

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

Co-Applicant Board Meeting Agenda

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December 8th, 2022 9:00am - 11:00am

A. CALL TO ORDER & ROLL CALL	Robert Anderson	9:00am
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B. PUBLIC COMMENT 9:05am

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.

C. ACTION TO SET THE AGENDA & CONSENT AGENDA Robert Anderson 9:10am

1. Approve meeting minutes from November 10, 2022 Board Meeting	Tab 1
2. Adopt a resolution finding that, because of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees.	Tab 2
3. Quality Improvement/Quality Assurance update	Tab 3
4. Contracts & MOUs update	Tab 4
5. Budget and Finance Report	Tab 5

D. COMMUNITY ANNOUNCEMENTS / GUEST SPEAKER 9:15am

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. Community Updates	Board members
2. San Mateo Police Department	Victoria Asfour and David Johnson

E. BUSINESS AGENDA

There is no business agenda item

F. REPORTING & DISCUSSION AGENDA

1. HCH/FH Director's Report	Jim Beaumont	Tab 6	9:45am
2. Contractor Spotlight: Abode Services	Theresa Cossman and Nakema Granger		10:00am
3. Brown Act Change Discussion	Robert Anderson		10:25am
4. Reflecting on 2022 and looking ahead 2023: Board member's feedback	Meron Asfaw & Irene Pasma		10:45am

G. ADJOURNMENT 11:00am

Future meeting: January 12, 2023 9am-11am

TAB 1
Meeting
Minutes

**Healthcare for the Homeless/Farmworker Health Program (Program)
Co-Applicant Board Meeting Minutes (November 10, 2022)
Teams Meeting**

<p><u>Co-Applicant Board Members Present</u></p> <p>Robert Anderson, Chair Victoria Sanchez De Alba, Vice Chair Judith Guerrero Tayischa Deldridge Brian Greenberg Steve Carey Suzanne Moore Francine Serafin-Dickson Suzanne Moore Janet Schmidt Gabe Garcia Jim Beaumont, HCH/FH Program Director (Ex-Officio)</p>	<p><u>County Staff Present</u></p> <p>Meron Asfaw, Community Program Coordinator Gozel Kulieva, Management Analyst Kapil Chopra, Behavioral Health Director Frank Trinh, Medical Director Lauren Carroll, County Counsel Amanda Hing Hernandez, Interim Medical Director Anessa Farber, Public Health Clinics Manager Matthew Hayes, Management Analyst with Human Services Agency</p>	<p><u>Members of the Public</u></p> <p>Ophélie Vico, Puente de la Costa Sur Maricela Zavala, Puente de la Costa Sur Joaquin Jimenez, Ayudando Latinos A Soñar (ALAS)</p> <p><u>Absent Board Members/Staff:</u></p> <p>Irene Pasma, Planning & Implementation Coordinator Eric Debode Tony Serrano</p>
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ITEM	DISCUSSION/RECOMMENDATION	ACTION
<u>Call to Order</u>	Robert Anderson called the meeting to order at 9:01am and did a roll call.	
<p><u>Business Agenda</u></p> <p>Vote for 2023 Board Officers</p>	<p>Under the Board's Bylaws, the Board selects officers annually, with the election to take place at the October or November meeting. The term of office is for one year, running for a calendar year, and a maximum of 4 terms.</p> <p>Robert Anderson was renominated for Chair and Victoria Sanchez De Alba for Vice Chair. The Board approved both nominations.</p>	<p>Request to re-elect Robert Anderson for 2023 Board Chair and Victoria Sanchez De Alba for 2023 Board Vice Chair was APPROVED by all Board members present.</p>
<u>Public Comment</u>	None.	

<p><u>Action to set the Agenda & Consent Agenda</u></p>	<p>Items on the consent agenda:</p> <ul style="list-style-type: none"> • Approve meeting minutes from October 13, 2022, Board Meeting • Adopt a resolution finding that, because of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees. • Quality Improvement/Quality Assurance Memo • Contracts & MOUs update 	<p>Request to approve the Consent Agenda was <u>MOVED</u> by Judith Guerrero and <u>SECONDED</u> by Tayischa Deldridge</p> <p>APPROVED by all Board members present.</p>
<p><u>Community Announcements/Guest Speaker</u> Community Updates</p>	<p>Suzanne Moore: Pacifica Resource Center had vandalism that occurred during working hours. Someone threw a rock at the window, and the staff was traumatized. Susanne thanked the HCH/FH staff for reaching out to Pacifica Resource Center.</p> <p>Brian Greenberg: The Navigation Center will open with 240 beds in early January. LifeMoves will close the safe parking program in Redwood City. Ten clients, including their families, are housed.</p> <p>Robert Anderson: Two farmworkers in San Mateo County drowned in a pond. There is a greenhouse/marijuana farm, and the farm owners did not provide suitable housing. There were no sleeping or bathing facilities at the farm, and the farmers bathed in the pond, where they drowned. Cal OSHA (The Occupational Safety and Health Administration) and other investigators in San Mateo County are looking into this tragedy. Not just housing, but suitable housing is essential for health.</p>	
<p>Human Services Agency</p>	<p>Matthew Hayes provided updates on San Mateo County Non-Congregate Shelter & Navigation Center Updates.</p> <p>Non-congregate shelters in San Mateo County: After COVID-19 started, the country was able to secure some funding to purchase several motels that were not being used. These motels were repurposed to create a non-congregate shelter.</p> <ul style="list-style-type: none"> • March 2021 Pacific shelter - 73 units • April 2021 Coast House in HMB (Halfmoon Bay) - 51 units • October 2022 El Camino House in San Mateo – 44 units, already at total capacity as of this meeting. Amenities include a reception area, laundry room, and café area. Each household has its self-contained unit. Individually controlled heating/cooling, 7 ADA units. Rehab work is almost complete. 	

	<p>The Navigation Center: Similar to non-congregational shelters and will have private spaces. The Navigation center will be located in Redwood City; construction is expected to be completed in late December 2022 or early January. LifeMoves is scheduled to begin serving in January.</p> <ul style="list-style-type: none"> • Serve singles/adult only couples +/- 260 client capacity • 240 sleeping units • 168 w/restroom • 72 w/o restrooms • Parking (cars = 77, bike =39) • Laundry facilities • Microwaves, refrigerators <p>Program Design</p> <ul style="list-style-type: none"> • Referrals – entry into the program is through Coordinated Entry System (CES) • Services on-site – Case Management, Medical Clinic, Dental services, Mental Health, AOD counselors, Vocational and Employment Services, Adult and Aging services <p>Impact: Increase the availability of shelter space, the county goal is to reach functional zero-level homelessness.</p> <p>Funding: Multiple funding sources - \$5M from philanthropy John Sobrato, \$46M Home Key 2.0 award from the state, another 9M to support the operation, and a total budged of \$57M</p> <p>The navigation center will have a full-time benefits specialist on time to assist residents with enrollment in health and other services. Services at the navigation center will be offered only to the residents. There is no length of stay limit, but the target for the length of stay is between 90-120 days.</p>	
<p><u>Reporting & Discussion Agenda</u> Program Director's Report</p>	<p>Jim Beaumont welcomed a new HCH/FM program staff, Management Analyst Gozel Kulieva. The Clinical Services Coordinator position is still vacant, with interviews for to begin next week for seven candidates.</p> <p>The Sonrisas agreement to provide weekly dental services in Pescadero will end in December 2022. Supervisor Don Horsley is allocating Measure K funding to Sonrisas to continue providing services in Pescadero. HCH/FH is working with Don Horsley's office to coordinate this effort.</p>	

	HCH/FH is working with Health Administration on contracting dental and clinical services that will be the Navigation Center. HCH/FH is working to ensure we count the homeless individuals at the Navigation Center. If not, HCH/FH program will be impacted, if not counting the 260 homeless individuals who will fall out of our coverage in terms of providing services.	
Federal Review Single Financial Audit	<p>HCH/FM program was selected for the Federal Annual Single financial audit this year. The audit report was submitted to the government. A copy of the audit will be shared with the public and the Co-applicant board. This audit will be in the minutes of the following month's meeting.</p> <p>HCH/FH Program supported and attended the Working to End Homelessness Summit on October 28/2022. It focused on coordinating activities into an 'Action Year' in 2023. We will share the report from the conference with the Board when it is released.</p>	
International Street Medicine Symposium Debrief	<p>Kapil Chopra attended the Street Medicine Conference in September in Toronto, Canada.</p> <p>Kapil provided a brief history of street medicine and why street medicine is important.</p> <ul style="list-style-type: none"> • Street medicine is crucial because of morals, justice, morbidity & mortality is high, health inequity, and professional social responsibility. Homelessness and physical & mental health are related. • Trauma-informed care helps build trust, transparency, and authenticity. • Indigenous people experience racism built into the system even with no homelessness. • Volunteer-based Oral & Dental program – difficulties with volunteer-based programs are recruiting volunteer dentists, inconsistency clinic hours, and partnership with community-based organizations. The program applied for grants to cover dentist time. <p>The recommendation is to have a program with trauma-informed and low-barrier clinics close to other services such as food, shelter, and laundry.</p>	
Budget & Finance Report	The month total was about \$172,372. Projected expenditure was \$3M in claimable expenditures for the year. We are expecting unspent funds about \$600K.	
Brown Act Updates	<p>Lauren Carroll gave an update about the Brown Act.</p> <p>The Brown Act is the California law about open and transparent local government. It is what sets and rules for the agenda, requiring public comment and quorum, and it governs any public legislative body in the state, including HCH/FH Board.</p> <p>Brown Act Updates</p> <p>A new state law requires the board to meet in person when the state of emergency ends in February 2023. HCH/FH board and every other board in the state and county will have to return to in-person meetings in March 2023.</p>	This item will be discussed at the May HCH/FH Board meeting.

	The quorum must be in person. The rules are for board members; however, guests and staff can attend virtually.	
Contractor Spotlight: Ayudando Latinos A Soñar (ALAS)	<p>Meron Asfaw provided an update on ALAS contract performance as of October 2022. ALAS met the target client number; year-to-date performance is at 107%.</p> <p>Joaquin Jimenez, Farmworker Program Director & Promotores, spoke about the health promoters/Community Health Workers program. The promoters visit farms 5-6 days a week and provide health education classes. Presentation/health education classes are being made in person. The Promotores prioritize building a relationship with farm workers.</p> <p>Some health concerns of farmworkers are hypertension, diabetes, and smoking. In 2021- 2022, a survey with farmworkers exceeded the number of survey responses. The survey allowed ALAS to conduct research and consider different new programs. ALAS provides information and resources, food distribution twice a week, trucks with fresh food, and other resources for farmworkers and families. ALAS is working on The Farmworker Equity Express Bus, a mobile resources center that will bring telehealth services, tutoring, and mental health services to farmworkers on the coast region. The ribbon cutting ceremony for the Equity Express Bus will be on December 11th Sunday at 2 pm.</p>	
<u>Adjournment</u>	Robert A adjourned the meeting at 11:08 am. The next HCH/FH Board meeting is scheduled for Thursday, May 12th, 2022.	

