

**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)  
Finance Committee Meeting**

San Mateo Medical Center| 222 W. 39th Avenue, 2nd Floor (Board Room) San Mateo  
February 11, 2018, 8:00 A.M – 8:45 A.M.

**AGENDA**

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- A. CALL TO ORDER** **8:00 AM**
- B. CHANGES TO ORDER OF AGENDA** **8:03 AM**
- C. PUBLIC COMMENT** **8:05 AM**  
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.
- D. CONSENT AGENDA** **Elli Lo**      **TAB 1 8:08 AM**  
1. Meeting minutes from January 11, 2018
- E. REPORTING AGENDA:**
1. Review of Budget & Finance Report through January 2017 **Jim Beaumont**    **TAB 2 8:15 AM**
2. Discussion on Spending Strategies Recommendations **Elli Lo**      **TAB 3 8:30 AM**
- BOARD COMMUNICATIONS AND ANNOUNCEMENTS**  
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.
- OTHER ITEMS**
1. Future meetings – every 2<sup>nd</sup> Thursday of the month (unless otherwise stated)  
*Next Regular Meeting March 8, 2018; 8:00 A.M. – 8:45 A.M. |Ravenswood Family Health Center, East Palo Alto*
- H. ADJOURNMENT** **8:45 AM**
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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.smchealth.org/meeting/hchfh-meetings>.

**TAB 1**  
**Meeting Minutes**

**Request to Approve**  
**(Consent Agenda)**

**Healthcare for the Homeless/Farmworker Health Program (Program)  
 Co-Applicant Board Meeting Minutes (Jan 11, 2018)  
 SMC Health System| 222 W. 39th Ave. (Board Room) San Mateo**

Co-Applicant Board Members Present

Allison Ulrich  
 Christian Hansen  
 Robert Anderson

County Staff Present

Jim Beaumont  
 Elli Lo

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call To Order	Meeting was called to order at 8:15A.M.	
Regular Agenda Public Comment	No Public Comment at this meeting.	
Regular Agenda: Consent Agenda	All items on Consent Agenda (meeting minutes from October 20, 2017) were approved.	Consent Agenda was <u>MOVED</u> by Robert <u>SECONDED</u> by Christian, and <u>APPROVED</u> by all Board members present.
Reporting Agenda: Review of Budget & Finance Report through December	Elli provided an overview of budget and finance report through December 2017. She gave a run through of the budget graphics, clarified questions of the program and grant budgets.	
Reporting Agenda: Recommendation from Unexpended Funds Committee	The committee reviewed summary from unexpended funds committee meeting in December. Committee will make a recommendation to the Board in February in regards to reviewing and modifying contract amount base on contractor's progress on spent down after quarter two. The committee recommends setting a parameter in selecting the contracts for amendment.	
Adjournment	Time 8:53 A.M.	

**TAB 2**  
**Budget &**  
**Finance Report**

DATE: February 08, 2018

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 grant expenditures for January, 2018, total \$86,096. This will increase a little as the County processes month-end transactions. It is too early in the Grant Year to make a meaningful projection on total Grant Year expenditures.

Final grant expenditures for GY 2017 totaled \$1,855,528. This results in a total of unexpended funds equal to \$982,076. That total, however, includes the QI funding award (\$25,596) and the AIMS funding award (\$175,700) which we expect to be fully carried-over into GY 2018. We will request to carry-over the remaining unexpended funds (\$780,780), targeting it towards the Case Management Automation System purchase. However, based on past history, the request has a low probability of approval. The request and response will occur in the March through May timeframe.

