

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

Co-Applicant Board Meeting Agenda

Maple Street Shelter | 1580 Maple Street (Case Conference rm) Redwood City

November 14, 2019; 9:00 - 11:00am

AGENDA	SPEAKER(S)	TAB	TIME
<b>A. CALL TO ORDER</b>	Brian Greenberg		9:00am
<b>B. NOMINATIONS OF BOARD CHAIR/VICE CHAIR</b>			9:05am
<b>C. CHANGES TO ORDER OF AGENDA</b>			9:15am
<b>D. PUBLIC COMMENT</b>			9:16am
<p>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.</p>			
<b>E. CONSUMER INPUT</b>			
<b>a. SMMC CEO update</b>	Chester Kunnappilly		9:20am
<b>b. Update on local policies and other advocacy items</b>	Suzanne Moore		
<b>F. CLOSED SESSION</b>			
<b>a. No closed session</b>			
<b>G. CONSENT AGENDA</b>			
1. Meeting minutes from October 10, 2019	Linda Nguyen	<b>Tab 1</b>	9:44am
<b>H. BOARD PRESENTATIONS AND DISCUSSIONS</b>			
<b>a. Introduction to Data and Reporting</b>	Danielle		9:45am
<b>b. Strategic Plan</b>	Irene		
<b>I. BUSINESS AGENDA</b>			
1. Travel request - National Alliance to end homelessness	Linda/Sofia	<b>Tab 2</b>	10:35am
<b>a. Request to approve travel requests</b>			
2. Small funding Requests update	Jim/Sofia/Linda	<b>Tab 3</b>	10:37am
3. SMMC Resources Management Dept. – SB1152	Jim/Sofia	<b>Tab 4</b>	10:40am
<b>a. Request to approve allocation of funds annually to support SMMC compliance on SB1152</b>			
<b>J. REPORTING AGENDA</b>			
1. Sub-committee report	Linda/Irene/Robert		10:45am
2. QI report	Frank/Danielle	<b>Tab 5</b>	10:50am
3. Finance Report	Finance Subcommittee/Jim	<b>Tab 6</b>	10:55am
4. HCH/FH Program Director’s Report	Jim Beaumont	<b>Tab 7</b>	10:57am
<b>J. BOARD COMMUNICATIONS AND ANNOUNCEMENTS</b>			
<p>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.</p>			
1. Future meetings – every 2 <sup>nd</sup> Thursday of the month (unless otherwise stated)			
a. Next Regular Meeting December 12, 2019; 9:00AM – 11:00AM at SMMC  San Mateo			
<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 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>.

# **TAB 1**

## **Meeting Minutes**

### **Request to Approve**

**Healthcare for the Homeless/Farmworker Health Program (Program)  
Co-Applicant Board Meeting Minutes (Oct 10, 2019)  
SMMC**

Co-Applicant Board Members Present

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

County Staff Present

Frank Trinh, Program Medical Director  
Linda Nguyen, Program Coordinator  
Irene Pasma, Program Implementation Coordinator  
Danielle Hull, Clinical Coordinator  
Andrea Donahue, County Counsel's Office  
Mayela Perez, Field Medicine- PHPP

Members of the Public

Vicente Lara, Puente

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Brian Greenberg called the meeting to order at <u>9:02</u> A.M. Everyone present introduced themselves.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
<u>Consumer Input</u>  Street/Field Medicine           Local policies- Suzanne Moore	<p>Mayela Perez (Public Health Nurse) provided a presentation on the services that the Field Medicine team provide to farmworkers that reside on the Coast of San Mateo County. The team includes: Nurse Practitioners (2), Public Health Nurse, Medical Services Assistant, Medical Director and Clinic Manager. The Field Medicine team takes comprehensive medical care directly to farmworker populations where they live, eat, and work.</p> <p>Some of the challenges the team faces include:</p> <ul style="list-style-type: none"> <li>• Fear of current political climate/stigma</li> <li>• Benefits enrollment and eligibility</li> <li>• Diagnostics for those who do not qualify for ACE or Medi-Cal</li> <li>• Communication due to poor cellular connection</li> <li>• Transportation</li> <li>• Medication Adherence</li> <li>• Illiteracy</li> </ul> <p>Suzanne (Board member) gave an update on local community events coming up:</p> <ul style="list-style-type: none"> <li>• Pacifica Housing for All meeting 10/25</li> <li>• Housing leadership group 10/25</li> <li>• San Mateo County safe parking work group 10/31</li> </ul>	