**San Mateo County
Coast House CAC Meeting
November 10, 2022**

Non-Congregate Shelter & Navigation Center Updates

Minutes

PACIFIC SHELTER



- Located in Redwood City
- In operation since March 2021
- Operated by Samaritan House

Minutes

COAST HOUSE



- Located in Half Moon Bay
- In operation since April 2021
- Operated by LifeMoves



EL CAMINO HOUSE

- Located in the city of San Mateo
- 44 units of non-congregate shelter
- Serves single adults and two-person adult households
- Samaritan House began providing services to clients in Fall 2022 with the goal of reaching full occupancy at the end of October 2022

EL CAMINO HOUSE

- Amenities include a reception area, laundry room, and cafe area
- Each household has its own self-contained unit
- Individually controlled heating/cooling
- 7 ADA Units
- Rehabilitation work is expected to be completed Fall 2022

Minutes



NAVIGATION CENTER

- Located in Redwood City
- Construction expected to be completed in December 2022
- LifeMoves scheduled to begin serving clients in January 2023

Minutes



- Array of prefabricated modular serving +/- 260 clients w/ singles and couples, no families
- 240 Sleeping Units:
 - 168 w/restrooms (200 sf)
 - 72 w/o restrooms (100 sf)
- Parking: Car = 77, Bike = 39
- All electric commercial kitchen
- Community building
- Dog run
- Basketball court

NAVIGATION CENTER



PROGRAM DESIGN

REFERRALS



Coordinated Entry System (CES)

SERVICES



- Case Management
- Medical clinic
- Dental services
- Mental health
- AOD counselors
- Vocational and Employment Services
- Adult and aging services

IMPACT



Functional-zero level of homelessness

AERIAL VIEW

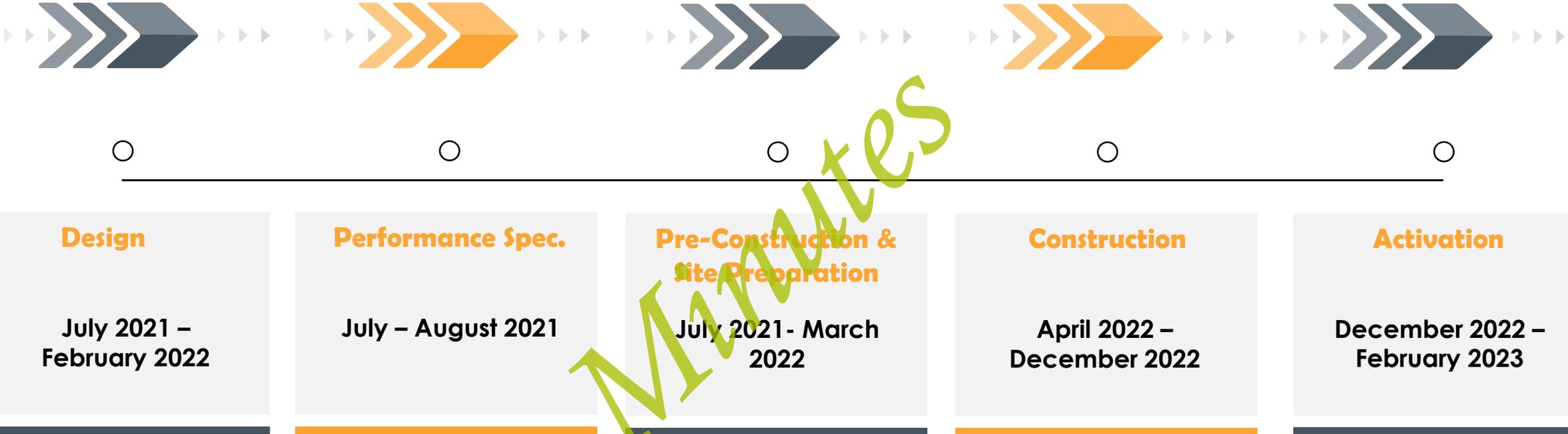


SUPPORT COURTYARD



Navigation Center

Concept Timeline & Concept Budget



Based on design to date, total target project budget is approximately \$225,000 per bed. Financial support will be sought from federal and state government. \$5,000,000 in local philanthropy – John Sobrato – secured. Homekey 2.0 Awarded Capital funding of \$46M on December 15, 2021. \$57,000,000 budgeted for project.

QUESTIONS?

Minutes

COUNTY OF SAN MATEO, CALIFORNIA

Report to Board of Supervisors

For the Year Ended June 30, 2021

Minutes



Certified
Public
Accountants



To the Board of Supervisors
of the County of San Mateo
Redwood City, California

We have audited the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of San Mateo (County) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the County's basic financial statements, and have issued our report thereon dated December 28, 2021. Our report includes a reference to other auditors that audited the financial statements of the Housing Authority of the County of San Mateo (Housing Authority), the San Mateo County Employees' Retirement Association (SamCERA), First 5 San Mateo County (First 5), and the Health Plan of San Mateo (HPSM), as described in our report on the County's financial statements dated December 28, 2021. This communication does not include results of the other audits that are reported on separately by those auditors.

Professional standards require that we advise you of the following matters relating to our audit.

1. Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 1, 2021, our responsibility, as described by professional standards, is to form and express opinions about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of the County solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

2. Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you in the engagement letter.

3. Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, our firm, and our network firms have complied with all relevant ethical requirements regarding independence.

4. Qualitative Aspects of the County's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by the County is included in Note 2 to the basic financial statements. As described in Note 2.G. to the financial statements, the County adopted GASB Statement No. 84, *Fiduciary Activities*, in the year ended June 30, 2021. The primary objective of this statement is to improve guidance regarding the identification of fiduciary activities for accounting and financial reporting purposes and how those activities should be reported. As a result of the new standard, the County must now report a statement of changes in fiduciary net position as part of the basic financial statements. This resulted in a restatement of beginning net position, which is further discussed in Note 2.G to the financial statements.

The County also implemented the provisions of GASB Statement No. 90, *Majority Equity Interests – an Amendment of GASB Statements No. 14 and No. 61*, and GASB Statement No. 98, *The Annual Comprehensive Financial Report*, which did not have a significant impact to the County's financial statements.

No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive estimates affecting the County's financial statements were:

- a) Fair values of investments;
- b) Allowances for doubtful accounts for accounts receivable;
- c) Allowances for uncollectible mortgage loans;
- d) Depreciation estimates for capital assets;
- e) Accrual and disclosure of compensated absences;
- f) Actuarial valuation of the total pension liability and actuarially determined contribution for the pension plans;
- g) Actuarial valuation of the total OPEB liability and actuarially determined contribution for the OPEB plans;
- h) Accrual and disclosures for self-insured claims liabilities;
- i) Contractual adjustments and estimated uncollectible patient accounts receivable; and
- j) Certain receivables and payables related to reimbursement claims for patient services.

Management's estimates were based on the following:

- a) Fair value of investments is defined as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date.

The County's investments are valued using quoted prices in active markets or other significant observable inputs when quoted prices are not available for identical assets.

- b) Allowances for doubtful accounts for accounts receivable are based on historical collection rates.
- c) Allowances for uncollectible mortgage loans are based on loan terms and conditions. Certain loans may be forgiven if certain terms and conditions of the loans are met.
- d) Depreciation estimates for capital assets are based on estimated useful lives for capital assets as determined by County management based on the nature of the capital assets.
- e) Accrual of compensated absences is based on unused vacation, compensatory, and holiday time at year-end.
- f) Contributions and total pension liability (and related balances) for the pension plans are based on actuarial calculations performed in accordance with the parameters set forth in GASB Statement No. 68 *Accounting and Financial Reporting for Pensions—an amendment of GASB Statement No.27*, which incorporate actuarial methods and assumptions adopted by the County.
- g) Contributions and total OPEB liability (and related balances) for the OPEB plans are based on actuarial calculations performed in accordance with the parameters set forth in GASB Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, which incorporate actuarial methods and assumptions adopted by the County.
- h) Accrual and disclosures for self-insured claims liabilities are based on actuarial studies using historical loss and other data.
- i) Estimates of contractual adjustments and uncollectible patient accounts receivables are based on historical experience, previous regulatory settlements, and reimbursement formulas prescribed by federal and state legislation.
- j) The Medical Center provides services to patients covered by various State and federal reimbursement programs. The amount of revenue to recognize under these programs is subject to management's best estimates of the revenue that will ultimately be collected based on governmental regulations and contractual terms, including the assessment of risk related to potential retroactive audit adjustments and other uncertainties.

We evaluated the key factors and assumptions used to develop these accounting estimates and determined that it is reasonable in relation to the basic financial statements taken as a whole and in relation to the applicable opinion units.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the County's financial statements related to pension and other postemployment benefits, and contingencies. The disclosures about employees' retirement plans and other postemployment benefits in Note 13 and Note 14 to the financial statements, respectively, are based on actuarial valuations. The disclosures on contingencies are presented in Note 16 to the financial statements.

5. Significant Difficulties Encountered during the Audit

We encountered no significant difficulties in dealing with management relating to the performance of the audit.

6. Uncorrected and Corrected Audit Adjustments

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole and each applicable opinion unit. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole or applicable opinion units.

7. Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to the County's financial statements or the auditor's report. No such disagreements arose during the course of the audit.

8. Representations Requested from Management

We have requested certain written representations from management, which are included in the letter dated December 28, 2021.

9. Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

10. Other Significant Matters, Findings, or Issues

In the normal course of our professional association with the County, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, operating and regulatory conditions affecting the entity, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the County's auditors.

11. Other Information in Documents Containing Audited Financial Statements

Pursuant to professional standards, our responsibility as auditors for other information in documents containing the County's audited financial statements does not extend beyond the financial information identified in the audit report, and we are not required to perform any procedures to corroborate such other information. However, in accordance with such standards, we applied certain limited procedures to management's discussion and analysis, information on infrastructure assets reported using the modified approach, the schedule of proportionate share of the net pension liability, the schedule of County contributions – pension plan, HPSM's schedule of changes in the net pension liability (asset) and related ratios, HPSM's schedule of contributions, the schedule of changes in the net OPEB liability and related ratios, the schedule of OPEB contributions, the Housing Authority's schedule of changes in the net OPEB liability and related ratios, the Housing Authority's schedule of contributions, and budgetary comparison schedule – General Fund, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the combining and individual fund financial statements and schedules, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory and statistical sections, which accompany the financial statements but are not RSI. Such information has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Our responsibility also includes communicating to you any information which we believe is a material misstatement of fact. Nothing came to our attention that caused us to believe that such information, or its manner of presentation, is materially inconsistent with the information, or manner of its presentation, appearing in the financial statements.

This communication is intended solely for the information and use of the Board of Supervisors, management, and others within the County, and is not intended to be, and should not be, used by anyone other than these specified parties.

Macias Gini & O'Connell LLP

Walnut Creek, California
December 28, 2021

COUNTY OF SAN MATEO

Report to Board of Supervisors
For the Fiscal Year Ended June 30, 2021

CURRENT YEAR RECOMMENDATION

Finding Reference Number:	2021-001
Category of Finding:	Reporting
Type of Finding:	Significant Deficiency in Internal Control
Federal Agency:	U.S. Department of Health and Human Services
Federal Program Title:	Provider Relief Fund and American Rescue Plan (ARP) Rural Distribution
Federal Catalog Number:	93.498
Federal Grant Number:	None

Criteria

U.S. Code of Federal Regulations, Title 45, Part 75, section 75.303 Internal Controls, require the non-federal entity to:

- a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.

Condition

The amount to be reported for this program in the County’s schedule of expenditures of federal awards (Schedule) is based upon the Provider Relief Fund (PRF) report that is required to be submitted to the Health Resources and Services Administration (HRSA) reporting portal. For the year ended June 30, 2021, the County should report in the Schedule, the expenditures and lost revenues from the Period 1 PRF report, which covered payments received in the period of April 10, 2020 to June 30, 2020.

During our audit, we requested the County to provide detailed transactions that supported the expenditures reported in the Period 1 PRF report. Our audit procedures identified \$102,068 of encumbered costs and canceled purchases that were erroneously included as expenditures.

Cause

The County used a spreadsheet to accumulate and track eligible purchases. This tracking spreadsheet was also used in the analysis to determine the amounts to be reported in the PRF report. Since the spreadsheet was not reconciled against actual expenditures from the general ledger, the County did not identify purchases that did not result in actual expenditures. For the questioned transactions, purchase order amounts were used instead of the actual invoiced amounts and canceled purchases were not removed from the spreadsheet.

COUNTY OF SAN MATEO

Report to Board of Supervisors
For the Fiscal Year Ended June 30, 2021

CURRENT YEAR RECOMMENDATION (continued)

Due to the coronavirus pandemic, the County was challenged with staffing resources. In addition to turnover of staff, there was a need to allocate substantial County resources to address public health and safety needs while managing the significant inflow of new federal funds related to COVID-19 funding. The reporting process established for this PRF program was new as the County navigated through complex program requirements and reporting protocols on the HRSA reporting portal.