Attachment:

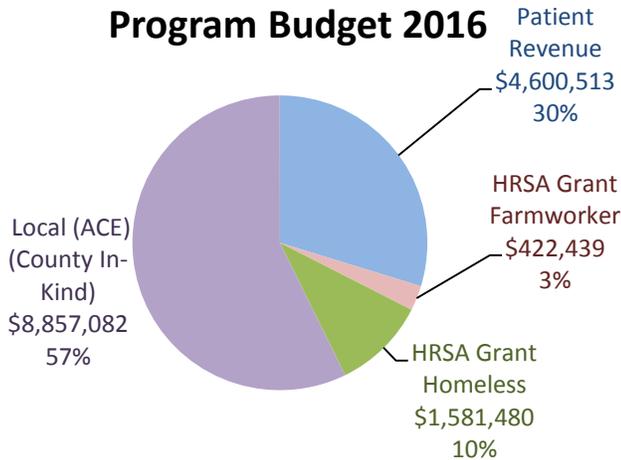
- Preliminary GY 2018 Summary Report

**GRANT YEAR 2018**

Details for budget estimates	Budget [SF-424]	To Date (01/31/18)	Projection for GY (+~48 wks)	Projected for GY 2019
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.	<u>540,000</u>	<u>38,392</u>	<u>540,000</u>	<u>590,000</u>
<u>Benefits</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.	<u>200,000</u>	<u>3,820</u>	<u>200,000</u>	<u>250,000</u>
<u>Travel</u>				
National Conferences (1500*4)			22,354	20,000
Regional Conferences (1000*5)			10,000	5,000
Local Travel			1,500	2,000
Taxis		901	7,500	5,000
Van & vehicle usage		<u>911</u>	<u>1,000</u>	<u>1,000</u>
	<u>25,000</u>	<u>1,812</u>	<u>42,354</u>	<u>33,000</u>
<u>Supplies</u>				
Office Supplies, misc.	10,500	77	2,500	12,500
Small Funding Requests		<u>25,370</u>	<u>50,000</u>	<u>50,000</u>
	<u>10,500</u>	<u>25,447</u>	<u>52,500</u>	<u>62,500</u>
<u>Contractual</u>				
2016 Contracts		16,625	60,000	
2016 MOUs			60,000	
Current 2017 contracts	966,930		900,000	900,000
Current 2017 MOUs	872,000		850,000	850,000
---unallocated---/other contracts	40,446			
	<u>1,957,103</u>	<u>16,625</u>	<u>1,870,000</u>	<u>1,750,000</u>
<u>Other</u>				
Consultants/grant writer	31,667		30,000	45,000
IT/Telcom	5,928		6,000	6,000
New Automation			0	-
Memberships	4,000		4,000	4,000
Training			3,250	4,000
Misc (food, etc.)	5,500		5,500	5,500
	<u>47,095</u>	<u>0</u>	<u>48,750</u>	<u>64,500</u>
TOTALS - Base Grant	<u>2,779,698</u>	<u>86,096</u>	<u>2,753,604</u>	<u>2,750,000</u>
HCH/FH PROGRAM TOTAL	<u>2,779,698</u>	<u>86,096</u>	<u>2,753,604</u>	<u>2,750,000</u>
PROJECTED AVAILABLE	BASE GRANT		26,094	5,504
				based on est. grant of \$2,750,004

**HCH/FH Co-Applicant Board Finance Committee  
Financial Summary as of 2/2/2018**

Program Budget 2016

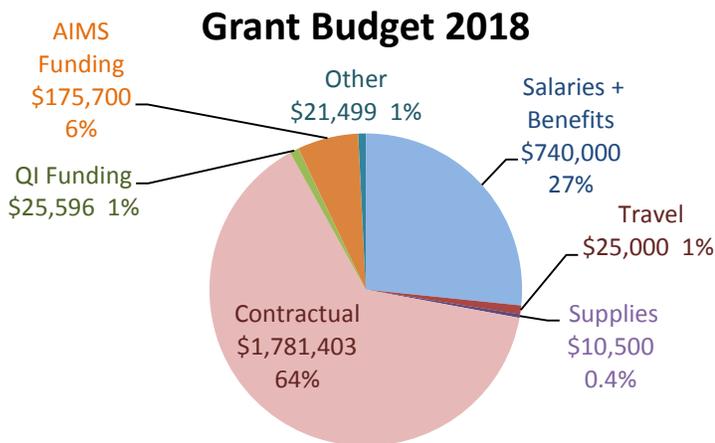


Revenue	Amount	% of Total
Patient Revenue	\$ 4,600,513	30%
HRSA Grant - Farmworker	\$ 422,439	3%
HRSA Grant - Homeless	\$ 1,581,480	10%
Local (ACE) (County In-kind)	\$ 8,857,082	57%
<b>Total Revenue</b>	<b>\$15,461,514</b>	

