



**HEALTH CARE FOR THE HOMELESS/FARMWORKER HEALTH PROGRAM (HCH/FH)
 FINANCE COMMITTEE MEETING**

[Microsoft Teams Meeting](#)

Phone: (628) 212-0105 ID: 907-022-494#

April 14th, 2022 8-8:45am

AGENDA

AGENDA ITEM	SPEAKER(S)	TIME
A. CALL TO ORDER	Robert Anderson	8:00 AM
B. CHANGES TO ORDER OF AGENDA		8:01 AM
C. PUBLIC COMMENT		8:02 AM
<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>		
D. CONSENT AGENDA		
1. Meeting minutes from March 10 th , 2021	Sofia Recalde	8:06 AM
E. REPORTING & DISCUSSION AGENDA		
1. Contracts & MOUs financial performance	Sofia Recalde	8:10 AM
2. March 2022 Budget & Finance Report	Jim Beaumont	8:20 AM
3. COVID-19 supplemental funding award	Sofia Recalde	8:30 AM
F. BOARD COMMUNICATIONS & ANNOUNCEMENTS		
<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>		
OTHER ITEMS		
<p>1. Next Regular Meeting May 12th, 2022; 8:00 A.M. – 8:45 A.M. Microsoft Teams Virtual Future meetings – Every 2nd Thursday of the month (unless otherwise stated)</p>		
G. ADJOURNMENT	Robert Anderson	8:45 AM

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 staff at least five working days before the meeting at 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: <http://www.smhealth.org/meeting/hchfh-meetings>.

**Healthcare for the Homeless/Farmworker Health Program
Co-Applicant Board Finance Sub-Committee Meeting Minutes (March 10th, 2022)
San Mateo Medical Center**

Co-Applicant Board Members Present

Robert Anderson
Steve Kraft

County Staff Present

Jim Beaumont
Sofia Recalde

Members of the Public

ITEM	DISCUSSION/RECOMMENDATION	ACTION
Call to Order	Meeting was called to order by Robert Anderson at 8:03am. Everyone present introduced themselves.	
Change to Order of the Agenda	No changes	
Public Comment	None	
Closed session	No closed session	
Consent Agenda: Meeting Minutes from February 10 th , 2021	All items on the Consent Agenda were approved.	Consent agenda was <u>MOVED</u> by Steve K. and <u>SECONDED</u> by Robert A. and <u>APPROVED</u> by all Board Members present.
Reporting Agenda: Jan 2022 Contract & MOU Financial Performance	Contracted service providers expended 7% of funds allocated to contracts and MOUs. This is low compared to previous years due to modified invoicing structures for a few agreements. Staff are confident that contractors will spend down their funds and project that they will exceed 90% of the budget dedicated to contracts and MOUs. Of note, Puente submitted a larger than anticipated invoice in January. In discussion with Puente, staff learned that Puente was able to connect with many clients virtually and in-person in January through COVID-19 testing events and a vaccine booster clinic in January in addition to regular outreach and engagement and health insurance assistance.	
Feb 2022 Budget & Finance Report	Grant claimable expenditures for February total an estimated \$240,154, for a total year-to-date estimated to be \$305,728. Staff project an estimated \$3,015,000 in claimable expenditures for the year. This projection keeps us in the estimated \$200K-\$300K over-expenditure when compared to our Base Grant awards for the year. This is in line with the planned spend-down of the carryover funds balance. Staff will provide an update on COVID-19 supplemental funding expenditures at the April Finance Committee meeting.	

Program Budget Forecast through 2024	Staff presented the Program's Budget forecast through 2024. The program's base grant is \$2,858,632 annually, and HRSA has allowed health centers to carryover unused prior year funds within a grant cycle. As a result, HCH/FH is budgeting to spend more than the base grant amount in CY 2022 and 2023. HCH/FH is currently projected to overspend by \$20K at the end of CY 2024.	
Other Items:	None.	
Adjournment	Meeting was adjourned at 8:45am. The next Finance Committee Meeting is scheduled for April 14 th .	