Effect

The County provided evidence of other qualifying expenditures to fully support the amounts reported in the Period 1 PRF report and the Schedule. However, the reporting process poses a risk of claiming PRF funds with costs that had not been incurred within the reporting period or at all.

Questioned Costs

There were no questioned costs. The County provided evidence of other qualifying expenditures to fully support the amounts reported in the Period 1 PRF report and the Schedule.

Recommendation

We recommend that the County reevaluate existing processes and controls over the tracking of expenditures to be applied to PRF awards and reported in the PRF report, to ensure that only actual expenditures are included.

Views of Responsible Officials

We agree with the recommendation. We are immediately implementing new processes to reconcile all reported expenditures for the two 2022 PRF submissions to the general ledger and related supporting documentation to ensure actual expenditures were made. If we identify any errors, we will amend and refile our submissions if there is a change in the ability to do so. We will also begin using general ledger reports as the basis for any future funding claims submitted.

Contact person responsible for corrective action: David McGrew, CFO, San Mateo Medical Center

Anticipated completion date: September 2022

STATUS OF PRIOR YEAR RECOMMENDATION

Reference Number: 2020-001

Audit Finding: Schedule of Expenditures of Federal Awards (SEFA) Accuracy
During our audit, we identified, and management subsequently corrected, various misstatements in the County’s SEFA for the year ended June 30, 2020.

Status of Corrective Action: Corrective Action was implemented.

COUNTY OF SAN MATEO, CALIFORNIA

Single Audit Reports

Year Ended June 30, 2021

Minutes



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COUNTY OF SAN MATEO

Single Audit Reports
Year Ended June 30, 2021

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Minutes



**Independent Auditor’s Report on Internal Control Over Financial Reporting and
on Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance With *Government Auditing Standards***

To the Board of Supervisors of
the County of San Mateo
Redwood City, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of San Mateo, California (County) as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the County’s basic financial statements, and have issued our report thereon dated December 28, 2021. Our report contains a reference to other auditors who audited the financial statements of the Housing Authority of the County of San Mateo, the San Mateo County Employees’ Retirement Association, the First 5 San Mateo County, and the Health Plan of San Mateo, as described in our report on the County’s financial statements. The financial statements of the Health Plan of San Mateo were not audited in accordance with *Government Auditing Standards*. This report does not include the results of the other auditors’ testing of internal control over financial reporting or compliance and other matters that are reported separately by those auditors.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County’s internal control. Accordingly, we do not express an opinion on the effectiveness of the County’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Macias Gini & O'Connell LLP

Walnut Creek, California
December 28, 2021

Minutes



**Independent Auditor’s Report on Compliance for Each Major Federal Program;
Report on Internal Control Over Compliance; Report on Schedule of Expenditures of
Federal Awards Required by the Uniform Guidance; and Report on State of California
Department of Community Services and Development, Community Services Block Grant,
Schedules of Revenues and Expenditures**

To the Board of Supervisors of
the County of San Mateo
Redwood City, California

Report on Compliance for Each Major Federal Program

We have audited the County of San Mateo, California’s (County) compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County’s major federal programs for the year ended June 30, 2021. The County’s major federal programs are identified in the summary of auditor’s results section of the accompanying schedule of findings and questioned costs.

The County’s basic financial statements include the operations of the Housing Authority of County of San Mateo (Housing Authority), which expended \$126,425,278 in federal awards that are not included in the accompanying schedule of expenditures of federal awards during the year ended June 30, 2021. Our audit, described below, did not include the operations of the Housing Authority because the Housing Authority engaged other auditors to perform an audit in accordance with the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Management’s Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor’s Responsibility

Our responsibility is to express an opinion on compliance for each of the County’s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of the Uniform Guidance. Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County’s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County’s compliance.

Opinion on Each Major Federal Program

In our opinion, the County complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2021.

Report on Internal Control Over Compliance

Management of the County is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, we did identify a deficiency in internal control over compliance, described in the accompanying schedule of findings and questioned costs as item 2021-001 that we consider to be a significant deficiency.

The County's response to the internal control over compliance finding identified in our audit is described in the accompanying schedule of findings and questioned costs. The County's response was not subjected to the auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance and Report on State of California Department of Community Services and Development, Community Services Block Grant, Schedules of Revenues and Expenditures

We have audited the financial statements of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund

information of the County as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the County's basic financial statements. We issued our report thereon dated December 28, 2021, which contained unmodified opinions on those financial statements. Our report contains a reference to other auditors who audited the financial statements of the Housing Authority of the County of San Mateo, the San Mateo County Employees' Retirement Association, the First 5 San Mateo County, and the Health Plan of San Mateo, as described in our report on the County's financial statements. Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The accompanying schedule of expenditures of federal awards and the State of California Department of Community Services and Development, Community Services Block Grant, schedules of revenues and expenditures are presented for purposes of additional analysis as required by the Uniform Guidance and the State of California Department of Community Services and Development, respectively, and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the State of California Department of Community Services and Development, Community Services Block Grant, schedules of revenues and expenditures are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Macias Gini & O'Connell LLP

Walnut Creek, California
September 30, 2022

Minutes

COUNTY OF SAN MATEO
Schedule of Expenditures of Federal Awards
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Federal Expenditures	Amount Provided to Subrecipients	Pass-Through or Grant Identifying Number
U.S. DEPARTMENT OF AGRICULTURE				
Passed Through State of California, Department of Food and Agriculture				
Plant and Animal Disease, Pest Control, and Animal Care	10.025	\$ 222,389	\$ -	19-0727-036-SF
Plant and Animal Disease, Pest Control, and Animal Care	10.025	24,967	-	20-0506-026-SF
Plant and Animal Disease, Pest Control, and Animal Care	10.025	299,745	-	20-0204
Plant and Animal Disease, Pest Control, and Animal Care	10.025	70,652	-	20-0709-023-SF
Plant and Animal Disease, Pest Control, and Animal Care	10.025	69,458	-	20-0270-043-SF
Plant and Animal Disease, Pest Control, and Animal Care	10.025	695	-	19-0994-030-SF
Plant and Animal Disease, Pest Control, and Animal Care	10.025	3,590	-	20-1036-017-SF
Subtotal of Plant and Animal Disease, Pest Control, and Animal Care		<u>691,496</u>	<u>-</u>	
Passed Through State of California, Department of Education:				
Child Nutrition Cluster:				
School Breakfast Program	10.553	10,416	-	41-10413-6045223-01
National School Lunch Program	10.555	17,884	-	41-10413-6045223-01
Passed Through State of California, Department of Public Health				
WIC Special Supplemental Nutrition Program for Women, Infants, and Children	10.557	<u>3,089,724</u>	<u>-</u>	19-10185
Passed Through State of California, Department of Social Services				
SNAP Cluster:				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP)	10.561	10,812,952	-	CFL 20/21-12
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP)	10.561	24,653	-	CFL 20/21-40
Passed Through State of California, Department of Public Health				
SNAP Cluster:				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP)	10.561	27,735	-	16-10141
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program (SNAP)	10.561	<u>283,023</u>	<u>-</u>	19-10331
Subtotal of SNAP Cluster		<u>11,048,423</u>	<u>-</u>	
Subtotal of Pass-Through Programs		<u>15,457,943</u>	<u>-</u>	
TOTAL U.S. DEPARTMENT OF AGRICULTURE		<u>15,457,943</u>	<u>-</u>	
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT				
Direct Programs:				
CDBG - Entitlement Grants Cluster:				
Community Development Block Grants / Entitlement Grant	14.218	2,597,959	1,220,106	B-20-UC-06-0006
COVID-19 Community Development Block Grants / Entitlement Grant	14.218	87,751	-	B-20-UC-06-0006
Subtotal of CDBG - Entitlement Grants Cluster		<u>2,685,710</u>	<u>1,220,106</u>	
Emergency Solutions Grant Program:				
COVID-19 Emergency Solutions Grant Program	14.231	246,146	230,769	E20-UC-06-0006
Home Investment Partnerships Program	14.239	810,901	467,885	M20-DC-06-0216
Continuum of Care Program:				
Continuum of Care Program	14.267	44,686	-	CA1401L9T121803
Continuum of Care Program	14.267	72,318	-	CA1401L9T121904
Continuum of Care Program	14.267	477,474	-	CA1756L9T121800
Subtotal of Continuum of Care Programs		<u>594,478</u>	<u>-</u>	
Subtotal of Direct Programs		<u>4,475,181</u>	<u>1,948,647</u>	
Passed Through State of California, Department of Housing and Community Development				
Emergency Solutions Grant Program:				
COVID-19 Emergency Solutions Grant Program	14.231	155,554	149,733	20-ESGCV-15564
COVID-19 Emergency Solutions Grant Program	14.231	1,444,914	314,986	20-ESGCV1-00031
Passed Through City and County of San Francisco				
Housing Opportunities for Persons with AIDS	14.241	812,065	-	CAH20F003
COVID-19 Housing Opportunities for Persons with AIDS	14.241	118,179	-	CAH20FHW003
Subtotal of Housing Opportunities for Persons with AIDS		<u>930,244</u>	<u>-</u>	
Subtotal of Pass-Through Programs		<u>2,530,712</u>	<u>464,719</u>	
TOTAL U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT		<u>7,005,893</u>	<u>2,413,366</u>	
U.S. DEPARTMENT OF THE INTERIOR				
Direct Programs:				
Coastal	15.630	44,644	-	None
Passed Through State of California, Department of Parks and Recreation				
Natural Resource Damage Assessment and Restoration	15.658	4,914	-	C1668034
TOTAL U.S. DEPARTMENT OF THE INTERIOR		<u>49,558</u>	<u>-</u>	