No closed session-		
Regular Agenda Consent Agenda	All items on Consent Agenda (meeting minutes from Sept 12, 2019) were approved.  Please refer to TAB 1	Consent Agenda was <u>MOVED</u> by Shanna <u>SECONDED</u> by Steve K, and APPROVED by all Board members present.
<u>Board Presentation/ Discussions</u>  Brown Act	Andrea Donahue – Deputy County Counsel, conducted a presentation on the Brown Act that included various exercises and scenarios to understand the Brown Act.  Please refer to TAB 2	Continuation of Conflict of Interest presentation future meeting
<u>Board Presentation/ Discussions</u>  Strategic Plan   Small Funding request update	Staff (Irene Pasma) presented an update to Strategic Plan, including a summary of the Strategic Plan retreat:  Input on Strategic Plan retreat: organized, people were engaged, lengthy presentations, Nutrition should be ranked higher (1 or 2) from 5 board members Summary of retreat included how projects were prioritized and ranked according to Board members and staff, what current 2019 contracts include, conversations on what it would look like to potentially change all contracts and how staff currently allocate their time.  Presentation on an update on the small funding requested approved thus far. Summary of request included those from San Mateo County Health departments as well as external Community Based Organizations.  Please refer to TAB 2	
<u>Reporting Agenda:</u>  QI Committee Report	The San Mateo County HCH/FH Program QI Committee did not meet in September. Below are quality improvement activity updates: <ul style="list-style-type: none"> <li>• <u>Diabetes Action Plan</u>: The Clinical Services Coordinator has been working with LifeMoves and Puente to identify clients who have been linked to care and are due for an A1c test.</li> <li>• <u>Training for Contractors</u>: Several dates have been held for Trauma Informed Care: Self-care Strategies Training. The date held for homeless service providers is November 15th, and the date held for farmworker service providers is November 18th.</li> </ul> We've also held a date for an Outreach Training Workshop administered by the Health Outreach Partners on December 13th. <ul style="list-style-type: none"> <li>• <u>Strategic Plan Interviews with SMMC Medical Leadership</u>: Frank Trinh and Danielle Hull have been administering interviews with an extensive number of medical directors and leadership at SMMC.</li> </ul> The next HCH/FH QI Committee meeting will be on October 24th, 2019.  <i>Please refer to TAB 3 on the Board meeting packet.</i>	

<p><u>Reporting Agenda:</u> HCH/FH Program <b>Budget &amp; Financial Report</b></p>	<p>Estimated grant expenditures to-date are \$2,103,899. In addition, program has an estimate \$103,803 in expenditures for items not claimable on the grant, for total Program estimated expenditures of \$2,210,702.</p> <p>Current projections for year-end are beginning to be more certain. Our current projection is that total base grant expenditures will be \$2,557,648 by the end of the year, which would create an <i>unexpended fund balance of \$90,788</i>. Including expenditures for the Expanded Services Awards (SUD-MH), the total Program grant expenditures would be \$2,729,648.</p> <p>Based on expenditures to date, the program anticipates the overall expenditure rate on base grant contracts and MOUs to be around 85% for allocation during the current Grant Year (and at 90.0% overall).</p> <p>As in past years, Program is beginning to promote one-time funding request as an effort to minimize the unexpended funds by year's end.</p> <p>Next year's projection currently shows an over-obligation of funds, but with anticipated under expenditures similar to this year's (~\$225,000) likely to occur through our contracts and MOUs.</p> <p><i>Please refer to TAB 4 on the Board meeting packet.</i></p>	
<p><u>Reporting Agenda:</u> HCH/FH Program <b>Directors report</b></p>	<p>The Program has been focused on working energetically on the Strategic Planning effort, in addition to the usual routine engagements.</p> <p>There have been no significant updates from HRSA involving our grant award, Operational Site Visit or the planned Technical Assistance.</p> <p>On an "All Program" webcast this week, HRSA did specifically identify an upcoming priority for efforts to "Ending the HIV Epidemic – Primary Care HIV Prevention". It appears that there will be an upcoming funding opportunity (FO) for this effort, although it is unclear if it will be competitive or not. HRSA also indicated that if they receive sufficient funding to do so, they may award additional New Access Point (NAP) grants (we did not apply) and/or Oral Health Infrastructure (OHI) grants (we did apply).</p> <p><i>Please refer to TAB 5 on the Board meeting packet.</i></p>	
<p><u>Business Agenda:</u> Board chair/Vice chair nominations</p>	<p>Staff reminded Board members of upcoming nominations and elections for Board Chair and Vice Chair positions coming up at November Board meeting. The term of the positions are for one calendar year.</p> <p><i>Please refer to TAB 6 on the Board meeting packet.</i></p>	
<p>Adjournment</p>	<p>Time <u>11am</u></p>	<p>Brian Greenberg</p>



A screenshot of a news article on the KCET website. The top navigation bar includes the KCET logo, "WATCH", "SHOWS", "SUPPORT KCET", "TV SCHEDULE", a search icon, and a "DONATE" button. Below the navigation is a "SOCAL CONNECTED" logo. The main image is a portrait of a man in a suit. Below the image, the text "CALIFORNIA POLITICS" is centered. The article title is "DA Concludes Inglewood Violated Brown Act Over Public Disclosure of Clippers Arena". The author is "Larry Altman" and the date is "May 29, 2019". Below the title and author are social media sharing icons for Facebook, Twitter, Email, a plus sign, and a speech bubble. At the bottom, a short paragraph of text reads: "The Inglewood City Council violated state public meeting disclosure laws when it made 'concerted efforts' to limit information released to the community while secretly negotiating an agreement to build an arena for the Los Angeles Clippers, the Los Angeles District Attorney's office has concluded."

## Scenario 1:

A community member attends a board meeting. When asked for her name, she says simply, “Anonymous,” and refuses to say more. “Anonymous” then pulls out her phone and begins recording the meeting.

