are not allowable. HRSA guidance also emphasizes that the purpose of the supplemental funding is to support the health center (i.e., San Mateo Medical Center and SMCH) response to COVID-19 and maintain capacity to continue providing medical services and, with certain exceptions, is limited to in-scope sites listed in HCH/FH Program Form 5B.

HRSA understands that the current emergency is fluid and changing rapidly and will allow some budget changes after the budget is approved by HRSA. HCH/FH will not need to seek prior approval to modify the approved budget as long as the changes are less than 25% of the total award and funds are moved to line items already included in the approved budget.

COVID-19 funding can be used to respond to COVID-19 in the following ways:

- 1) Prevent – promote individual and community-wide prevention practices and/or administer countermeasures to reduce risk of COVID-19
- 2) Prepare – enhance readiness and training to respond to COVID-19
- 3) Respond – assess, test, diagnose, treat and limit spread of COVID-19

CARES funding can be used to respond to COVID-19 in the following ways:

- 1) Safety – Ensure that health centers are safe for staff and patients
- 2) Response – Protect, prevent, diagnose and respond to COVID-19
- 3) Capacity – maintain and increase capacity to provide comprehensive primary health care



HCH/FH received input from several HCH/FH Board members, community partners and SMCH. In addition, HCH/FH engaged leadership within San Mateo Medical Center (SMMC), Public Health Policy (PHPP) and Health Administration to brainstorm how funding can be directed toward purchasing supplies, testing materials, telehealth resources and additional staffing with an emphasis on support for homeless individuals and farmworkers and their families. Finally, HCH/FH has been actively involved in the SMCH Departmental Operations Center (DOC), which addresses the health components of the County's overall COVID-19 response as organized by the County Emergency Operations Center (EOC), the emergency response organization that is planning, operationalizing and financing the Countywide COVID-19 response.

From these interactions and ongoing communication with community partners, staff developed a budget and activity plan for COVID-19 and CARES supplemental funding that addresses how San Mateo County will prevent transmission of COVID-19, continue to care for and respond to the needs of homeless and farmworker community during the COVID-19 crisis. Attached are a list of funding ideas received by HCH/FH and a budget narrative and activity plan for both COVID-19 funding and CARES funding.

Attachment:

- Funding ideas received by HCH/FH
- COVID-19 budget narrative
- COVID-19 activity overview
- CARES budget narrative
- CARES activity overview

### Supplemental funding ideas received by HCH/FH

Funding Ideas	Can HCH/FH support and/or is another entity doing this?
Getting street homeless off the street to shelter in place during COVID mandate	No. Bayfront Station started admitting vulnerable homeless individuals during the week of April 22. HCH/FH can support case management services at Bayfront Station.
Food and gift cards	No
Funds for rental assistance	
Items to support shelter in place (e.g., coloring books, journals, puzzles, art supplies, cards)	
PPE for: - Site-based shelters - Distribution to unsheltered homeless - CBOs and community members	Yes. However, this is a high demand item that is not readily available. HCH/FH will continue to submit requests to DOC/EOC and distribute materials to partners as they become available to us
COVID testing for unsheltered homeless	Yes. Street Medicine is currently testing unsheltered homeless individuals. HOT will notify street team when they come across a symptomatic individual
Mobile COVID team that rotates to shelters and CORE agencies - test and treat COVID, telehealth, HI assistance, health education	
Outreach materials in Spanish	Yes. HCH/FH has created county specific guidance documents for farmworkers and for unsheltered homeless individuals
Temporary shelter (e.g., hotels) for farmworkers and family members affected by COVID-19	Yes with caveats. HCH/FH is investigating the potential need for temporary shelter and researching how it can be operationalized.
Mental health support (therapists, CM, social workers)	Yes. This has been incorporated into the COVID-19 and CARES activity plans.
Telehealth supplies and equipment	
Medical supplies (e.g., thermometers)	
Tents and tarps	
Sanitation stations (e.g., port-a-potties with hand washing station)	
Transportation for symptomatic individuals to get tested, treated or to self-isolate	

**County of San Mateo Healthcare for Homeless/Farmworker Health (HCH/FH) Program  
COVID-19 Supplemental Funding - Budget Narrative and Personnel Justification**