See notes to the schedule of expenditures of federal awards

COUNTY OF SAN MATEO
Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Federal Expenditures	Amount Provided to Subrecipients	Pass-Through or Grant Identifying Number
U.S. DEPARTMENT OF JUSTICE				
Direct Programs:				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	\$ 9,414	\$ -	2020-40
Edward Byrne Memorial Justice Assistance Grant Program	16.738	37,397	-	2021-41
Subtotal of Edward Byrne Memorial Justice Assistance Grant Program		<u>46,811</u>	<u>-</u>	
DNA Backlog Reduction Program	16.741	288,684	-	None
Equitable Sharing Program	16.922	344,378	-	None
Subtotal of Direct Programs		<u>679,873</u>	<u>-</u>	
Passed Through State of California, Board of State and Community Corrections				
Edward Byrne Memorial Justice Assistance Grant Program	16.738	642,226	642,226	BSCC 638-19
Passed Through California Governor's Office of Emergency Services				
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	63,959	-	CQ19150410
Paul Coverdell Forensic Sciences Improvement Grant Program	16.742	1,467	-	CQ20160410
Crime Victim Assistance	16.575	176,871	-	VW19380410
Crime Victim Assistance	16.575	714,815	-	VW20390410
Crime Victim Assistance	16.575	85,335	-	UV19020410
Crime Victim Assistance	16.575	101,793	-	UV20030410
Crime Victim Assistance	16.575	41,269	-	XE19020410
Crime Victim Assistance	16.575	58,996	-	XE20030410
Crime Victim Assistance	16.575	139,615	-	KC19030410
Crime Victim Assistance	16.575	71,550	-	KC20040410
Crime Victim Assistance	16.575	216,275	-	XC19020410
Crime Victim Assistance	16.575	177,552	-	XC20030410
Subtotal of Crime Victim Assistance		<u>1,783,871</u>	<u>-</u>	
Passed Through Regents of the University of California				
Harold Rogers Prescription Drug Monitoring Program	16.754	47,757	-	2018-PM-BX-KD26
Subtotal of Pass-Through Programs		<u>1,892,054</u>	<u>-</u>	
TOTAL U.S. DEPARTMENT OF JUSTICE		<u>3,214,153</u>	<u>642,226</u>	
U.S. DEPARTMENT OF TRANSPORTATION				
Direct Programs:				
Airport Improvement Program	20.106	1,870	-	3-06-0210-022-2021
COVID-19 Airport Improvement Program	20.106	4,475	-	3-06-0210-021-2020
Subtotal of Direct Programs		<u>6,345</u>	<u>-</u>	
Passed Through State of California, Department of Transportation				
Highway Planning and Construction Cluster				
Highway Planning and Construction	20.205	4,601,594	-	BRLO-5935(053)
Highway Planning and Construction	20.205	500,682	-	BPMP-5935(069)
Highway Planning and Construction	20.205	21,525	-	BPMP-5935(064)
Highway Planning and Construction	20.205	37,212	-	BRLO-5935(079)
Highway Planning and Construction	20.205	294,106	-	STPL-5935(081)
Subtotal Highway Planning and Construction Cluster		<u>5,455,119</u>	<u>-</u>	
Passed Through Metropolitan Transportation Commission				
Federal Transit Cluster:				
Federal Transit Formula Grants	20.507	18,611	-	None
Subtotal of Pass-Through Programs		<u>5,473,730</u>	<u>-</u>	
TOTAL U.S. DEPARTMENT OF TRANSPORTATION		<u>5,480,075</u>	<u>-</u>	
U.S. DEPARTMENT OF TREASURY				
Direct Program:				
COVID-19 Coronavirus Relief Fund	21.019	90,977,062	-	None
Passed Through State of California, Department of Finance				
COVID-19 Coronavirus Relief Fund	21.019	17,795,948	-	None
TOTAL U.S. DEPARTMENT OF TREASURY		<u>108,773,010</u>	<u>-</u>	
U.S. DEPARTMENT OF EDUCATION				
Passed Through State of California, Department of Rehabilitation				
Rehabilitation Services - Vocational Rehabilitation Grants to State:	84.126	772,487	772,487	30983
TOTAL U.S. DEPARTMENT OF EDUCATION		<u>772,487</u>	<u>772,487</u>	
ELECTION ASSISTANCE COMMISSION				
Passed Through State of California, Secretary of State:				
2018 HAVA Election Security Grants	90.404	602,578	-	19S10062
2018 HAVA Election Security Grants	90.404	25,000	-	18G27141
2018 HAVA Election Security Grants	90.404	25,000	-	18G26141
2018 HAVA Election Security Grants	90.404	990,299	-	Agmt 20G26141
COVID-19 2018 HAVA Election Security Grants	90.404	242,375	-	Agmt 20G26141
TOTAL ELECTION ASSISTANCE COMMISSION		<u>1,885,252</u>	<u>-</u>	

See notes to the schedule of expenditures of federal awards

COUNTY OF SAN MATEO
Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Federal Expenditures	Amount Provided to Subrecipients	Pass-Through or Grant Identifying Number
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (Continued)				
Passed Through State of California, Department of Health Care Services				
Projects for Assistance in Transition from Homelessness (PATH)	93.150	\$ 141,440	\$ 141,440	X06SM083731-01
Disabilities Prevention	93.184	354,993	-	San Mateo
Children's Health Insurance Program	93.767	127,291	-	None
Medical Assistance Program	93.778	583,013	-	None
Medical Assistance Program	93.778	189,091	-	75XO512
Block Grants for Community Mental Health Service	93.958	1,358,310	358,140	1B09SM082588-01
Block Grants for Prevention and Treatment of Substance Abuse	93.959	4,224,072	3,700,540	6B08TI083062-01
Passed Through Heluna Health:				
COVID-19 Epidemiology and Laboratory Capacity for Infectious Diseases	93.323	444,932	-	6NU50CK000539-01-08 DHHS-CDC
Passed Through State of California, Department of Education:				
Child Care and Development Fund (CCDF) Cluster				
Child Care and Development Block Grant	93.575	48,911	48,911	C2AP-0049
COVID-19 Child Care and Development Block Grant	93.575	84,993	84,933	None
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	387,895	387,895	CAPP-0054
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	427,887	427,887	CAPP-9055
Subtotal of CCDF Cluster		<u>949,686</u>	<u>949,626</u>	
Passed Through State of California, Department of Child Support Services				
Child Support Enforcement	93.563	8,669,024	-	None
Passed Through State of California, Department of Community Services and Development				
Community Services Block Grant	93.569	422,514	408,014	20F-3040
Community Services Block Grant	93.569	235,079	235,079	21F-4040
COVID-19 Community Services Block Grant	93.569	517,637	517,637	20F-3679
Subtotal of Community Services Block Grant		<u>1,175,230</u>	<u>1,160,730</u>	
Passed Through Health Plan of San Mateo:				
Children's Health Insurance Program	93.767	254,582	-	None
Medical Assistance Program	93.778	1,610,581	-	None
Passed Through State of California, Emergency Medical Services Authority				
Medical Assistance Program	93.778	778,205	255,650	C19-032
Passed Through State of California, Department of Public Health:				
National Bioterrorism Hospital Preparedness Program	93.889	287,396	-	17-10192
COVID-19 National Bioterrorism Hospital Preparedness Program	93.889	151,855	-	COVID-19-4102
Immunization Cooperative Agreements	93.268	1,255,581	-	17-10347
Public Health Emergency Preparedness	93.069	802,113	-	17-10192
Public Health Emergency Preparedness	93.069	60,000	-	None
COVID-19 Epidemiology and Laboratory Capacity for Infectious Diseases	93.323	3,726,607	-	COVID-19ELC41
COVID-19 Epidemiology and Laboratory Capacity for Infectious Disease	93.323	3,754,664	-	COVID-19ELC99
COVID-19 Public Health Emergency Response: Cooperative Agreement for Emergency Response: Public Health Crisis Response	93.354	710,481	-	COVID-19-4101
Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program	93.505	99,660	-	CHVP 19-41
Affordable Care Act Maternal, Infant, and Early Childhood Home Visiting Program	93.505	998,923	-	CHVP 20-41
Project Grants and Cooperative Agreements for Tuberculosis Control Program	93.116	185,476	-	1NU52PS910219
Medical Assistance Program	93.778	117,178	-	20-10546
Maternal and Child Health Services Block Grant to the States	93.994	749,651	-	202041 San Mateo
HIV Care Formula Grants	93.917	413,190	-	X07HA12778
HIV Prevention Activities - Health Department Base	93.940	177,250	-	18-10770
Passed Through City and County of San Francisco				
HIV Emergency Relief Project Grants	93.914	1,527,774	-	H89HA00006
Subtotal of Pass-Through Programs		<u>86,615,791</u>	<u>12,626,732</u>	
TOTAL U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES		<u>94,415,013</u>	<u>12,626,732</u>	
OFFICE OF THE EXECUTIVE PRESIDENT				
Direct Program:				
High Intensity Drug Trafficking Areas Program	95.001	135,003	-	G19SF0001A
High Intensity Drug Trafficking Areas Program	95.001	2,566,662	-	G20SF0001A
High Intensity Drug Trafficking Areas Program	95.001	844,414	-	G21SF0001A
Subtotal of Direct Programs		<u>3,546,079</u>	-	
Passed Through County of Monroe, FL - Sheriff's Office				
High Intensity Drug Trafficking Areas Program	95.001	147,015	-	None
Subtotal of High Intensity Drug Trafficking Areas Program		<u>3,693,094</u>	-	
TOTAL OFFICE OF THE EXECUTIVE PRESIDENT		<u>3,693,094</u>	-	

See notes to the schedule of expenditures of federal awards

COUNTY OF SAN MATEO
Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

Federal Grantor/Pass-Through Grantor/Program Title	Assistance Listing Number	Federal Expenditures	Amount Provided to Subrecipients	Pass-Through or Grant Identifying Number
U.S. DEPARTMENT OF HOMELAND SECURITY				
Passed Through California Governor's Office of Emergency Services				
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	\$ 121,674	\$ -	FEMA-4308-DR-CA
Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	56,241,468	-	FEMA-4482-DR-CA
COVID-19 Disaster Grants - Public Assistance (Presidentially Declared Disasters)	97.036	51,666	-	FEMA-4558-DR-CA
Subtotal of Disaster Grants - Public Assistance (Presidentially Declared Disasters)		<u>56,414,808</u>	<u>-</u>	
Hazard Mitigation Grant	97.039	360,666	-	DR4301-PJ0228
Hazard Mitigation Grant	97.039	12,258	-	DR-4301-001-05R-CA
Subtotal of Hazard Mitigation Grant		<u>372,924</u>	<u>-</u>	
Emergency Management Performance Grants	97.042	280,832	-	2020-0006
Homeland Security Grant Program	97.067	1,631,704	-	2019-0035
Homeland Security Grant Program	97.067	732,320	-	2018-0054
Homeland Security Grant Program	97.067	21,579	-	2020-0095
Passed Through City and County of San Francisco				
Homeland Security Grant Program	97.067	285,846	-	2018-0054
Homeland Security Grant Program	97.067	2,537,356	-	2019-0035
Homeland Security Grant Program	97.067	2,951,258	-	2020-0095
Passed Through County of San Diego:				
Homeland Security Grant Program	97.067	107,066	-	2019-0035
Subtotal of Homeland Security Grant Program		<u>8,267,129</u>	<u>-</u>	
Subtotal of Pass-Through Programs		<u>65,335,693</u>	<u>-</u>	
TOTAL U.S. DEPARTMENT OF HOMELAND SECURITY		<u>65,335,693</u>	<u>-</u>	
TOTAL EXPENDITURES OF FEDERAL AWARDS		<u>\$ 306,082,171</u>	<u>\$ 16,454,811</u>	

Minute

COUNTY OF SAN MATEO

Notes to the Schedule of Expenditures of Federal Awards Year Ended June 30, 2021

1. GENERAL

The schedule of expenditures of federal awards (Schedule) includes the federal grant activity of the County of San Mateo (County). All federal financial assistance received directly from federal agencies as well as federal financial assistance passed through other nonfederal agencies are included in this Schedule, except for assistance related to Medical Assistance (Medi-Cal) and Medicare Hospital Insurance (Medicare) (Note 5) and the Housing Authority of the County of San Mateo (Housing Authority) (Note 6).

The Schedule identifies federal programs by the Assistance Listing number (ALN). In addition, expenditures funded from the following acts are denoted by the prefix COVID-19 in the federal program title.

- Coronavirus Preparedness and Response Supplemental Appropriations Act
- Families First Coronavirus Response Act
- Coronavirus Aid, Relief, and Economic Security Act (CARES Act)

2. BASIS OF ACCOUNTING

The accompanying Schedule is presented using the modified accrual basis of accounting for program expenditures accounted for in the governmental funds and the accrual basis of accounting for program expenditures accounted for in the proprietary funds as described in Note 2.B of the County's basic financial statements. Such expenditures are recognized following the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, wherein certain types of expenditures are not allowable or are limited as to reimbursement. The County did not elect to use the 10% de minimis cost rate as covered in Title 2 U.S. Code of Federal Regulations section 200.414 Indirect (F&A) costs.

3. RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying Schedule agree or can be reconciled with amounts reported in the related federal financial assistance reports.

4. RELATIONSHIP TO BASIC FINANCIAL STATEMENTS

Federal award expenditures agree or can be reconciled with the amounts reported in the County's basic financial statements.

5. MEDI-CAL AND MEDICARE

Direct Medi-Cal and Medicare expenditures are excluded from the Schedule. These expenditures represent fees for services and are not included in the Schedule or in determining major programs. The County assists the State of California in determining eligibility and provides Medi-Cal and Medicare services through County-owned facilities. However, administrative costs related to Medi-Cal and Medicare are included in the Schedule under the Medical Assistance Program (ALN 93.778).