- It is the intent of the law that actions be taken openly and that deliberations be conducted openly.
- The public has a right to receive notice (agendas) and to attend, record, broadcast, and participate in public meetings.
- A member of the public cannot be required to give her/his name.
- There may be an exception if a member of the public disrupts the meeting.

## Scenario 2:

A member of the board proposes starting a new committee, which will meet quarterly. Only 2 (out of 7) board members sign up for the committee. Is the committee subject to the Brown Act?

- Standing committees are subject to the Brown Act even if a standing committee has less than a quorum. However, there are exceptions for temporary *ad-hoc* committees that have less than a quorum (example: an event committee).



### Scenario 3:

Feeling like they never have enough time to discuss the items of the agenda due to the strict timekeeping of the board chair, 4 of the 7 board members decide to meet the day before the meeting to go over the agenda together.

- A meeting is any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.
- A board does not have to take action for a gathering to be a meeting.

## Scenario 4:

3 of the 7 board members decide to attend a conference together. Can a 4<sup>th</sup> member attend the conference?

- Board members (even a quorum) can attend conferences, community meetings, or other public gatherings, however, they cannot discuss business of the board.
- This includes lunches, social gatherings, and retreats.
- Members not on a standing committee can attend a meeting of that committee but only to observe.

## Scenario 5:

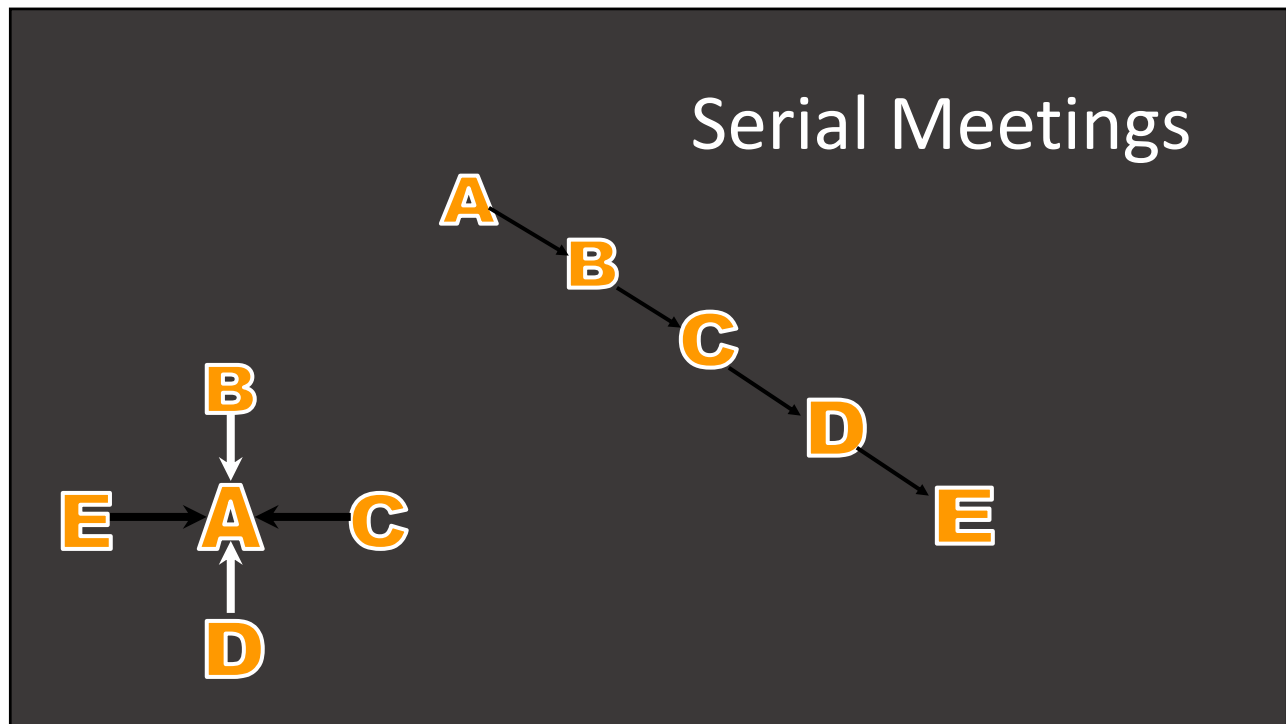
A board member can't make the meeting but wants to weigh in on an agenda item. Since she won't be able to vote, she emails the other board members to share how she would have voted if she were able to attend the meeting.

- A meeting is any congregation of a majority of the members of a legislative body at the same time and location to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.
- This applies to emails, conference calls, etc.

## Scenario 6:

A board member can't make the meeting but wants to weigh in on an agenda item. Since she won't be able to vote, she emails just 2 other board members because she is curious about how they are planning to vote.

- A majority of the members of a legislative body shall not, outside a meeting use a series of communications of any kind, directly or through intermediaries to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the legislative body.
- This is known as a “serial meeting”



### Scenario 7:

The board members decide they are all in need of a vacation and decide to hold the December board meeting in Jamaica.

- All meetings must be held within the boundaries of the territory over which the local agency exercises jurisdiction (with very limited exceptions).

