

**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
January 11, 2018, 8:00 A.M – 8:45 A.M.

AGENDA

- 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 December 14, 2017
- E. REPORTING AGENDA:**
1. Review of Budget & Finance Report through December 2017 **Jim Beaumont** **TAB 2** **8:15 AM**
2. Recommendation from Unexpended Funds Committee **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 2nd Thursday of the month (unless otherwise stated)
Next Regular Meeting February 8, 2018; 8:00 A.M. – 8:45 A.M. |San Mateo Medical Center
- 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 (Dec 14, 2017)
 SMC Health System| 222 W. 39th Ave. (Education Classroom 1) 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 8:20 A.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 Allison, and <u>APPROVED</u> by all Board members present.
Reporting Agenda: Review of Budget & Finance Report through November	<p>Program Director Jim Beaumont presented information on Budget & Finance Report through November. Upon request by presented Finance Committee members, Jim also provided additional program financial background information and explained contract funding model.</p> <p>Robert suggested financial information to be presented in graphics at the next meeting.</p> <p>Finance Committee Members also discussed the need for recruiting 1 additional board member to join Finance Committee to make better financial recommendations to the Board.</p>	
Reporting Agenda: Review Unallowable Cost Materials	Finance Committee members received a copy of the materials and will review on their own.	
Adjournment	Time 8:55 A.M.	

TAB 2
Budget &
Finance Report

DATE: January 11, 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

Grant expenditures to date – through December 31, 2017 – currently reported as \$ 1,837,387. This is a preliminary figure as complete closing for December has not yet been completed. We expect some small increase in the final total.

This leaves over \$700,000 in unexpended funds for the year. The majority of this is the result of under expenditure of our contracts by 32% - over \$500,000.

As reported last month, this also does not include the 2017 AIMS (\$175,700) and QI (\$25,596) awards, nor the approved carryover of the QI (\$35,556) award from 2016. While we expect to be able to carryover all (or most) of the 2017 awards, due to the how late in the year they were awarded, any expenditures on the 2016 carryovers are actually already included in the expenditure report. Therefore, the total unexpended amount (that will not be able to be carried-over) projected for the end of the year is now approximately \$750,000.

Attachment:

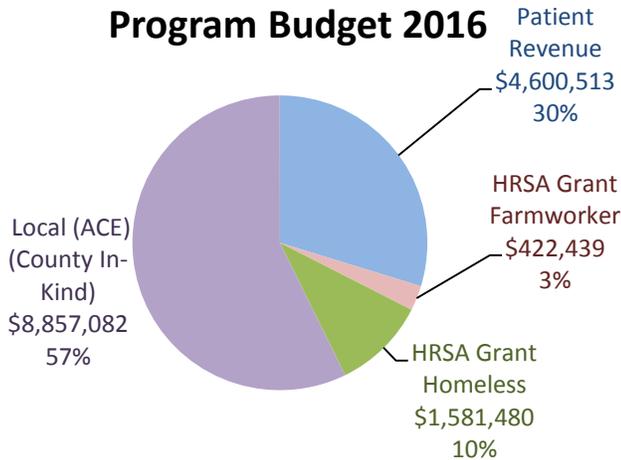
- Preliminary GY 2017 Summary Report

GRANT YEAR 2017

Details for budget estimates	Budget [SF-424]	To Date (12/31/17)	Projection for GY as of 11/17	Projected for GY 2018
<u>Salaries</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>490,000</u>	<u>428,683</u>	<u>430,000</u>	<u>625,000</u>
<u>Benefits</u>				
Director				
Program Coordinator				
Medical Director				
Management Analyst new position, misc. OT, other, etc.				
	<u>250,000</u>	<u>150,557</u>	<u>155,000</u>	<u>250,000</u>
<u>Travel</u>				
National Conferences (1500*4)		19,145	21,000	20,000
Regional Conferences (1000*5)		3,105	3,500	5,000
Local Travel		1,076	1,500	2,000
Taxis		4,284	4,900	5,000
Van		436	800	1,000
	<u>25,000</u>	<u>28,046</u>	<u>31,700</u>	<u>33,000</u>
<u>Supplies</u>				
Office Supplies, misc.	10,500	1,418	2,500	10,000
Small Funding Requests		8,261		
	<u>10,500</u>	<u>9,679</u>	<u>2,500</u>	<u>10,000</u>
<u>Contractual</u>				
2016 Contracts		34,172	34,172	
2016 MOUs		20,100	20,100	
Current 2017 contracts	857,785	597,895	590,000	940,000
Current 2017 MOUs	811,850	528,232	575,000	790,000
---unallocated---/other contracts	63,369			
	<u>1,733,004</u>	<u>1,180,399</u>	<u>1,219,272</u>	<u>1,730,000</u>
<u>Other</u>				
Consultants/grant writer	20,000	21,680	25,000	40,000
IT/Telcom		4,537	6,000	6,000
New Automation		7,594	0	-
Memberships			4,000	4,000
Training		1,715	2,500	4,000
Misc (food, etc.)		4,497	5,000	5,500
	<u>41,500</u>	<u>40,023</u>	<u>42,500</u>	<u>59,500</u>
TOTALS - Base Grant	<u>2,550,004</u>	<u>1,837,387</u>	<u>1,880,972</u>	<u>2,707,500</u>
HCH/FH PROGRAM TOTAL	<u>2,550,004</u>	<u>1,837,387</u>	<u>1,880,972</u>	<u>2,707,500</u>
PROJECTED AVAILABLE	BASE GRANT	712,617	669,032	48,004
				based on est. grant of \$2,750,004
				Does not include AIMS or QI award for 2017, nor carryover of DSHII & QI awards from 2016 (approx. \$287,000).