COUNTY OF SAN MATEO

Notes to the Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

6. HOUSING AUTHORITY OF THE COUNTY OF SAN MATEO

Housing Authority federal expenditures are excluded from the Schedule and are separately audited by other auditors. Federal expenditures for the Housing Authority programs are taken from the separately issued single audit report for the year ended June 30, 2021. The federal programs of the Housing Authority are as follows:

<u>Grantor / Program Title</u>	<u>Assistance Listing Number</u>	<u>Federal Expenditures</u>
U.S. Department of Housing and Urban Development		
Moving To Work Demonstration Program		
Moving to Work CARES Act	14.881	\$ 1,474,048
Housing Choice Vouchers	14.881	103,390,690
Total Moving to Work Demonstration Program		<u>104,864,738</u>
Housing Voucher Cluster		
Housing Choice Vouchers	14.871	7,515,562
Emergency Housing Vouchers	14.871	88,800
Mainstream Vouchers	14.879	3,654,422
Mainstream Vouchers CARES Act	14.879	18,373
Total Housing Voucher Cluster		<u>11,277,157</u>
Other Programs		
Continuum of Care	14.267	9,885,904
ROSS-FSS Coordinator	14.896	397,479
Total Other Programs		<u>10,283,383</u>
Total U.S. Department of Housing and Urban Development		<u>126,425,278</u>
Total Expenditure of Federal Awards		<u><u>\$ 126,425,278</u></u>

COUNTY OF SAN MATEO

Notes to the Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

7. CALIFORNIA DEPARTMENT OF AGING (CDA) SINGLE AUDIT REPORTING REQUIREMENTS

The terms and conditions of agency contracts with CDA require agencies to display state-funded expenditures discretely along with the related federal expenditures. For state grants not involving federal funding, the amounts are to be displayed separately. The following schedule is presented to comply with these requirements.

Federal Grantor Pass-through Grantor Program Title	Assistance Listing No.	Grant/ Contract Number	Expenditures	
			State	Federal
U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES				
<i>Passed Through State of California, Department of Aging</i>				
Special Programs for the Aging - Title VII, Chapter 3 - Programs for Prevention of Elder Abuse, Neglect, and Exploitation	93.041	AP-2021-08	\$ -	\$ 9,000
Special Programs for the Aging - Title VII, Chapter 2, Long-Term Care Ombudsman Services for Older Individuals	93.042	AP-2021-08	-	51,116
COVID-19 Special Programs for the Aging - Title VII, Chapter 2, Long-Term Care Ombudsman Services for Older Individuals	93.042	2001CAOMC3-00	-	30,600
Special Programs for the Aging - Title III, Part D - Disease Prevention and Health Promotion Services	93.043	AP-2021-08	-	30,247
Special Programs for the Aging - Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	AP-2021-08	228,194	682,319
COVID-19 Special Programs for the Aging - Title III, Part B, Grants for Supportive Services and Senior Centers	93.044	2001CASSC3-00	-	484,248
Special Programs of the Aging - Title III, Part C - Nutrition Services	93.045	AP-2021-08	441,315	1,555,035
COVID-19 Special Programs of the Aging - Title III, Part C - Nutrition Services	93.045	2001CAHDC2-00	-	315,205
COVID-19 Special Programs of the Aging - Title III, Part C - Nutrition Services	93.045	2001CAHDC3-00	-	657,073
COVID-19 Special Programs of the Aging - Title III, Part C - Nutrition Services	93.045	2001CACMC2-00	-	144,407
National Family Caregiver Support, Title III, Part E	93.052	AP-2021-08	-	399,920
COVID-19 National Family Caregiver Support, Title III, Part E	93.052	2001CAFCC3-00	-	95,149
Nutrition Services Incentive Program	93.053	AP-2021-08	-	213,576
Medicare Enrolment Assistance Program	93.071	MI-1819-08	-	9,718
Medicare Enrolment Assistance Program	93.071	MI-2021-08	-	29,373
State Health Insurance Assistance Program	93.324	HI-2021-08	195,972	98,015
Affordable Care Act State Health Insurance Assistance Program (SHIP) and Aging and Disability Resource Center (ADRC) Options Counselling for Medicare-Medicaid Individuals in State with Approved Financial Alignment Models	93.626	FA-1718-08	-	5,103
Support for Ombudsman and Beneficiary Counseling Programs for States Participating in Financial Alignment Model Demonstrations for Dually Eligible Individuals	93.634	FA-2021-08	-	15,104
Total Expenditures of CDA and Federal Awards			865,481	<u>\$ 4,825,208</u>
State Awards - California Department of Aging				
Ombudsman State Health Facilities Citation Penalties Account		AP-1920-08	30,144	
Ombudsman Skilled Nursing Facility Quality & Accountability Fund		AP-1920-08	50,100	
Ombudsman Public Health & Licensing and Certification Fund		AP-1920-08	10,547	
Dignity at Home Fall Prevention		FP-19-20-18	30,253	
Total Expenditures of CDA Awards			<u>\$ 986,525</u>	

COUNTY OF SAN MATEO

Notes to the Schedule of Expenditures of Federal Awards (continued)
Year Ended June 30, 2021

8. PROGRAM TOTALS

The following table summarizes programs funded by various sources whose totals are not shown on the Schedule.

<u>Assistance Listing No./Program Title/ Federal Grantor or Pass-Through Grantor</u>	<u>Grant Identifying Number</u>	<u>Federal Expenditures</u>
(1) 14.231 - Emergency Solutions Grant Program		
U.S. Department of Housing and Urban Development	E20-UC-06-0006	\$ 384,092
State of California, Department of Housing and Community Development	20-ESGCV-15564	155,554
State of California, Department of Housing and Community Development	20-ESGCV1-00031	1,444,914
Program Total		<u>\$ 1,984,560</u>
(2) 16.738 - Edward Byrne Memorial Justice Assistance Grant Program		
U.S. Department of Justice	2020-40	\$ 9,414
U.S. Department of Justice	2021-41	37,397
State of California, Board of State and Community Corrections	BSCC 638-19	642,226
Program Total		<u>\$ 689,037</u>
(3) 93.323 - Epidemiology and Laboratory Capacity for Infectious Diseases		
Heluna Health	6NU50C K000539-01-08.D.HHS-CDC	\$ 444,932
State of California, Department of Public Health	COVID-19ELC41	3,726,607
State of California, Department of Public Health	COVID-19ELC99	3,754,664
Program Total		<u>\$ 7,926,203</u>
(4) 93.767 - California Children Services		
State of California, Department of Health Care Services	None	\$ 127,291
Health Plan of San Mateo	None	254,582
Program Total		<u>\$ 381,873</u>
(5) 93.778 - Medical Assistance Grant Program		
State of California, Department of Social Services	None	\$ 12,151,763
State of California, Department of Health Care Services	None	583,013
State of California, Department of Health Care Services	75XO512	189,091
Health Plan of San Mateo	None	1,610,581
State of California, Emergency Medical Services Authority	C19-032	778,205
State of California, Department of Public Health	20-10546	117,178
Program Total		<u>\$ 15,429,831</u>

COUNTY OF SAN MATEO
 Schedule of Findings and Questioned Costs
 Year Ended June 30, 2021

Section I – Summary of Auditor’s Results

Financial Statements:

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with accounting principles generally accepted in the United States of America:	Unmodified
Internal control over financial reporting:	
• Material weakness(es) identified?	None reported
• Significant deficiency(ies) identified?	None reported
Noncompliance material to financial statements noted?	No

Federal Awards:

Internal control over major programs:	
• Material weakness(es) identified?	None reported
• Significant deficiency(ies) identified?	Yes
Type of auditor’s report issued on compliance for the major federal programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)?	Yes

Identification of major programs:

<u>Cluster/Program Title</u>	<u>Assistance Listing Number</u>
Supplemental Nutrition Assistance Program Cluster.....	10.561
Highway Planning and Construction Cluster.....	20.205
Coronavirus Relief Fund.....	21.019
Health Center Program Cluster.....	93.224
Epidemiology and Laboratory Capacity for Infectious Diseases...	93.323
Provider Relief Fund and American Rescue Plan (ARP) Rural Distribution.....	93.498
Child Support Enforcement.....	93.563
Foster Care – Title IV-E.....	93.658
High Intensity Drug Trafficking Areas Program.....	95.001

Dollar threshold used to distinguish between Type A and Type B programs:	\$3,000,000
Auditee qualified as low-risk auditee?	No

COUNTY OF SAN MATEO
Schedule of Findings and Questioned Costs (continued)
Year Ended June 30, 2021

Section II – Financial Statement Findings

None reported.

Section III – Federal Awards Findings and Questioned Costs

Finding Reference Number: 2021-001
Category of Finding: Reporting
Type of Finding: Significant Deficiency in Internal Control

Federal Agency: U.S. Department of Health and Human Services
Federal Program Title: Provider Relief Fund and American Rescue Plan (ARP) Rural
Distribution
Federal Catalog Number: 93.498
Federal Grant Number: None

Criteria

U.S. Code of Federal Regulations, Title 45, Part 75, section 75.305 Internal Controls, require the non-federal entity to:

- a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government,” issued by the Comptroller General of the United States or the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- c) Evaluate and monitor the non-Federal entity's compliance with statutes, regulations and the terms and conditions of Federal awards.

Condition

The amount to be reported for this program in the County’s schedule of expenditures of federal awards (Schedule) is based upon the Provider Relief Fund (PRF) report that is required to be submitted to the Health Resources and Services Administration (HRSA) reporting portal. For the year ended June 30, 2021, the County should report in the Schedule, the expenditures and lost revenues from the Period 1 PRF report, which covered payments received in the period of April 10, 2020 to June 30, 2020.

During our audit, we requested the County to provide detailed transactions that supported the expenditures reported in the Period 1 PRF report. Our audit procedures identified \$102,068 of encumbered costs and canceled purchases that were erroneously included as expenditures.

Cause

The County used a spreadsheet to accumulate and track eligible purchases. This tracking spreadsheet was also used in the analysis to determine the amounts to be reported in the PRF report. Since the spreadsheet was not reconciled against actual expenditures from the general ledger, the County did not identify purchases that did not result in actual expenditures. For the questioned transactions, purchase order amounts were used instead of the actual invoiced amounts and canceled purchases were not removed from the spreadsheet.

COUNTY OF SAN MATEO
Schedule of Findings and Questioned Costs (continued)
Year Ended June 30, 2021

Section III – Federal Awards Findings and Questioned Costs (continued)

Due to the coronavirus pandemic, the County was challenged with staffing resources. In addition to turnover of staff, there was a need to allocate substantial County resources to address public health and safety needs while managing the significant inflow of new federal funds related to COVID-19 funding. The reporting process established for this PRF program was new as the County navigated through complex program requirements and reporting protocols on the HRSA reporting portal.

Effect

The County provided evidence of other qualifying expenditures to fully support the amounts reported in the Period 1 PRF report and the Schedule. However, the reporting process poses a risk of claiming PRF funds with costs that had not been incurred within the reporting period or at all.

Questioned Costs

There were no questioned costs. The County provided evidence of other qualifying expenditures to fully support the amounts reported in the Period 1 PRF report and the Schedule.

Recommendation

We recommend that the County reevaluate existing processes and controls over the tracking of expenditures to be applied to PRF awards and reported in the PRF report to ensure that only actual expenditures are included.

Views of Responsible Officials

The views of responsible officials are set forth in the County's Corrective Action Plan.

Minutes



COUNTY OF SAN MATEO
OFFICE OF THE CONTROLLER

Juan Raigoza
Controller

Kristie Silva
Assistant Controller

Kim-Anh Le
Deputy Controller

Patrick Enriquez
Deputy Controller

County Government Center
555 County Center, 4th Floor
Redwood City, CA 94063
650-363-4777
<https://smcgov.org/controller>

COUNTY OF SAN MATEO
Summary Schedule of Prior Audit Findings
Year Ended June 30, 2021

Prior Year Findings and Questioned Costs

Financial Statement Findings:

Reference Number: 2020-002

Audit Finding: Schedule of Expenditures of Federal Awards Accuracy

Status of Corrective Action: Corrective Action was implemented.