\*HRSA Grant Total Claimed \$ 2,003,919

Source: Uniform Data System (UDS) Report 2016

Grant Budget 2018

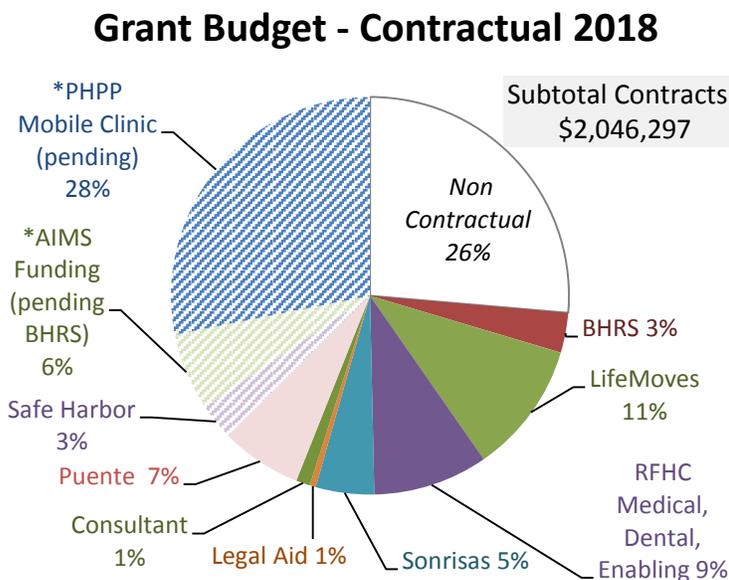


	Total	% of Total
Salaries + Benefits	\$ 740,000	27%
Travel	\$ 25,000	1%
Supplies	\$ 10,500	0.4%
Contractual	\$ 1,781,403	64%
QI Funding	\$ 25,596	1%
AIMS Funding	\$ 175,700	6%
Other	\$ 21,499	1%
<b>Total</b>	<b>\$ 2,779,698</b>	

Source: Budget Period Progress Report (BPR) Noncompeting Continuation (NCC) 2017

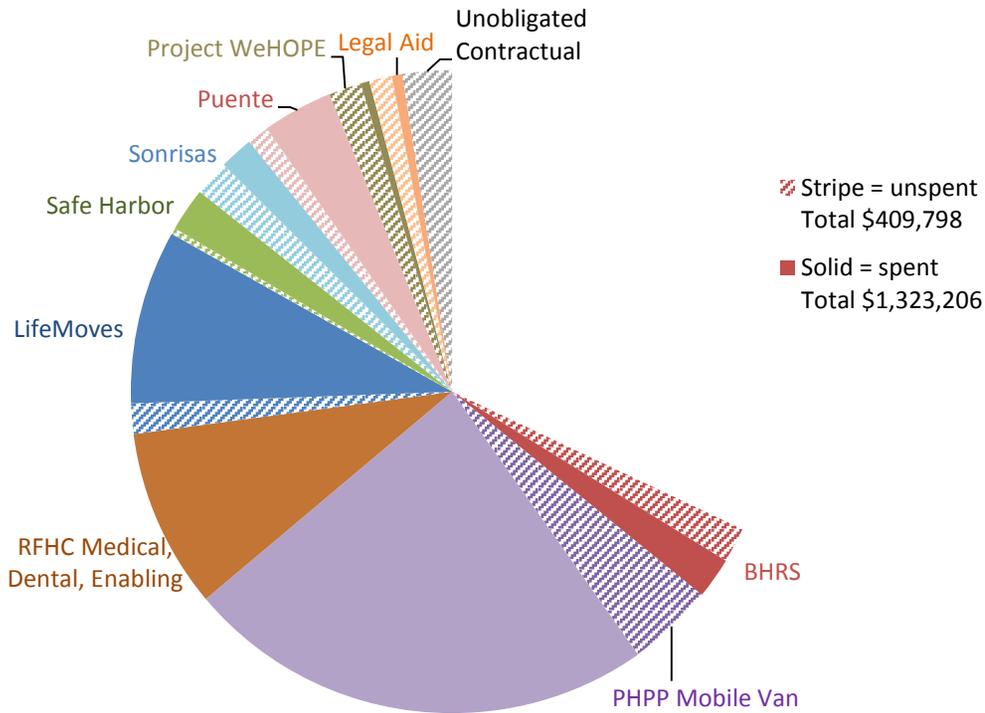
\*Note: Budget revisions within and between approved budget categories up to 25 percent without prior approval