**HCH/FH Co-Applicant Board Finance Committee
Financial Summary as of 1/5/2018**

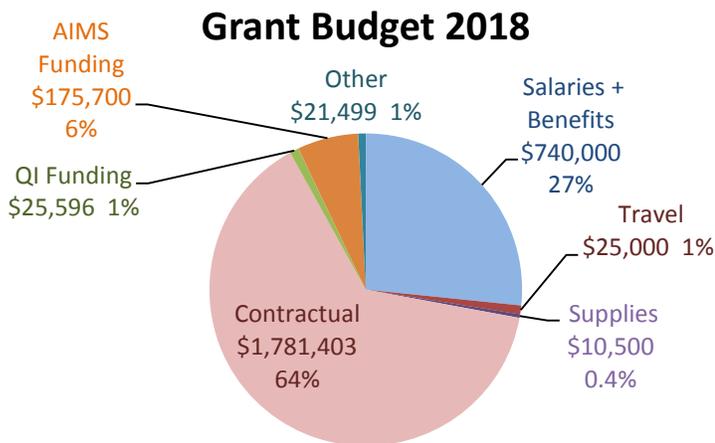
Program Budget 2016



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%
Total Revenue	\$15,461,514	

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

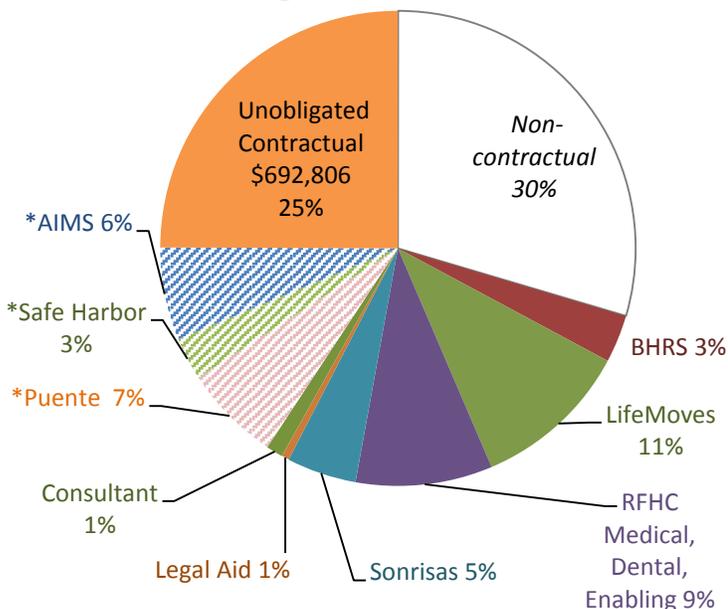
Grant Budget 2018



	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%
Total	\$ 2,779,698	

Grant Budget – Contractual 2018 (as of 1/5/2018)

Grant Budget - Contractual 2018



	Total	% of Total Grant
BHRS	\$ 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 (pending)	\$ 183,500	7%
*Safe Harbor (pending)	\$ 81,000	3%
*PHPP Mobile Van (pending)	\$ -	0%
*AIMS Funding (pending)	\$ 175,700	6%
Unobligated Contractual	\$ 692,806	25%
<i>Non Contractual</i>	\$ 822,595	30%
Total Grant	\$2,779,698	

TAB 3
Recommendation from
Unexpended Funds
Committee

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

Strategy	Description	Timeline
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"> • Include agencies' upper management or appropriate contact • More communication on these progress to date reports • Also regarding contract modification increase or decrease 	
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	