Federal Awards Findings:

None reported.

Minutes



COUNTY OF SAN MATEO
OFFICE OF THE CONTROLLER

Juan Raigoza
Controller

Kristie Silva
Assistant Controller

Kim-Anh Le
Deputy Controller

Patrick Enriquez
Deputy Controller

County Government Center
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Redwood City, CA 94063
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COUNTY OF SAN MATEO
Corrective Action Plan
Year Ended June 30, 2021

The findings listed herein are discussed and numbered consistently with the findings in the Schedule of Findings and Questioned Costs.

Section II – Financial Statement Findings

2021-001 Internal Controls Over Reporting Expenditures

In relation to the County of San Mateo (County) single audit for the year ended June 30, 2021, the County hereby submits a corrective action plan for finding number 2021-001 for internal controls over reporting expenditures.

We agree with the recommendation. We are immediately implementing new processes to reconcile all reported expenditures for the two 2022 PRF submissions to the general ledger and related supporting documentation to ensure actual expenditures were made. If we identify any errors, we will amend and refile our submissions if there is a change in the ability to do so. We will also begin using general ledger reports as the basis for any future funding claims submitted.

Contact person responsible for corrective action: David McGrew, CFO, San Mateo Medical Center

Anticipated completion date: September 2022

COUNTY OF SAN MATEO
 Supplementary Information
 State of California Department of Community Services and Development
 Schedules of Revenues and Expenditures
 Community Services Block Grant (CSBG) – ALN 93.569

Contract No. 20F-3040, for the period January 1, 2020 – May 31, 2021

REVENUES	Fiscal Year 2019/20	Fiscal Year 2020/21	Total Audited Costs	Total Reported Expenses	Total Budget
Grant Revenue	\$ 70,518	\$ 428,939	\$ 499,457	\$ 499,457	\$ 499,457
EXPENDITURES					
Administrative Costs					
Salaries and Wages	\$ -	\$ 14,460	\$ 14,460	\$ 14,500	\$ 14,500
Program Costs					
Sub-Contractors	70,518	408,054	478,572	484,957	484,957
Total Expenditures*	<u>\$ 70,518</u>	<u>\$ 422,514</u>	<u>\$ 493,032</u>	<u>\$ 499,457</u>	<u>\$ 499,457</u>

Contract No. 20F-3679, for the period March 27, 2020 – May 31, 2022

REVENUES	Fiscal Year 2019/20	Fiscal Year 2020/21	Total Audited Costs	Total Reported Expenses	Total Budget
Grant Revenue	\$ -	\$ 517,637	\$ 517,637	\$ 517,637	\$ 633,962
EXPENDITURES					
Administrative Costs					
Salaries and Wages	\$ -	\$ -	\$ -	\$ -	\$ -
Program Costs					
Sub-Contractors		517,637	517,637	517,637	633,962
Total Expenditures*	<u>\$ -</u>	<u>\$ 517,637</u>	<u>\$ 517,637</u>	<u>\$ 517,637</u>	<u>\$ 633,962</u>

Contract No. 21F-4040, for the period January 1, 2020 – May 31, 2022

REVENUES	Fiscal Year 2020/21	Total Audited Costs	Total Reported Expenses	Total Budget
Grant Revenue	\$ 235,079	\$ 235,079	\$ 235,079	\$ 470,627
EXPENDITURES				
Administrative Costs				
Salaries and Wages	\$ -	\$ -	\$ -	\$ -
Program Costs				
Sub-Contractors	235,079	235,079	235,079	470,627
Total Expenditures*	<u>\$ 235,079</u>	<u>\$ 235,079</u>	<u>\$ 235,079</u>	<u>\$ 470,627</u>

* Expenditures are reported in the Schedule of Expenditures of Federal Awards under the designated ALN and pass-through entity numbers.



**STREET MEDICINE INSTITUTE
CONFERENCE
SEPTEMBER 2022 TORONTO CANADA**

KAPIL CHOPRA

PSYCHIATRIST

BEHAVIORAL HEALTH DIRECTOR HCH/FH

BRIEF HISTORY OF STREET MEDICINE

- JACK PREGER- GRANDFATHER OF STREET MEDICINE. BRITISH DOCTOR WHO STARTED OFFERING MEDICAL TREATMENT TO THE POOR IN KOLKATA (INDIA) SINCE 1972.
- JIM O CONNELL: FATHER OF STREET MEDICINE IN USA, STARTED IN BOSTON IN 1980S.
- HCH PILOT 1985 MCKINNEY FUNDED 1987.

STREET MEDICINE WHY?

- MORAL(FEELS RIGHT, JUSTICE)
- PROFESSIONAL(MORBIDITY AND MORTALITY IS HIGH)
- SOCIAL RESPONSIBILITY (COST, EQUALITY)
- EXCLUSION (ECONOMIC, SOCIAL, CULTURAL, POLITICAL) —>POVERTY, —>HEALTH INEQUITY (INCREASED MORTALITY AND MORBIDITY)

SIR MICHAEL MARMOT: PROFESSOR OF EPIDEMIOLOGY AT UNIVERSITY COLLEGE LONDON.

- AUTHOR OF **THE HEALTH GAP**: THE CHALLENGE OF AN UNEQUAL WORLD AND **STATUS SYNDROME**: HOW YOUR PLACE ON THE SOCIAL GRADIENT DIRECTLY AFFECTS YOUR HEALTH
- FOCUSING SOLELY ON THE MOST DISADVANTAGED WILL NOT REDUCE HEALTH INEQUALITIES SUFFICIENTLY.
- THERE IS A NEED TO INFORM THE SYSTEMS AND CHANGE THE SYSTEMS.
- 1. GIVING EVERY CHILD THE BEST START IN LIFE. 2. ENABLING ALL CHILDREN, YOUNG PEOPLE AND ADULTS TO MAXIMIZE THEIR CAPABILITIES AND HAVE CONTROL OVER THEIR LIVES. 3. CREATING FAIR EMPLOYMENT AND GOOD WORK FOR ALL.

HOMELESSNESS AND HEALTH

- HOMELESSNESS CAN BE A **CAUSE** OF (MAJOR MENTAL ILLNESS, AOD, PHYSICAL DISABILITY), **MAINTENANCE** AND **COMPLICATION** (MH, AOD, PHYSICAL HEALTH).
- MORTALITY IN SEVERELY EXCLUDED POPULATION (HOMELESS INDIVIDUALS) —> **10-FOLD** (7.9 IN MALE, 11.9 IN WOMEN)
- MEAN AGE OF DEATH IS 47 PER ANNALS INT MED, 1997 STUDY.
- KOH, J GEN INTERN MED, 2021 STUDY. LOOKED AT MORTALITY AND CARE UTILIZATION DATA. AVG AGE OF DEATH IN STREET HOMELESS POPULATION 53, COST UTILIZATION \$22,000/YEAR (AVG RENT FOR 1 BED UNIT IN BOSTON WAS \$10,000).

IMPORTANCE OF TRAUMA INFORMED CARE

- TRAUMA LIMITS OUR ABILITY TO MAKE CHOICES.
- TRAUMA INFORMED CARE HELPS BUILD TRUST.
- WE BEST CARE FOR OTHERS WHEN WE TAKE CARE OF OURSELVES.
- TRUST, TRANSPARENCY, AUTHENTICITY, COLLABORATION, EMPOWERMENT, AND CHOICE.
- BE THE FIRST PERSON TO NEVER GIVE UP ON THEM. ALWAYS SHOW UP. RELATIONSHIP IS THE KEY

HARMFUL, TRAUMATIC EXPERIENCE OF A STREET HOMELESS CLIENT

- CARRYING ASHES OF HIS DEAD FRIEND, WERE THOUGHT TO BE DRUGS, GOT ARRESTED AT THE HOSPITAL, CHARGED, WENT TO COURT, CASE LATER DISMISSED AS NO DRUGS WERE FOUND.

Minutes

INDIGENOUS PEOPLE

- INDIGENOUS PEOPLE FACE RACISM, IN BUILT IN SYSTEM, EVEN WITH HOMELESSNESS
- 92% OF INDIGENOUS CHILDREN LIVE BELOW THE PRE TAX LOW INCOME CUT OFF
- 8 TIMES HIGHER HOMELESSNESS THAN GENERAL POPULATION.
- **CALL AUNTIE CLINIC-** INDIGENOUS-LED SEXUAL AND REPRODUCTIVE HEATH CARE.

CALL AUNTIE CLINIC

- THEY SET UP AUNTIE CALL LINE WITH \$11 PHONE LINE.
- ADDED WEBSITE WHICH WAS SIMPLE GOOGLE DOCUMENT.
- LOTS OF CALLS STARTED COMING IN SEEKING PRIMARY HEALTH CARE OR INQUIRING ABOUT IT.

Minutes

ADDICTION ISN'T CRIME, TREAT IT AS MEDICAL ISSUE, HEALTH ISSUE.

- CRIMINALIZATION LEADS TO POOR OUTCOMES IN TERMS OF PHYSICAL HEALTH, MENTAL HEALTH AND WELL BEING.
- MULTI- DISCIPLINARY OUTREACH TEAM (MDOT) IS A TRANSITIONAL PROGRAM, SERVING CLIENTS UNTIL THEY ARE HOUSED. WORKS CLOSELY WITH PARTNERSHIP PROGRAMS THE COORDINATED ACCESS TO CARE FROM HOSPITAL (CATCH), MULTI-DISCIPLINARY ACCESS TO CARE & HOUSING (MATCH), OUTREACH MEDICAL TEAM (SCOUT).
- 2 PART TIME PSYCHIATRISTS, SEES ABOUT 120 PATIENTS/YEAR. 5 CASE MANAGERS. 10-12 IS THE CASE LOAD/CM. 2 VANS.

FILLING THE ORAL HEALTH CARE GAP

- EVANGEL HALL MISSION'S (EHM) DENTAL CLINIC (TORONTO, ONTARIO)
- SERVICES ARE FREE, CLIENTS NOT PENALIZED FOR MISSING VISIT OR FOR COMING LATE.
- DROP-INS AND INVITE ANYONE TO COME TO THE CLINIC FOR CLEANINGS
- WRAP AROUND SUPPORT AVAILABLE ON SITE AT EHM (FOOD, CLOTHING, SHOWERS ETC.)
- PARTNERSHIP WITH TORONTO COLLEGE OF DENTAL HYGIENE. FINAL YEARS DID ROTATION

CHALLENGES OF A VOLUNTEER-BASED MODEL FOR DENTAL CARE PER EVANGEL HALL MISSION

- RECRUITMENT OF VOLUNTEER DENTISTS WAS A CONSTANT CHALLENGE
- INCONSISTENT CLINIC HOURS
- LIMITED PURCHASING POWER
- GOT A GRANT THROUGH A FOUNDATION (IDENTIFIED THE NEED TO PAY DENTIST).
- PARTNERSHIP WITH COMMUNITY HEALTH CENTER
- PAID DENTIST'S SALARY FOR 2 DAYS, HE CONTINUED TO WORK AS AN EMPLOYEE FOR COMMUNITY CENTER.

CHALLENGES OF THE VOLUNTEER-BASED MODEL FOR DENTAL CARE PER EVANGEL HALL MISSION

- THE PROGRAM MUST BE TRAUMA INFORMED AND LOW-BARRIER.
- IT IS BEST IF THE CLINIC IS IN A SPACE WHERE CLIENTS CAN ALSO ACCESS BASIC NEEDS SUCH AS FOOD, SHOWERS AND LAUNDRY.
- RELATIONSHIP MUST BE THE CORE OF THE PROGRAM.
- PRIVATE DONORS - VERY EXCITED TO DONATE FOR THE CAUSE "TO PROVIDE DENTAL CARE FOR HOMELESS FOLKS."