Feb 2022 Contract & MOU Expenditures

Contract	Contract Amount	Amount Spent	% YTD 2022
Abode	\$149,999	\$4,331	3%
ALAS Counseling and Care Coordination	\$18,720	\$0	0%
ALAS Promotores Model	\$179,480	\$56,752	32%
LifeMoves	\$350,000	\$94,275	27%
Puente	\$166,500	\$109,570	66%
BHRS HCH	\$90,000	\$24,000	27%
BHRS HEAL	\$150,000	\$0	0%
BHRS El Centro	\$40,000	\$0	0%
PHPP Mobile Clinic & Street/Field Med	\$825,000	\$0	0%
PHPP AOD Services	\$127,500	\$14,785	12%
Saturday Dental Clinic (Coastside Clinic)*	\$25,574	\$2,992	12%
Sonrisas*	\$50,970	\$14,640	29%
TOTAL	\$2,173,743	\$321,345	15%

2022 Year End Projections	
\$134,999	90%
\$2,600	14%
\$170,506	95%
\$332,500	95%
\$166,500	100%
\$85,500	95%
\$75,000	50%
\$40,000	100%
\$825,000	100%
\$127,500	100%
\$20,459	80%
\$45,873	90%
\$2,026,437	93%



San Mateo Medical Center
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DATE: April 14, 2022

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 claimable expenditures for February total an estimated \$225,843, for a total year-to-date estimated to be \$531,571. Based on the historical flow of contract expenditures and program operations, and with some information on the County's agreements with employee bargaining units, we project an estimated \$3,016,000 in claimable expenditures for the year.

This projection keeps us in the estimated \$200K-\$300K over-expenditure when compared to our Base Grant awards for the year. This is in line with the planned spend-down of the carryover funds balance.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 03/31/22



GRANT YEAR 2022

March \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (03/31/22)	Projection for end of year	Projected for GY 2023
EXPENDITURES					
<u>Salaries</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	604,532	54,286	147,364	699,000	721,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	178,640	19,643	55,668	255,000	270,000
<u>Travel</u>					
National Conferences (2500*8)	4,000			6,000	15,000
Regional Conferences (1000*5)	2,000			4,000	5,000
Local Travel	500			100	1,500
Taxis	250			400	1,000
Van & vehicle usage	250			500	1,500
	7,000		0	11,000	24,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	3,960		480	5,000	10,000
	3,960		480	5,000	10,000
<u>Contractual</u>					
2021 Contracts			30,375		
2021 MOUs					
Current 2022 MOUs	1,245,000		16,192	1,200,000	1,100,000
Current 2022 contracts	795,000	151,110	276,060	780,000	1,000,000
---unallocated---/other contracts					
	2,040,000		322,627	1,980,000	2,100,000
<u>Other</u>					
Consultants/grant writer	17,000			10,000	20,000
IT/Telcom	4,200	804	5,432	28,000	30,000
New Automation				0	-
Memberships	1,500			2,500	5,000
Training	1,800			25,000	20,000
Misc				500	500
	24,500		5,432	66,000	75,500
TOTAL	2,858,632	225,843	531,571	3,016,000	3,200,500
GRANT REVENUE					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	750,447		750,447	750,447	
Available Expanded Services Awards **					593,079 carryover
HCH/FH PROGRAM TOTAL	3,609,079		3,609,079	3,609,079	3,451,711
BALANCE	750,447	Available	3,077,508 Current Estimate	593,079 Projected	251,211 based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	825	2,825	16,000	20,000
Health Coverage	57,000	3,752	11,202	53,000	62,000
base grant prep	-				
food	2,500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	4,577	14,027	69,750	85,000
TOTAL EXPENDITURES	2,932,882	230,420	545,598	3,085,750	NEXT YEAR 3,285,500



DATE: April 14th, 2022

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

FROM: Sofia Recalde, Management Analyst

SUBJECT: HRSA SUPPLEMENTAL FUNDING UPDATE: CARES AND ARP

The Health Resources & Services Administration (HRSA) provided supplemental one-time funding via the Coronavirus Aid, Relief, and Economic Security (CARES) and American Rescue Plan (ARP) Acts to health centers so that they could mitigate the effects of, respond to and recover from the COVID-19 pandemic. HCH/FH was awarded \$639,995 from CARES in April 2020 and \$1.6M from ARP in April 2021 and has worked with County Health and external providers to fund a range of projects to respond to the impacts of COVID-19 and enhance health center capacity.