<b>Budget Line Item/Object Class Category</b>	<b>Requested funding to support line item</b>
<b><u>Personnel</u></b>	
Staffing the San Mateo County Health Departmental Operations Center (DOC), 1.0 FTE. Irene Pasma, Planning and Implementation Coordinator, is staffing the San Mateo County Health DOC as subject matter expert and to advocate for and advance COVID-19 response efforts targeted to County homeless and farmworker residents.	\$23,251
<i><b>Total Personnel</b></i>	<b>\$23,251</b>
<b><u>Fringe Benefits (not inc. health insurance) - @ 35%</u></b>	<b>\$8,138</b>
<b><u>Equipment</u></b>	<b>\$0</b>
<b><u>Supplies</u></b>	
Outreach materials - includes designing, translating, printing and distributing COVID-19 outreach and educational materials	\$4,500
Hygiene and PPE supplies	\$2,192
Telehealth supplies - telehealth software, supplies and training will be used to enhance the capacity of SMC Health divisions and community based-organizations to treat patients during and after the COVID-19 crisis.	\$5,000
<i><b>Total Supplies</b></i>	<b>\$11,692</b>
<b><u>Contracts</u></b>	
Case management - case management services will be provided to address the increased need for access to primary care, mental health and AOD services during the COVID-19 crisis.	\$10,000
Sanitation services - Sanitation facilities (e.g., hand hygiene/sanitation stations) and cleaning services will be coordinated with in-scope sites for homeless use during COVID-19	\$4,500
<i><b>Total Contracts</b></i>	<b>\$14,500</b>
<b><u>IDC</u></b>	<b>\$0</b>
<b><u>Total</u></b>	<b><u>\$57,581</u></b>

## **COVID-19 Supplemental Funding – Activity Overview**

The County of San Mateo Healthcare for Homeless/Farmworker Health (HCH/FH) Program intends to use the Coronavirus supplemental funding (COVID-19) on the following activities to address the impact of COVID-19 on the homeless and farmworker communities in San Mateo County:

### **Prevention**

In accordance with CDC guidelines, HCH/FH will design, translate, print and distribute informational guidance tailored to sheltered and unsheltered homeless individuals, shelter providers, farm owners, farmworkers, and community-based organizations that serve the homeless and farmworker community in San Mateo County. Guidance will include recommended precautions to prevent and mitigate the spread of COVID-19, as well as information on how to access COVID-relevant medical and social services and resources available to residents of San Mateo County.

### **Prepare**

A 1.0 FTE will be dedicated to staff the San Mateo County Health (SMCH) Departmental Operations Center (DOC) for a minimum of 12 weeks during the COVID-19 crisis. The 1.0 FTE will serve as a subject matter expert to advocate for and advance COVID-19 response efforts targeted to County homeless and farmworker residents. In addition, the 1.0 FTE will partner and coordinate with other County departments, such as the Human Services Agency, local agencies and community-based organizations to develop a coordinated plan to protect the health and safety of congregate housing/shelter staff and residents. The 1.0 FTE will partner with multiple stakeholders to develop and implement pathways for homeless individuals and farmworker families (especially those who are experiencing symptoms, are vulnerable or at risk for COVID-19 and cannot self-isolate) to get tested and/or isolate in temporary shelters. Planning will also include how to procure and distribute supplies in high demand (e.g., PPE and hygiene supplies) and testing materials.

HCH/FH is collaborating with SMCH, homeless shelter and CORE service agencies to strengthen telehealth resources at facilities to expand telehealth options for homeless and farmworker individuals who cannot secure an in-person appointment. This includes securing licensing, hardware (e.g., webcam) and supplies (e.g., digital stethoscopes and otoscopes) for approximately 15 clinics, homeless shelters and CORE service agency facilities.

### **Respond**

HCH/FH will contract for additional case management services to 1) support connections to COVID-19 screening/testing/treatment, primary care and behavioral health services and to 2) respond to the increased demand for mental health services during the COVID-19 emergency.

In addition, HCH/FH will fund the placement and servicing of sanitation facilities (e.g., hand hygiene stations). Services will be coordinated with in-scope sites for homeless use during COVID-19.

Finally, HCH/FH will purchase high-demand supplies (e.g., hand sanitizer, cleaning supplies and personal protective equipment [PPE]) as they become available and distribute them to homeless shelters, CORE service agencies and community-based organizations for their homeless and farmworker clients and staff.