### Scenario 8:

A board member has information that he would like to share that is relevant to an agenda item, but it involves divulging information that may embarrass other people (and himself). However, he feels comfortable sharing it with the other board members. He requests that this agenda item be placed in closed session.

- Closed sessions are permitted only for reasons listed in the Brown Act:
  - Privacy issues: personnel matters, criminal records, Medi-Cal HMO complaints, employee requests for hardship, matters designated in the Education Code.
  - Fiscal/legal matters: labor negotiations, pending litigation, real property negotiations, pension board investments, responses to final audit reports, trade secrets, certain insurance claims, various public hospital services, programs, facilities per Health & Safety Code.
  - Public security: conferences with law enforcement.

### Scenario 9:

A community member requests to attend closed session but is told he is not authorized. He accepts this but asks to be informed as to how each board member votes and what was discussed.

- Closed sessions are confidential (with limited exceptions).
- Members of the public have the right to know how individual Board members voted, whether in open or closed session.
- In general, the public has a right to obtain non-confidential records that are made available to the board in relation to items on the agenda.

### Scenario 10:

The board has a light agenda for the July meeting and finishes thirty minutes early. A board member suggests that they vote on an item planned for the August meeting in order to use their time efficiently. Additionally, fewer board members will be able to make the August meeting.



- Notice is essential for open and public meetings. The agenda must include all matters to be transacted or discussed.
- There are limited circumstances where board members can speak to items not on the agenda:
  - Request an item be placed on a future agenda
  - Ask questions for clarification
  - Refer to staff for information or request staff to report back
  - Brief announcement or report on own activities
- Note: Special meetings and emergency meetings have their own notice requirements.

## Conflicts of Interest





Conflict of interest laws seek to minimize the extent to which public employees or officials pursue their own financial interests at the expense of the public interest.



Public officials, whether elected or appointed, should perform their duties in an impartial manner, free from bias caused by their own financial interests or the financial interests of persons who have supported them.



Public officials are prohibited from self-dealing. Assets and income of public officials which may be materially affected by their official actions must be disclosed.

Source: Conflicts of Interest, California Attorney General's Office

**Conflict of interest laws are based on the notion that public officials owe paramount loyalty to the public. Personal or private financial considerations on the part of officials should not be allowed to enter the decision-making process.**

# HCH/FH Small Funding Request

- Announcement sent to external partners on 9/27/19
- Deadline for submission is 10/15/19
  - Contracts required for any project over \$5,000
  - Invoices must be submitted by 12/01/19
- Proposals evaluated for:
  - Health relatedness
  - Ease of operationalization
  - Practicality
- \$ for small funding request projects comes from the end of year projected grant balance
  - Projected balance is a moving target
    - Was ~\$77K at the end of August, now ~\$90K

# HCH/FH Small Funding Request

## Brief Funding History

<u>YEAR</u>	<b>Community Based Non-Profits</b>	<b>County Agencies/Programs</b>
2014	\$3,500	\$0
2015	\$39,423	\$0
2016	\$54,663	\$0
2017	\$33,632	\$0
2018	<u>\$56,646</u>	<u>\$15,589</u>
TOTAL	\$187,864	\$15,589

# Proposal received as of 10/07/19

1 negative to 5 being positive

Submitter	Proposal Title	Description	Population Focus	# Reach	Cost	Operationalization (1-5)	Practicality (1-5)	Health Relatedness (1-5)
<b>Approved Proposals</b>								
CME Program	Acceptance and Commitment Therapy (ACT) coaching	Provide ongoing coaching and mentoring for the Integrated Behavioral Health (IBH) team for a period of four months in the form of monthly Skype sessions with an experienced ACT trainer.	Providers --> General SMMC pop	10 providers	\$2,400	5	5	5
CME Program	Supervision coaching	IBH staff will receive ongoing coaching on clinical supervision best practices, allowing them to discuss specific teaching and development approaches when supervising postdoctoral fellows.	Providers --> General SMMC pop	10 providers	\$2,400	5	5	3
Sonrisas	Sonrisas additional dental services	Additional services (root canals, build ups and crowns) & translation	Farmworkers	10 farmworkers	\$25,000	4	5	5
SMMC Office of Diversity, Equity and Inclusion	Expand language resources	Expand trained language resources across SMMC, specifically to increase staff capacity to deliver language services to our pt populations in their preferred languages	SMMC Staff--> General SMMC pop	25 staff	\$18,500	3	5	5
Public Health Policy & Planning	Clothing, personal hygiene, sleeping bags for distribution	Items to distribute: Protein bars, MRE, rain poncho, trash bags, hygiene, tarps, blanket, beanies, gloves, jackets, sleeping bags, hand warmers, back pack, socks, underwear	Homeless & Farmworker	75+ homeless and farmworkers	\$11,520	5	5	5
<b>Rejected Proposals</b>								
SMMC Office of Diversity, Equity and Inclusion	Neuroleadership Institute	Membership to NeuroLeadership Institute will provide access to trainings, peer-reviewed research and advice on implementing diversity, equity and inclusion best practices	SMMC Staff--> General SMMC pop	SMMC staff and providers	\$6,500	5	3	5
Dept of Dentistry	Move x-rays	Move X-rays from CliniView to MiPACS , pay staffing time to do by Dec 31, 2019	SMMC Staff--> General SMMC pop	SMMC Staff--> General SMMC pop		1	5	1
<b>Pending/Under consideration</b>								
SMMC Office of Diversity, Equity and Inclusion	Interpreting devices	Person Multichannel Translation System with Interpreter Monitor and carrying case	SMMC Staff--> General SMMC pop	SMMC Staff--> General SMMC pop	\$1,034	5	5	5
SMMC Fair Oaks Clinic	Items to distribute, clothing, hygiene etc.	Items to distribute: duffle bag, blanket, socks, beanies, gloves, hygiene materials etc.	Homeless population	50+ homeless individuals	\$3,819	5	5	5
SMMC Employee	Bikes	Distribution of bicycles to homeless and farmworkers for transportation purposes.	Homeless & Farmworker	50 homeless & farmworkers	\$25,000	1	2	5
Abundant Grace	Fresh Food Distribution & Farm Employment	Farm supplies and equipment to support growing Full-Circle Food Justice Employment Program, which hires homeless/low-income workers to grow fresh organic fruits and vegetables.	Homeless & Farmworker	Waiting for more info	\$19,992	Waiting for more info		