Projects that were funded with the CARES award include:

- EMTs to support COVID-19 testing at shelters
- COVID-19 education and outreach, including vaccination outreach and registration
- Hygiene and PPE supplies for shelter and farmworker providers
- Public Health lab COVID-19 testing
- Case Management at the Bayfront Station
- Mental Health counseling and case management for farmworkers (ALAS)
- Health IT staffing to support local, state and federal COVID-19 reporting
- SMMC Interpreter services overhaul

HCH/FH expended 100% of the CARES funding prior to the award deadline of 3/31/2022

Projects that were included in the ARP award proposal include:

- Mobile Clinic/Street Medicine expansion
- SMMC OBGYN clinic equipment
- SMMC workstations on wheels
- SMMC call center expansion
- County Health workforce engagement
- Casement management and Social Determinants of Health (SDOH) digital tools
- COVID-19 testing

As of 3/30/22, HCH/FH has expended 21% of the ARP funding and is working with partners to plan/implement projects. ARP funding expires on 3/31/2023.

Attachments:

- CARES budget and expenditures
- ARP budget and expenditures

CARES Award	HRSA Budget	Actual Expenses
Personnel	\$55,602	\$9,737
Staff placement on SMC DOC		\$1,938
EMTs at Maple Street Shelter		\$857
Public Health Nurse - COVID education		\$6,943
Fringe Benefits	\$19,461	\$3,585
Equipment	\$0	\$0
Supplies	\$90,000	\$96,590
Outreach Materials		\$1,238
Hygiene and PPE supplies		\$18,379
Public Health lab COVID-19 testing supplies		\$76,974
COVID therapeutics and vaccines		\$0
Contracts	\$474,932	\$530,083
Alternative Housing Site (AHS) Case Management		\$58,592
ALAS - Case management/behavioral health support for farmworkers		\$24,260
CBO Vaccine Logistics		\$0
CBO Vaccine Logistics		\$0
El Centro - COVID-19 vaccination outreach		\$186,825
Microbiologist - charged as a Contract		\$18,856
Health IT Data Analyst - charged as a Contract		\$71,477
SMMC Interpreter Service Overhaul		\$170,074
IDC	\$0	\$0
Total	\$639,995	\$639,995

100%

ARP Award	HRSA Budget	Planned expenditures	Actual expenses
Personnel	\$280,000	\$97,000	\$0
Staff to support primary care at non-congregate shelters	\$280,000	\$97,000	
Fringe Benefits	\$154,000	\$53,350	\$0
Equipment	\$145,000	\$145,000	\$83,886
OBGYN equipment - fetal diagnostic NST/AFI and ultrasound	\$85,000	\$85,000	
Workstation on Wheel (WOW) carts for outpatient clinics	\$60,000	\$60,000	\$83,886
Supplies	\$221,580	\$191,580	\$99,366
Home COVID-19 testing kits	\$30,000	\$30,000	\$27,954
Workstation on Wheels supplies	\$20,580	\$20,580	\$0
Call Center Expansion supplies	\$126,000	\$126,000	\$71,412
PHPP medical supplies	\$15,000	\$15,000	
Hygiene and COVID-19 safety supplies	\$30,000	\$30,000	
Contracts	\$531,295	\$531,295	\$77,985
Digital tools to support population health management, patient satisfaction, workforce engagement and/or case management	\$431,295	\$431,295	\$30,150
Call Center expansion - Avaya Red Vox project management		\$100,000	\$47,835
Contract to provide recuperative care services	\$105,000	TBD	
Other	\$300,000	\$150,000	\$77,546
Call Center expansion - Avaya Red Vox services licenses	\$300,000	\$150,000	\$77,546
IDC	\$0	\$0	\$0
Total	\$1,631,875	\$1,168,225	\$338,783

21%