## CARES Supplemental Funding - Budget Narrative

Budget Line Item/Object Class Category	Requested funding to support line item
<b><u>Personnel + Fringe</u></b>	
Staff placement on San Mateo County Health Departmental Operations Center (DOC)	\$7,750
<i>Total Personnel</i>	<b>\$7,750</b>
<i>Total Fringe</i>	<b>\$2,713</b>
<b><u>Equipment</u></b>	
Telehealth equipment	\$50,444
<i>Total Equipment</i>	<b>\$50,444</b>
<b><u>Supplies</u></b>	
Telehealth supplies	\$25,000
Tents and tarps	\$3,000
Educational, instructional and outreach materials	\$5,000
COVID screening and testing supplies	\$25,000
COVID therapeutics and vaccines	\$25,000
<i>Total Supplies</i>	<b>\$83,000</b>
<b><u>Contracts</u></b>	
Alternative Housing Site (AHS) case management (3 FTE)	\$48,750
AHS Mental Health/SUD Provider (3 FTE)	\$75,000
AHS Nursing staff (3 FTE)	\$112,500
Case management/Behavioral Health support for Farmworkers	\$42,838
Case management/Behavioral Health support for Homeless	\$45,000
Driver	\$12,000
HCH/FH Van upgrade and maintenance	\$10,000
Additional SMMC + PHPP Street & Field Medicine support	\$100,000
Temporary rental assistance for self-isolation space	\$50,000
<i>Total Contracts</i>	<b>\$496,088</b>
<b><u>IDC</u></b>	<b>\$0</b>
<b><u>Total</u></b>	<b><u>\$639,995</u></b>



## **CARES Supplemental Funding – Activity Overview**

The County of San Mateo Healthcare for Homeless/Farmworker Health (HCH/FH) Program intends to use the CARES supplemental funding on the following activities to address the impact of COVID-19 on the homeless and farmworker communities in San Mateo County:

### **Safety**

- Purchase high-demand supplies (e.g., hand sanitizer, cleaning supplies and personal protective equipment) as they become available and distribute them to homeless shelters, CORE service agencies and community-based organizations for their homeless and farmworker clients and staff.
- Purchase supplies to clean and disinfect the HCH/FH Van.

### **Response**

- Partner with San Mateo Medical Center (SMMC) and Public Health Policy & Planning's (PHPP) Street and Field Medicine to increase their capacity to triage and test homeless and farmworker patients through coordinated workflows, enhanced triage capacity, and the addition of clinical staff to support triage and testing
- A 1.0 FTE will be dedicated to staff the San Mateo County Health (SMCH) Departmental Operations Center (DOC) for a minimum of 4 weeks during the COVID-19 crisis. The 1.0 FTE will serve as a subject matter expert to advocate for and advance COVID-19 response efforts targeted to County homeless and farmworker residents and will partner and coordinate with other County departments, such as the Human Services Agency, local agencies and community-based organizations to develop and implement a COVID-19 response plan for the homeless and farmworker community.
- Provide and/or contract for provision of case management, primary care, behavioral health (mental health & substance use), or dental care for homeless or farmworker residents staying at Alternative Care Sites (ACS), Alternative Housing Sites (AHS), and Non-congregate shelter sites (NCS).
- Contract with a community-based organization on the Coast to provide case management and mental health services specifically for the farmworker community.
- Design, translate, print and distribute informational guidance tailored to the homeless and farmworker community in San Mateo County. Guidance will include CDC and County recommended precautions to prevent and mitigate the spread of COVID-19 and information on how to access COVID-related medical and social services and resources available to residents of San Mateo County.
- Purchase COVID-19 tests and work with San Mateo County Health to streamline testing workflows.
- Purchase and administer therapeutics and vaccines for the homeless and farmworker community when they become available.
- Purchase telehealth supplies to increase telehealth capacity for homeless individuals and farmworkers and their families.

- Upgrade existing HCH/FH van to transport symptomatic clients to SMMC, ACS or AHS for testing, treatment and/or self-isolation.
- Contract for a driver to transport symptomatic clients to SMMC, ACS or AHS for testing, treatment and/or self-isolation.
- Purchase tents and tarps to enable unsheltered homeless individuals to safely self-isolate during COVID-19.
- Support the rental of a temporary self-isolation space (e.g., hotel rooms) for farmworkers and homeless individuals who need to self-isolate because they are confirmed or suspected COVID+ or have been exposed to someone who is COVID+ but cannot due to their living conditions.