	<b>Amount available for small funding request (based on projected grant balance)</b>	<b>\$90,000</b>
	<b>Approved</b>	<b>\$59,820</b>
	<b>Balance</b>	<b>\$30,180</b>

**TAB 2**  
**Travel request**



DATE: November 14, 2019  
TO: Co-Applicant Board, San Mateo County Health Care for the Homeless/Farmworker Health (HCH/FH) Program  
FROM: Sofia Recalde, HCH/FH Management Analyst  
SUBJECT: TRAVEL REQUESTS FOR NAT'L ALLIANCE TO END HOMELESSNESS CONF.

HCH/FH Co-Applicant Board Policy on travel reimbursement for non-board/non-staff members (effective 3/10/2016) states that:

*For national and regional events outside of California, the Board may choose to consider the equivalent of full travel reimbursement of up to one (1) individuals, and*

*If more individuals than noted above express interest for support and reimbursement, the Board shall consider the overall benefit to the program, consumer status, additional support being provided by non-program funds, other similar support having been previously provided to the individual or their employer, agency or others, availability of program funds and any other criteria the Board may deem as appropriate.*

HCH/FH staff received a travel request from (4) Non-Board members, staff of Project WeHOPE, to attend the upcoming NAEH conf, Oakland (February 19-21, 2020)

**Pastor Paul- President & Co-Founder and Cheryl Bains HR Director & Co-Founder**

It will help them to provide better service delivery to homeless individuals while preparing to build homes servicing an aging population. Additionally it will provide useful information regarding housing solutions in a community struggling with NIMBYism.

**Alicia Garcia- Associate Director:**

This conference provides ongoing training on issues facing homelessness and strategic and measurable ways to help solve it. This conference specifically helps program directors design and implement more programs to address more specific issues relating to homelessness

**Dina Bartello- Director of Development:**

This conference will help bring more focus to grant writing more efficiently and provide our development director, who is new to the field a more targeted approach to grant writing for homelessness as well as comprehensive data analysis to write more competitive proposals to secure more funding for the organization.

Requested amount: \$625 per person for registration (4) for a **total of \$2500.00**

This request is for the Board to approve Project WeHOPE's request to attend the 2020 NAEH