- NORTHEAST FLORIDA'S LARGEST AGENCY INCORPORATED AS A 501(C) (3)
- BEGAN PROVIDING PRIMARY HEALTH AND DENTAL SERVICES AT AREA CHURCHES IN 1994
- COMPREHENSIVE SERVICES INCLUDE STREET OUTREACH, DAILY MEALS, EMERGENCY HOUSING, CASE MANAGEMENT SUPPORT, VETERAN SERVICES, JOB PLACEMENT ASSISTANCE, AS WELL AS PERMANENT SUPPORTIVE HOUSING, SCATTERED-SITE HOUSING AND A THERAPEUTIC EARLY LEARNING CENTER.

GO TO THE PEOPLE

- LIVE AMONG THEM. LOVE THEM. LEARN FROM THEM.
- START FROM WHERE THEY ARE. WORK WITH THEM. BUILD ON WHAT THEY HEAVE.
- BUT FOR THE BEST LEADERS, WHEN THE WORK IS ACCOMPLISHED, THE WORK COMPLETED, THE PEOPLE ALL REMARK.
- WE HAVE DONE IT OURSELVES.

- LOU TZU

THANKS!!

Minutes

UPDATES TO THE RALPH M. BROWN ACT

NOVEMBER 2022 MEETING OF THE HEALTHCARE FOR THE HOMELESS/FARMWORKER HEALTH CO-APPLICANT BOARD

LAUREN F. CARROLL, DEPUTY COUNTY ATTORNEY

Minutes

The Board must return to in-person meetings starting in March 2023.

BROWN ACT REFRESHER

- California law about open and transparent local government.
- Says if a majority of members of a legislative body gather to deliberate issues, that meeting must be:
 - Open to the public
 - Have a posted agenda
 - Allow time for public comment
- Says, generally, that meetings must take place in a physical location.

HISTORY OF REMOTE MEETINGS UNDER THE BROWN ACT

- **Before COVID-19 pandemic (Brown Act default rules):**
 - Meetings must take place in person.
 - A member may join by teleconference, but only if the teleconference location is included on the agenda, and the public must be allowed to participate at that location.
- **During COVID-19 pandemic (State of Emergency, AB 361):**
 - California suspended Brown Act default rules to allow remote meetings to prevent the spread of disease.

NO MORE REMOTE MEETINGS STARTING MARCH 1, 2023!

New law (AB 2449): Must return to in-person meetings when COVID-19 State of Emergency ends on February 28, 2023.

- Back to Brown Act default rules
- But in limited circumstances, individual members can join remotely without making their location public.
 - Circumstances include caregiving needs, contagious illness, disability, traveling on official business for a government agency, emergency.
 - Can only be used twice per calendar year.
 - Legislative body must provide opportunity for public to participate remotely, too.

ALAS

Minutes

Performance (C1)

ALAS Contract
Performance
as of October

Contractor	Service	Client target	%YTD
ALAS	Health Education Classes	42	107%
	Navigation Assistance	200	107%

TAB 2

COVID-19 Pandemic State of Emergency Continuation

RESOLUTION NO.

RESOLUTION FINDING THAT THE COVID-19 PANDEMIC STATE OF EMERGENCY CONTINUES TO PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES AND THAT IT CONTINUES TO DIRECTLY IMPACT THE ABILITY OF THE HEALTHCARE FOR THE HOMELESS & FARMWORKER HEALTH (HCH/FH) PROGRAM CO-APPLICANT BOARD TO MEET SAFELY IN PERSON

WHEREAS, on March 4, 2020, pursuant to Section 8550, *et seq.*, of the California Government Code, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus and, subsequently, the San Mateo County Board of Supervisors declared a local emergency related to COVID-19, and the proclamation by the Governor and the declaration by the Board of Supervisors remains in effect; and

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting Law, codified at Government Code section 54950, *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided that certain requirements were met and followed; and

WHEREAS, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended certain provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

WHEREAS, on September 16, 2021, Governor Newsom signed AB 361, which provides that a local agency legislative body may continue to meet remotely without complying with otherwise-applicable requirements in the Brown Act related to

remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared, and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such finding at least every thirty days during the term of the declared state of emergency; and,

WHEREAS, at its meeting of October 14, 2021, the HCH/FH Co-Applicant Board adopted a resolution, wherein this Board found, among other things, that as a result of the continuing COVID-19 state of emergency, meeting in person would present imminent risks to the health or safety of attendees; and

WHEREAS, if this Board determines that it is appropriate to continue meeting remotely pursuant to the provisions of AB 361, then at least every 30 days after making the initial findings set forth in the resolution adopted by this Board on October 14, 2021, this Board must reconsider the circumstances of the state of emergency and find that the state of emergency continues to impact the ability of members of this Board to meet safely in person.

WHEREAS, the HCH/FH Co-Applicant Board has reconsidered the circumstances of the state of emergency and finds that the state of emergency continues to impact the ability of members of the HCH/FH Co-Applicant Board to meet in person because there is a continuing threat of COVID-19 to the community, and because Board meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are

immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings); and

WHEREAS, the California Department of Public Health (“CDPH”) and the federal Centers for Disease Control and Prevention (“CDC”) caution that the Delta variant of COVID-19, currently the dominant strain of COVID-19 in the country, is more transmissible than prior variants of the virus, that it may cause more severe illness, and that even fully vaccinated individuals can spread the virus to others resulting in rapid and alarming rates of COVID-19 cases and hospitalizations (<https://www.cdc.gov/coronavirus/2019-ncov/variants/delta-variant.html>); and,

WHEREAS, the HCH/FH Co-Applicant Board has an important interest in protecting the health, safety and welfare of those who participate in its meetings; and,

WHEREAS, the HCH/FH Co-Applicant Board typically meets in-person in public buildings, most often in medical facilities, such that increasing the number of people present in those buildings may impair the safety of the occupants; and

WHEREAS, in the interest of public health and safety, as affected by the state of emergency caused by the spread of COVID-19, the HCH/FH Co-Applicant Board finds that this state of emergency continues to directly impact the ability of members of this Board to meet safely in person and that meeting in person would present imminent risks to the health or safety of attendees, and the Board will therefore invoke the provisions of AB 361 related to teleconferencing for meetings of the HCH/FH Co-Applicant Board.

NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that

1. The recitals set forth above are true and correct.
2. The HCH/FH Co-Applicant Board has reconsidered the circumstances of the state of emergency caused by the spread of COVID-19.
3. The HCH/FH Co-Applicant Board finds that the state of emergency caused by the spread of COVID-19 continues to directly impact the ability of members of the Board to meet safely in person.
4. The HCH/FH Co-Applicant Board further finds that meeting in person would present imminent risks to the health or safety of meeting attendees and directs staff to continue to agendize public meetings of the HCH/FH Co- Applicant Board only as online teleconference meetings.
5. Staff is directed to return no later than thirty (30) days after the adoption of this resolution with an item for the HCH/FH Co-Applicant Board to consider making the findings required by AB 361 in order to continue meeting under its provisions.

* * * * *

TAB 3

Quality Assurance & Quality Improvement



DATE: December 8th, 2022

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

SUBJECT: QI/QA COMMITTEE REPORT

The San Mateo County HCH/FH Program QI/QA Committee last met on September 22nd, 2022.

- **San Mateo Medical Center QI Committee**
 - HCH/FH Program presented QI/QA update at the November SMMC QI Committee meeting (slides attached)
- **Telehealth at Maple Street**
 - Maple Street Shelter staff confirmed that the telehealth equipment at Maple Street Shelter will be transferred to the Navigation Center when it opens.
- **Clinical Quality Metric Review for 2022 Quarter 3**
 - Third quarter clinical quality metrics data are not yet available.
- **Clinical Services Coordinator**
 - Frank Trinh covering several essential duties of Clinical Services Coordinator until recruitment process for position is complete.



SMMC Quality Improvement Committee

Healthcare for Homeless & Farmworker Health Program

Tuesday, November 22, 2022



SAN MATEO COUNTY HEALTH
SAN MATEO
MEDICAL CENTER

Healthcare for the Homeless/Farmworker Health (HCH/FH) Program

- HCH/FH is an administrative program that supports access to health care for the homeless and farmworker populations through contracts with community organizations, but also engages, supports, and monitors San Mateo Medical Center clinical operations to ensure homeless and farmworkers are receiving the best care possible.
- Patients with the status of “homeless” or “farmworker” represent ~10% of the total SMMC patient population
- The presence of the Healthcare for the Homeless/Farmworker Health program allows SMMC to have Federally Qualified Health Center (FQHC) status

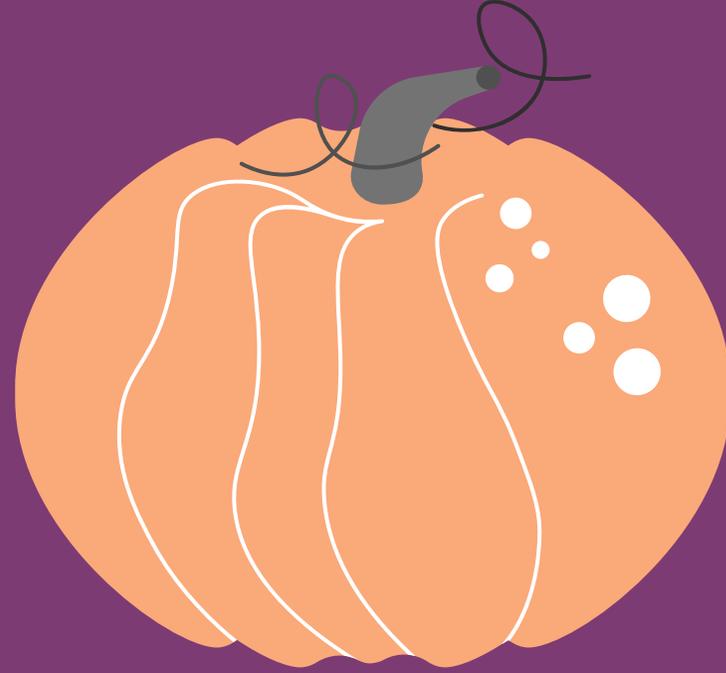
HCH/FH QI/QA Updates

- Currently recruiting for Clinical Services Coordinator
- 2022-2023 QI/QA Annual Plan approved by HCH/FH Co-Applicant Board
 - Clinical metrics from 2021-2022 Annual Plan maintained

Telehealth Update

Maple Street Shelter – Target Pop: Homeless

- Planned transition from Maple Street Shelter to Navigation Center early 2023
- Telehealth equipment at Maple Street Shelter to be moved to Navigation Center



Review of Q2 Clinical Measures of Focus Data

Quarter 2: 4/1/2022 – 6/30/22



SAN MATEO COUNTY HEALTH
**SAN MATEO
MEDICAL CENTER**

Homeless and Farmworker Definitions

- Street (unhooked RV, vehicular housing, tent)
- Shelter
- Doubling Up (couch surfing)
- Permanent Supportive Housing
- Transitional
- Other
- Migrant (move with growing seasons, establish temporary housing)
- Seasonal (year-round farming, typically permanently housed in same place long term)

Street

This includes someone **living on a street or in their vehicle**

- Someone living in an RV in a trailer park would not count a homeless
- Vehicular homelessness has been on the rise in San Mateo County
- Patient might say, “I’m living out of my car”

Shelter

Short term or emergency shelter, often in a communal area.

- There are three adult shelters in San Mateo County:
 - Maple Street (Redwood City)
 - Safe Harbor (South San Francisco)
 - Project WeHope (East Palo Alto)

Doubling Up

Temporarily living with friend or extended family members with no tenancy rights

- Some may also refer to as “couch-surfing”
- This is especially common with youth/students
- Patient might say “I stay with various friends, I don’t have a permanent home right now”

It is important to note **that some patients who are homeless, particularly doubling up, may provide a home address.** Please keep this in mind when asking patients about their living situation.

Transitional

Also known as “transitional shelter” usually in a private unit with longer lengths of stay.

- Patients may go from an emergency shelter to a “transitional shelter”.