Grant Budget – Contractual 2018 (as of 2/2/2018)



	Total	% of Total Grant
BHRHS	\$ 90,000	3%
LifeMoves	\$ 298,030	11%
RFHC Medical, Dental, Enabling	\$ 258,725	9%
Sonrisas	\$ 131,675	5%
Legal Aid	\$ 14,000	1%
Consultant	\$ 31,667	1%
Puente	\$ 183,500	7%
*Safe Harbor (pending)	\$ 81,000	3%
*AIMS Funding (pending BHRHS)	\$ 175,700	6%
*PHPP Mobile Clinic (pending)	\$ 782,000	28%
<b>Subtotal Contracts</b>	<b>\$ 2,046,297</b>	<b>74%</b>
Non Contractual (Salaries, Benefits, Travel, Supplies, QI Award & Other)	\$ 733,401	26%
<b>Total Grant</b>	<b>\$2,779,698</b>	

## Expenditure Services Contract 2017



	Total Award	Spent		Unspent	
		\$	%	\$	%
Behavioral Health & Recovery Services	\$ 97,500	\$ 52,650	54%	\$44,850	46%
PHPP Mobile Clinic, Expanded Services & Street Medicine	\$714,350	\$603,931	85%	\$110,419	15%
Ravenswood Family Health Center Medical, Dental, Enabling	\$230,000	\$230,000	100%	\$ -	0%
LifeMoves	\$261,710	\$222,865	85%	\$38,845	15%
Safe Harbor	\$ 63,500	\$ 55,500	87%	\$ 8,000	13%
Sonrisas Dental Health	\$ 89,125	\$ 43,400	49%	\$45,725	51%
Puente de la Costa Sur	\$118,050	\$ 90,445	77%	\$27,605	23%
Project WeHope	\$ 52,900	\$ 11,040	21%	\$41,860	79%
Legal Aid	\$ 42,500	\$ 13,375	31%	\$29,125	69%
Unobligated Contractual	\$ 63,369	\$ -	0%	\$63,369	100%
<b>Total YTD</b>	<b>\$1,733,004</b>	<b>\$1,323,206</b>	<b>76%</b>	<b>\$409,798</b>	<b>24%</b>

**TAB 3**  
**Recommendation from**  
**Unexpended Funds**  
**Committee**

**Unexpended Funds Committee  
Discussion 12/14/2017**

<b>Strategy</b>	<b>Description</b>	<b>Timeline</b>
Small Grant Applications <\$25,000	Examples: Consultants, Evidence-Based Practice (EBP) projects	Q2, Q3
Modify Contracts after quarter 2	Increase/decrease contract amount base on their progress (unduplicated patients), so funding can be re-allocated For increase request, agencies need to submit expense justification on additional cost of services for additional patients	After Q2
Small Capital Purchases		Q3
Communication with Contractors	Unduplicated patients, visits and progress on funding spent report currently being provided in Provider Collaborative meetings with contractors quarterly  Need additional communications with contractors – <ul style="list-style-type: none"> <li>• Include agencies' upper management or appropriate contact</li> <li>• More communication on these progress to date reports</li> <li>• Also regarding contract modification increase or decrease</li> </ul>	
Marketing	Current marketing contacts: CoC Steering Committee, current contractors, QI group, Provider Collaborative group, Small Funding Request contacts, CORE service agencies, DOH, COH, SMMC Clinic Managers, WPC, Directors of all Health System Departments/Divisions  Marketing funding opportunities to other contacts	