**TAB 3**

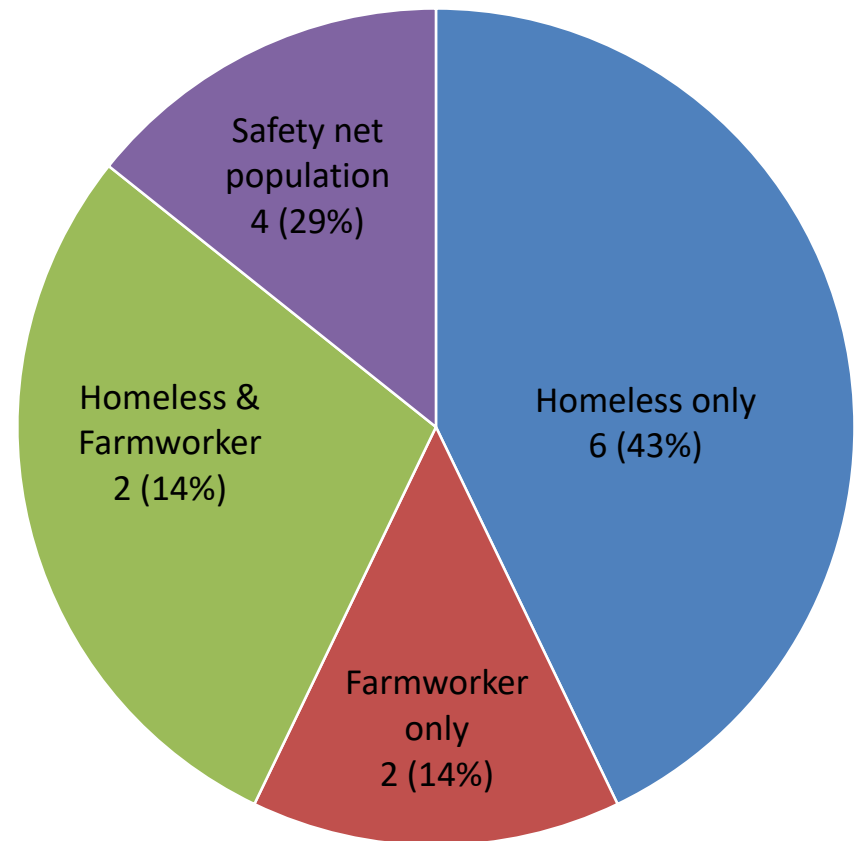
**Small Funding  
Request update**



# 2019 HCH/FH Small Funding Request

- \$140,000 awarded to 14 projects
  - 6 community-based projects: \$80,500
  - 8 SMC Health-based projects: \$59,500
- \$32,000 funded using SUD-MH grant funds

**Funding Distribution**



<b>Submitter</b>	<b>Approved Project</b>	<b>Cost</b>
Puente	Air purifiers, hoodies and blankets for distribution	\$18,849
Mental Health Association (MHA)	Health and safety supplies and food vouchers for distribution; Staff safety supplies and training	\$4,578
Abundant Grace	Supplies & equipment to support Full-Circle Food Justice Employment Program	\$19,992
Project WeHope	Clothing and hygiene products for distribution	\$4,999
Retraining the Village (RTV)	Mentorship training course for peer mentors who will provide one-on-one support with RTV residents	\$7,500
Sonrisas	Additional dental services and translation services for farmworker patients	\$25,000
SMMC CME Program	Acceptance and Commitment Therapy coaching	\$2,400
SMMC CME Program	Supervision coaching for Integrated Behavioral Health staff	\$2,400
Behavioral Health & Recovery Services IMAT team	Educational resources about medication assisted treatment; fentanyl strips	\$1,200
SMMC Office of Diversity Equity & Inclusion (DEI)	Enhanced training for SMMC staff to deliver expanded language services to patients	\$18,500
SMMC Office of DEI	10-person interpretation device	\$1,034
Public Health Planning and Policy (PHPP)	Clothing, weather gear and hygiene products for distribution	\$11,520
Integrated Behavioral Health Services	Biofeedback machines; consumer psychology books and affirmation cards for distribution	\$3,819
Fair Oaks Clinic	Clothing, hygiene products and duffel bags for distribution	\$18,612

**TAB 4**

**Request to  
approve funds  
to support  
SB1152**

DATE: November 14, 2019

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 A BUDGET LINE ITEM TO SUPPORT SMMC SB1152 "CARE CLOSET"

As part of the Small Funding Request solicitation, the HCH/FH Program received a request from SMMC Discharge/Case Management Unit to support funding of their "Care Closet". Under California law (SB1152), certain services and items need to be provided to the homeless upon discharge from a hospital, including appropriate clothing. The "Care Closet" provides these items to the homeless discharged from SMMC. The request was to fund a single order at this time for approximately \$3,000.

The HCH/FH Program is proposing to establish a permanent budget line item to support the SMMC "Care Closet" in the amount of \$10,000 per year. As the County entity tasked with Homeless Health and as a part of SMMC, this appears to us to be a specific effort that we should routinely be involved with. We often make these kind of supportive efforts with our community partners, and this would position us to be doing so with our County partners.

As the Board has approval authority for the Program budget, and as this would be establishing a permanent line item within the budget, we believe that the Board item should be acted on by the Board. This request is for the Board to approve the establishment of a permanent budget item for \$10,000 to support the SMMC "Care Closet" for clothing and other supplies for the homeless on discharge from SMMC. Approval of this item requires a majority vote of the Board members present.

**TAB 5**  
**QI Memo**



DATE: November 14<sup>th</sup>, 2019

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

FROM: Frank Trinh, Medical Director HCH/FH Program  
Danielle Hull, Clinical Services Coordinator

SUBJECT: QI COMMITTEE REPORT

The San Mateo County HCH/FH Program QI Committee met on October 24<sup>th</sup>. The following was discussed:

- **Meeting Summary:**

- The QI/QA Committee reviewed and approved SMMC Credentialing and Privileging policies as part of HRSA requirement.
- QI Awards 2019: We did not receive a QI Award in 2019 but are taking the necessary steps to ensure we receive an award in 2020. The committee reviewed categories of award
- Third Quarter Data Review: In a prior meeting, the QI Committee requested that clinical measures of focus be stratified by population type (homeless and farmworker), and by homeless status (doubling up, street, shelter, etc.). The committee reviewed and discussed areas for investigation and improvement.
  - For cervical cancer screen (Pap Test), the screening rate for farmworkers was 77.7% and for homeless, the rate was 47.4%. When stratified by homeless status, Shelter and Street homeless had the lowest screening rates.
  - For diabetic control (A1c <9%), the success rate for farmworkers and homeless were similar. When stratified by homeless status, shelter homeless had the lowest percentage of diabetic control and doubling up had the highest.
  - For depression screening and follow-up, the rates for farmworker and homeless were both much lower than the general SMMC population.
- UDS Data Reporting: The committee reviewed all clinical quality measures and discussed optimization methods for 2019 and 2020. The clinical services coordinator will be working with Business Intelligence and other internal departments to improve reporting in the next year.