### **Maintaining & Increasing Capacity**

- Support contracted service providers to respond to COVID-19 and maintain capacity to provide case management, primary care and behavioral health services.

**TAB 3**

**Budget &  
Finance Report**



San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
smchealth.org/smmc

DATE: May 07, 2020

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

Preliminary expenditure numbers for April 2020 show a total expenditure of \$453,784, of which \$448,510 is claimable against the grant. There are additional expenditures for county cost items that had not been posted at the time the organizational account report was run. Contract expenditures include all of those known through and for April as of when this report was produced.

Our projections for the year are still preliminary at this point, particularly considering the Coronavirus emergency and the unknown final total impact it will have. Nonetheless, at this point we estimate that base grant expenditures will be \$2,789,162. While our current base grant award for 2020 is \$2,625,049, we anticipate being able to carryover \$166,213 of unexpended 2019 funds based on HRSA's new carryover policy (although there is some risk that it might not happen), which ultimately provides us with a projected over expended balance of **\$31,404** for the 2020 Grant Year (GY). The projections do estimate around a 96% - 97% expenditure rate on our contracts, which is higher than has occurred in recent history.

As noted elsewhere in today's meeting, the HCH/FH Program has received multiple awards for support during the COVID-19 crisis. Each of the awards has been issued as separate and unique items which will require complete separate accounting for expenditures against those awards. As we get further into the experience with COVID and the awards, we will be adding those expenditures to this report.

Attachment:

- GY 2019 Summary Grant Expenditure Report Through 04/30/2020



GRANT YEAR 2020

allocated to  
SUD-MH or  
IBHS

Details for budget estimates	Budgeted [SF-424]	Apr \$\$	To Date (04/30/20)	Projection for final adds		Projected for GY 2021
<b>EXPENDITURES</b>						
<u>Salaries</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	601,000	57,207	217,568	625,000		631,050
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	160,000	15,585	58,040	163,000		171,990
<u>Travel</u>						
National Conferences (2500*8)	16,000		2,529	5,000		25,000
Regional Conferences (1000*5)	5,000	4,296	8,671	8,700		5,000
Local Travel	1,500			1,000		1,500
Taxis	1,000		542	1,500		1,000
Van & vehicle usage	1,000		314	1,000		2,000
	24,500		12,056	17,200		34,500
<u>Supplies</u>						
Office Supplies, misc.	10,000		4,999	15,000		12,000
Small Funding Requests			43,542	45,000		
	10,000		48,541	60,000		12,000
<u>Contractual</u>						
2019 Contracts			54,817	54,817		
2019 MOUs			33,145	33,145		
Current 2020 MOUs	822,000	170,695	284,895	800,000		872,000
Current 2020 contracts	1,033,250	146,810	388,984	990,000		1,034,000
ES contracts (SUD-MH & IBHS)	150,000	52,800	76,200	142,500	142,500	150,000
---unallocated---/other contracts						
	2,005,250		838,041	2,020,462		2,056,000
<u>Other</u>						
Consultants/grant writer	30,000			30,000		30,000
IT/Telcom	10,000	1,117	4,970	10,000		15,000
New Automation				0		-
Memberships	2,500			2,500		5,000
Training	3,000		1,362	3,000		10,000
Misc	500			500		500
	46,000		6,332	46,000		60,500
<b>TOTAL</b>	<b>2,846,750</b>	<b>448,510</b>	<b>1,180,578</b>	<b>2,931,662</b>	<b>142,500</b>	<b>2,966,040</b>
<b>GRANT REVENUE</b>						
Available Base Grant	2,625,049			2,625,049		2,625,049
Carryover	132,709			132,709		167,000 IBHS
Available Expanded Services Awards **	317,000			317,000		
HCH/FH PROGRAM TOTAL	3,074,758			3,074,758		2,792,049
<b>BALANCE</b>	<b>228,008</b>		<b>PROJECTED AVAILABLE</b>	<b>143,096</b>		<b>(173,991)</b>
	<b>(88,992)</b>		<b>BASE GRANT PROJECTED AVAILABLE</b>	<b>(31,404)</b>		based on est. grant of \$2,678,621 before reduction
** includes \$150,000 of SUD-MH (allocated) & \$167,000 for IBHS not yet allocated)						
<b>Total special allocation required</b>	<b>\$ 138,446</b>					
<u>Non-Grant Expenditures</u>						
Salary Overage	12500	1442	5,768	12,498		13,750
Health Coverage	57000	3832	15,740	47,256		57,000
base grant prep	-					0
food	2500		300	2,500		1,500
incentives/gift cards	1,000			1,000		1,500
	73,000	5,274	21,808	63,254		73,750
<b>TOTAL EXPENDITURES</b>	<b>2,919,750</b>	<b>453,784</b>	<b>1,202,386</b>	<b>2,994,916</b>	<b>NEXT YEAR</b>	<b>3,039,790</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>		