- **Diabetes Action Plan:** The reporting period for the Diabetes Action Plan ended in October 2019. We will be continuing to work towards outreaching to patients due for A1c testing and referral to dental care as these two goals are integral to quality patient care.
- **Training for Contractors:** The Trauma Informed Care: Self-care Strategies Training for homeless service providers is November 15<sup>th</sup>. A secondary training will be held on a date TBD to accommodate service providers who are unable to attend on Friday mornings. We are continuing to find the right trainer for farmworker service providers. We've also held a date for an Outreach Training Workshop administered by the Health Outreach Partners on December 13<sup>th</sup>. The event registration link has been sent.

**The next HCH/FH QI Committee meeting TBD in December 2019.**

Clinical Quality Measures (CQM)	FY19 Q1	FY19 Q2	SAC/BPR Goals	Healthy People 2020 Goals	SMMC Goals (Prime/QIP)	2017 CA 330 Programs	2017 Adjusted Quartile Ranking*
Cervical Cancer Screening	61%	<b>58%</b>	75%	93%	71.7%	60%	1
Diabetes (A1c <9%)	54%	<b>60%</b>	75%	85%	70.9%	66%	1
Prenatal Care 1st Trimester	75%**	<b>71%</b>	80%	78%	----	78%	4
Depression Screening & Follow-up	9%	<b>14%</b>	65%	<i>No comparable measure</i>	38.6%	64%	4

\*Ranking (from 1 to 4) of health center clinical performance compared to other health centers nationally

\*\*PNC small sample size

Clinical Measures (Monitor Only)	FY19 Q1	FY19 Q2	SAC/BRP Goal	SMMC Goal*
Hypertension	58%	<b>64.5%</b>	80%	71.7%
Child Weight Assessment	34%	<b>43%</b>	85%	---
Adult Weight Assessment	26%	<b>25%</b>	75%	---
Colorectal Cancer Screening	48%	<b>54%</b>	60%	62.75%
Tobacco Use and Cessation	90%	<b>89%</b>	96%	96.5%
Coronary Artery Disease (CAD): Lipid Therapy	80%	<b>75%</b>	96%	---
Ischemic Vascular Disease (IVD): Use of Aspirin or Another Antithrombotic	85%	<b>87%</b>	96%	92.77%

**TAB 6**

**Budget &  
Finance Report**





DATE: November 14, 2019

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

Estimated grant expenditures to-date are \$2,341,654. In addition, we have an estimate \$110,798 in expenditures for items not claimable on the grant, for total Program estimated expenditures of \$2,452,452.

Current projection for year-end is that total base grant expenditures will be \$2,645,207 by the end of the year, including expenditures for approved Small Funding Requests, which would create an unexpended fund balance of \$3,229. Including expenditures for the Expanded Services Awards (SUD-MH), the total Program grant expenditures would be \$2,905,607. That leaves approximately \$48,079 total in unexpended funding from all grants.

Based on expenditures to date, we anticipate the overall expenditure rate on base grant contracts and MOUs to be around 84% for allocation during the current Grant Year (and at 90.0% overall).

Next year's projection currently shows an estimated total expenditure of \$3,016,050 against all program grants (base, SUD-MH & IBHS) totaling \$3,017,193. This would leave an unexpended balance (for all grants) of \$1,143.

Attachment:

- GY 2019 Summary Grant Expenditure Report Through 10/31/19



GRANT YEAR 2019

ACTUALS UPDATE FOR Q3 DRAWDOWN *Oct 5*

Details for budget estimates	Budgeted [SF-424]		To Date (10/31/19)	Projection for GY (+~8 weeks) SUD-MH/QI		Projected for GY 2020
<b>EXPENDITURES</b>						
<u>Salaries</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	554,324		493,353	585,000		614,250
		45,481				
<u>Benefits</u>						
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	224,198		135,332	156,000		163,800
		10,324				
<u>Travel</u>						
National Conferences (2500*8)	20,000		21,567	27,000		25,000
Regional Conferences (1000*5)	5,000		3,721	5,000		5,000
Local Travel	1,000		1,390	1,600		1,500
Taxis	3,500	644	804	1,000		1,000
Van & vehicle usage	3,000		1,510	1,750		2,000
	32,500		28,992	36,350		34,500
					32,000	
<u>Supplies</u>						
Office Supplies, misc. Small Funding Requests	7,500	1,586	11,254	12,500		12,000
	7,500		11,254	12,500		12,000
					3,700	
<u>Contractual</u>						
2018 Contracts			67,867	67,967		55,000
2018 MOUs			23,540	23,540		20,000
Current 2019 MOUs	872,000		666,315	754,750		872,000
Current 2019 contracts	1,034,000		732,720	842,000		1,034,000
ES contracts (SUD-MH)	180,000		84,650	160,500		150,000
---unallocated---/other contracts			12,000	12,000		
	2,086,000	141,637	1,587,092	1,990,757		2,131,000
					185,000	
<u>Other</u>						
Consultants/grant writer	30,000		71,337	95,000	32,000	30,000
IT/Telcom	12,000	2,003	11,739	15,000		15,000
New Automation				0		-
Memberships	4,000		2,300	4,500		5,000
Training	10,000		175	10,000	7,700	10,000
Misc	750		80	500		500
	56,750		85,631	125,000		60,500
			83,593			
<b>TOTAL</b>	<b>2,961,272</b>	<b>201,675</b>	<b>2,341,654</b>	<b>2,905,607</b>	<b>260,400</b>	<b>3,016,050</b>
<b>GRANT REVENUE</b>						
Available Base Grant *	2,648,436			2,648,436		2,700,193 *2% reduction
Available Expanded Services Awards **	305,250			305,250		167,000 IBHS
						150,000 SUD-MH
HCH/FH PROGRAM TOTAL	2,953,686		2,341,654	2,953,686		3,017,193
<b>BALANCE</b>						
	<b>(7,586)</b>		<b>PROJECTED AVAILABLE</b>	<b>48,079</b>		<b>1,143</b>
			<b>BASE GRANT PROJECTED AVAILABLE</b>	<b>3,229</b>	<b>2,908,836</b>	based on est. grant of \$2,755,299 before reduction
			not incl Conf			
* includes \$13,232 of QI targeted funding						
** includes \$175,000 of one-time funding (SUD-MH) (\$125,250 unallocated)						
<b>Total special allocation required</b>	<b>\$ 138,446</b>					
<u>Non-Grant Expenditures</u>						
Salary Overage	13090	1180	10,735	13,095		13,750
Health Coverage	40000	4022	42,858	51,000		57,000
base grant prep	15000	53812	53,812	53,812		0
food	2500	168	983	2,000		1,500
incentives/gift cards	1,000		2,410	2,500		1,500
	71,590	59,182	110,798	122,407		73,750
<b>TOTAL EXPENDITURES</b>	<b>3,032,862</b>	<b>260,857</b>	<b>2,452,452</b>	<b>3,028,014</b>	<b>NEXT YEAR</b>	<b>3,089,800</b>
	<b>BUDGETED</b>	<i>This month</i>	<b>TO DATE</b>	<b>PROJECTED</b>		

**TAB 7**  
**Director's**  
**Report**



San Mateo Medical Center  
222 W 39th Avenue  
San Mateo, CA 94403  
650-573-2222 T  
[smchealth.org/smmc](http://smchealth.org/smmc)

DATE: November 14, 2019

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 October 10, 2019 Co-Applicant Board meeting:

The Program has continued being focused on progress on the Strategic Planning effort, in addition to the usual routine engagements.

There have been no significant updates from HRSA involving our grant award. We have been informed by our Project Officer that the proposed Technical Assistance (TA) covering contracting, scope and reporting (related to our agreements with Ravenswood Family Health Center) has again been approved. However, no dates have been discussed for the TA.

Program did receive the summary report on the evaluation of our Oral Health Infrastructure competitive grant application. We scored 91 (of a possible 100), which categorized as "Very Good". However, we do not have any comparative information about the whole group of applications. HRSA has indicated that if they receive sufficient funding in their full fiscal year appropriation, they may award additional New Access Point (NAP) grants (we did not apply) and/or Oral Health Infrastructure (OHI) grants. There has been no further update on finalization of HRSA appropriations for the Federal Fiscal Year.

1. Seven Day Update

ATTACHED:

- Program Calendar



**Health Care for the Homeless & Farmworker Health (HCH/FH) Program**  
**2019 Calendar (Revised November 2019)**

EVENT	DATE	NOTES
<ul style="list-style-type: none"> <li>Board Meeting (November 14, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>Board Chair &amp; Vice Chair nominations/ elections</li> <li>Trauma informed care training -11/15/19 at SMC Health</li> </ul>	November	@Safe Harbor Shelter- RWC
<ul style="list-style-type: none"> <li>Board Meeting (December 12, 2019 from 9:00 a.m. to 11:00 a.m.)</li> <li>QI Meeting</li> <li>Outreach training- 12/13/19 at SMC Health</li> </ul>	December	@SMMC
<ul style="list-style-type: none"> <li>Board Meeting (January 9, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Provider Collaborative meeting</li> </ul>	January	
<ul style="list-style-type: none"> <li>Board Meeting (February 13, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Initial UDS submission- 2/15/20</li> <li><a href="#">National Alliance to end Homelessness Conference</a>- Oakland (Feb 19-21)</li> <li><a href="#">Western Forum for Migrant &amp; Community Health Conf</a> -Sacramento (Feb 19-21)</li> <li>QI Meeting</li> </ul>	February	
<ul style="list-style-type: none"> <li>Board Meeting (March 12, 2020 from 9:00 a.m. to 11:00 a.m.)</li> <li>Final UDS submission due (March 31, 2020)</li> <li>QI Meeting</li> </ul>		

BOARD ANNUAL CALENDAR	
<u>Project</u>	<u>Deadline</u>
UDS submission- Review	April
SMMC annual audit- approve	April/May
Forms 5A and 5B -Review	June/July
Strategic Plan/Tactical Plan-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	Winter
Program Director annual review	Fall /Spring
Sliding Fee Scale (FPL)- review/approve	Spring