**TAB 4**  
**Director's Report**  
**Program Calendar**



SAN MATEO COUNTY HEALTH

**SAN MATEO  
MEDICAL CENTER**

San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
smchealth.org/smmc

DATE: May 07, 2020

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 CALENDAR

Program activity update since the April 09, 2020 Co-Applicant Board meeting:

Like most of everywhere else, the HCH/FH Program has directed the majority of its focus to the Coronavirus emergency and the impacts it is having on the homeless and farmworker populations in San Mateo County. The County Shelter-in-Place order has been extended through the end of May and HCH/FH staff continue to work remotely with limited time and efforts spent at outside/external locations, and only as necessary.

HCH/FH continues to staff the SMC Health Departmental Operations Center (DOC). Irene Pasma has provided outstanding support to DOC in the name of our service populations and we have seen a number of successes in obtaining movement on needed services. These include getting on-demand COVID testing for symptomatic homeless patients in the shelters and on the street in coordination with Street & Field Medicine and Mobile Clinic staff; arranging for asymptomatic shelter staff to get tested; working with county & community partners to have case management services provided at the Bayfront Station – a FEMA stand up shelter for asymptomatic homeless from shelters and the street that fall into high risk categories; release and distribution of Farmworker guidance, Coastal Resources and Farm Owner guidance and beginning the development of plans for asymptomatic testing for any/all of the congregate housing sites that our patients stay at.

At the last meeting, we informed the Board of having received \$57,581 from the first COVID-19 award distribution from HRSA, and that we had just received word of the award of \$639,995 from the second award process (based on the CARES federal aid package). There is extensive discussion on the budgeting and utilization of this funding on today's Board agenda. In addition, we expect to soon get additional funding as part of a total \$600M award package from HRSA dedicated primarily to testing.

We have the Covid-19 crisis elsewhere on today's agenda and will be providing more detail at that time.

With the COVID crisis ongoing, HRSA has suspended or extended many deadlines. This includes the deadline for hiring of the minimum 0.5 FTE staff attached to the Integrated Behavioral Health Services Supplemental Award. That deadline – originally set at April 30, 2020 has now been extended a year, to April 30, 2021.

#### Seven Day Update

#### ATTACHED:

- Program Calendar



**Health Care for the Homeless & Farmworker Health (HCH/FH) Program**  
**2020 Calendar (Revised May 2020)**

EVENT	DATE	NOTES
<ul style="list-style-type: none"> <li>Board Meeting (May 7, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Approve COVID-19 Budget</li> </ul>	May	Virtual Teams meeting
<ul style="list-style-type: none"> <li>Board Meeting (June 11, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>SMMC Audit approval</li> <li>Approve Program Budget</li> <li>Strategic Plan/RFP discussion</li> <li>Contractor report – Quarter 1</li> </ul>	June	Tentative- Abundant Grace in HMB
<ul style="list-style-type: none"> <li>Board Meeting (July 9, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Provider Collaborative meeting</li> <li>Approve Services/Sites: Form 5A, 5B, 5C</li> </ul>	July	
<ul style="list-style-type: none"> <li>Board Meeting (August 13, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Approve Budget renewal (grant)</li> </ul>	August	
<ul style="list-style-type: none"> <li>Board Meeting (September 10, 2020 from 9:00 a.m. to 11:00 a.m.)</li> </ul>	September	

<b>BOARD ANNUAL CALENDAR</b>	
<b><u>Project</u></b>	<b><u>Deadline</u></b>
UDS submission- Review	April
SMMC annual audit- approve	April/May
Services/locations (Forms 5A and 5B) -Review	June/July
Budget renewal-Approve	August/sept- Dec/Jan
Annual conflict of interest statement - members sign (also on appointment)	October
Annual QI Plan-Approve	Winter
Board Chair/Vice Chair Elections	Oct-November
Program Director annual review	Fall /Spring
Sliding Fee Scale (FPL)- review/approve	Spring