Other

- Single residency occupant (SRO)
- Hotels/motels
- Day-to-day paid housing

QI Measures of Focus	2021 H	2021 FW	Q2 H	Q2 FW	SMMC Performance (Prime/QIP)	CA 330 Programs 2021	2021 Adjusted Quartile Ranking
Screening and Preventive Care							
Cervical Cancer Screening	44%	83%	22%	34%	60%	55.2%	1
Colorectal Cancer Screening	55%		46%	57%	60%	39.9%	1
Breast Cancer Screening	47%	78%	51%	86%	70%	48.5%	1
Depression Screening and Follow-up**	30%	44%	16%	17%	46.7%	65%	4
Adult BMI Screening and Follow-up**	20%	14%	38%	48%	N/A	58.1%	4
Chronic Disease Management							
Hypertension**	48%	52%	50%	56%	61%	56.9%	3
Diabetes A1c >9%**	32%	33%	37%	31%	28%	35.1%	1
Maternal Health							
Prenatal Care 1st Trimester	65%	75%			N/A	77.1%	3

*Asterisk indicates clinical measure that resets each calendar year. SMMC Clinics do not operate on calendar year for screenings; ongoing basis of screening every 12 months (or when eCW indicates patient is due)

Ex. Patient may "fail" for HCH/FH depression screen measure until they have appointment in June when they are due for rescreening.

HCH/FH Q2 Clinical Measures: Key Findings

- Improvements in colorectal cancer screening rates, breast cancer screening rates, hypertension control, diabetes control particularly in farmworkers
- Continued low cervical cancer screening rate in homeless
- Lower cervical cancer screening rate in farmworker women compared to Q1
- Continued low depression screening and follow-up rates in homeless and farmworkers



SAN MATEO COUNTY HEALTH

SAN MATEO
MEDICAL CENTER

TAB 4

Contracts and MOUs

Update



DATE: December 8th, 2022

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

FROM: Meron Asfaw, Community Program Coordinator
Gozel Kulieva, Management Analyst

SUBJECT: Contracts & MOUs Update

HCH/FH program has several contracts and MOUs with the County departments and community-based organizations to provide primary care, behavioral health, enabling, and dental services for people experiencing homelessness and farmworkers and their dependents. Below is a description of each contractor's status update for November 2022.

Abode Services:

HCH/FH team met with Abode Services in November to check the program progress and discuss ways to meet the target client number. As of November 2022, Abode Services is falling behind its contractual requirement to serve 75 unique (unduplicated patients) in the 2022 calendar year. Their performance from January through November 2022 is 40 patients, or 53% of the target number. Some challenges related to underperformance include holiday schedules (closed daycare and clients preferring not to come in with their children), clients already enrolled in wrap-around services, and exhausted Emergency Housing Vouchers (EHV). Abode Services is in the progress of drafting client satisfaction surveys, which they hope to begin administering in late December, or early January. HCH/FH team will review the final survey.

Ayudando Latinos a Soñar (ALAS):

HCH/FH team conducted a farm tour with ALAS this month to check on the program's progress. ALAS is continuing to meet its targets, and as of November 2022, have reached the annual target (200 patients provided Navigation Assistance) and exceeded conducted Health Education classes (45 out of 42 contracted). The Staff Professional Development program is pending. HCH/FH team will plan on the promotor's training for 2023.

Public Health Policy & Planning (PHPP):

HCH/FH met with the PHPP team to discuss program progress. Field/Street medicine is expanding services at Halfmoon Bay and Redwood City. Field medicine is partnering with ALAS to engage with the farmworkers in the North Coast region. These additions will allow for more concentrated time to provide geographically focused medical care to individuals experiencing street homelessness in North County, on the Coast, and in Redwood City, and bring field-based medical care to farmworkers and their families at farms from Half Moon Bay to Pacifica. HCH/FH was able to fund this effort through a one-time American Rescue Plan (ARP funding).

In addition, the HCH/FH team discussed upcoming Uniform Data System (UDS) reporting timelines and potential ways to collaborate on future data-related projects.



Behavioral Health & Recovery Services (BHRS):

- **HCH: No update**
- **HEAL: No update**
- **EI-Centro:** EI-Centro's Substance Use Disorder (SUD) case manager is stationed in the ALAS office two times a week to engage with farmworkers and to increase referrals for the SUD services. The case manager will continue working on identifying farmworker patients for the program.

LifeMoves:

The referral process and coordination between Mental Health Primary Clinic (MHPC) and LifeMoves have been great. LifeMoves team requested an appointment slot for a pediatric client. HCH/FH Medical Director is working on getting appointment slots for pediatric patients. HCH/FH will meet with LifeMoves next month to discuss further the need and program updates.

Puente: No update

Saturday Dental Clinic at Coastside Clinic: Saturday Dental Clinic has held monthly clinics since June 2021. Clients seen at the Saturday Dental Clinic are encouraged to make follow-up visits at Coastside Dental Clinic during the week to make space for new clients on Saturdays. HCH/FH is hopeful that the Saturday Dental Clinic will be able to increase its capacity in 2023. HCH/FH developed a patient satisfaction survey for Saturday Dental Clinic patients. ALAS will distribute and collect the survey results.

Sonrisas:

The Sonrisas agreement to provide weekly dental services in Pescadero will end in December 2022. Supervisor Don Horsley is allocating Measure K funding to Sonrisas to continue providing services in Pescadero. HCH/FH is working with Don Horsley's office to coordinate this effort.

TAB 5

Budget and Finance

Report



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: December 08, 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

Preliminary grant expenditures for the month total about \$84,174, putting our year-to-date expenditures at approximately \$2,109,701. This is running slightly less than our planned expenditures for the year. We now project estimated expenditure just about \$2,900,000 in claimable expenditures for the year.

This projection leaves us with right around \$708,000 unexpended funding when compared to our total funds available for the year. This will increase our available unexpended funds at year-end, leaving some additional funding for utilization within our planned spend-down of carryover funds balances.

In general, we will likely expend 95%-97% of our planned contracting budget, which is significantly better than historical years, and aligns with our planning to spend-down carryover funds. However, the unexpected position vacancies during the year will leave us with an additional \$50,000 in salary and benefits savings. This is what is creating the slightly larger unexpended funds balance.

Attachment:

- GY 2022 Summary Grant Expenditure Report Through 11/30/22



GRANT YEAR 2022

November \$\$

Details for budget estimates	Budgeted [SF-424]		To Date (11/30/22)	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	33,530	585,956	635,000	721,000
<u>Benefits</u>					
Director, Program Coordinator Management Analyst ,Medical Director new position, misc. OT, other, etc.	178,640	10,809	207,129	220,000	270,000
<u>Travel</u>					
National Conferences (2500*8)	4,000		2,623	5,000	15,000
Regional Conferences (1000*5)	2,000			1,000	5,000
Local Travel	500			100	1,500
Taxis	250			400	1,000
Van & vehicle usage	250			500	1,500
	7,000		2,623	7,000	24,000
<u>Supplies</u>					
Office Supplies, misc. Small Funding Requests	3,960	85	3,493	5,000	10,000
	3,960		3,493	5,000	10,000
<u>Contractual</u>					
2021 Contracts			30,375		
2021 MOUs					
Current 2022 MOUs	1,245,000		475,590	1,200,000	1,100,000
Current 2022 contracts	795,000	31,863	771,755	780,000	1,000,000
---unallocated---/other contracts					
	2,040,000		1,277,720	1,980,000	2,100,000
<u>Other</u>					
Consultants/grant writer	17,000	5,565	14,090	20,000	20,000
IT/Telcom	4,200	1,573	17,198	28,000	30,000
New Automation				0	-
Memberships	1,500	749	1,249	2,000	5,000
Training	1,800			2,500	20,000
Misc			243	500	500
	24,500		32,780	53,000	75,500
TOTAL	2,858,632	84,174	2,109,701	2,900,000	3,200,500
<u>GRANT REVENUE</u>					
Available Base Grant	2,858,632		2,858,632	2,858,632	2,858,632
Carryover	749,838		749,838	749,838	
Available Expanded Services Awards **					708,470 carryover
HCH/FH PROGRAM TOTAL	3,608,470		3,608,470	3,608,470	3,567,102
<u>BALANCE</u>	749,838	Available	1,498,769	708,470	366,602
			Current Estimate	Projected	
					based on est. grant of \$2,858,632
<u>Non-Grant Expenditures</u>					
Salary Overage	13,750	950	8,150	12,000	20,000
Health Coverage	57,000	3,206	36,413	48,000	62,000
base grant prep	-				
food	2,500			750	1,500
incentives/gift cards	1,000				1,500
	74,250	4,156	44,563	60,750	85,000
TOTAL EXPENDITURES	2,932,882	88,330	2,154,264	2,960,750	NEXT YEAR 3,285,500

TAB 6

HCH/FH Director's

Report



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: December 08, 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: DIRECTOR'S REPORT & PROGRAM CALENDAR

Program activity update since the November 10, 2022, Co-Applicant Board meeting:

On Tuesday, November 15th, we received notification from HRSA of the continuation of our grant award for 2023 (\$2,858,632). This should be the last of our current award's Non-Competing Continuations as we are scheduled for a Service Area Competition (SAC) to be released in late spring 2023 for the 2024 grant year.

HRSA has announced a \$350 million funding package for Expanding COVID vaccination. As with previous COVID awards, it will be a formula-based, direct allocation award to each health center grantee. After award, we will have 30 days to submit our plan for utilization of the funding in accordance with the funding intent. Based on previous COVID awards, we expect this award to be around \$200,000 (+/- \$25,000). We have reached out to County Health and SMMC to coordinate with them on efforts to potentially utilize the funding.

HCH/FH continues to be in touch with Health Administration on the planning for clinical medical and dental care to be provided at the County's new Navigation Center. The Program has concerns about ownership of the patients, their data for reporting purposes and the Program's responsibilities for the patient care vis-à-vis our grant requirements.

We have completed our original interviews with the referred candidates for the HCH/FH Clinical Coordinator position and are currently checking references. We hope to offer this week and have a start date by mid-December. The candidate pool was solid and we are very interested in those we have chosen as finalist

Seven Day Update

ATTACHED:

- Program Calendar



2022 Calendar - County of San Mateo Health Care for the Homeless & Farmworker Health (HCH/FH) Program

**Board meetings are on the 2nd Thursday of the Month 9am-11am and are conducted virtually.
Finance Sub-Committee Meets every month prior to the Main Board Meeting.**

MONTH	ADDITIONAL EVENTS HAPPENING THIS MONTH
<i>January</i>	<ul style="list-style-type: none"> • Board's 1st Meeting of the year! • Needs Assessment Advisory Group Inaugural Meeting (Date TBD) • Board self-evaluation survey administered
<i>February</i>	<ul style="list-style-type: none"> • Initial UDS Submission – February 15, 2022 • 2022 National Conference on Ending Unsheltered Homelessness, February 16-18 (link)
<i>March</i>	<ul style="list-style-type: none"> • Final UDS Submission due March 31, 2022 • Q1 Provider Collaborative Quarterly Meeting, March 15 • QI/QA Quarterly Subcommittee Meeting (Date TBD)
<i>April</i>	<ul style="list-style-type: none"> • Strategic Planning Subcommittee, March 28th • 2022 Western Forum for Migrant and Community Health, April 11-13, Portland, OR, https://www.nwrpca.org/page/westernforum
<i>May</i>	<ul style="list-style-type: none"> • National Health Care for the Homeless Conference and Policy Symposium, May 10-13, Seattle WA, https://nhchc.org/trainings/conferences/
June	
July	
August	<ul style="list-style-type: none"> • Q3 Provider Collaborative Quarterly Meeting (August 23/2022)
September	<ul style="list-style-type: none"> • Strategic Planning Subcommittee (Date TBD) • International Street Medicine Symposium (September 22-24), Toronto, Canada, https://www.streetmedicine.org/isms-18-registration
October	<ul style="list-style-type: none"> • One Year of Working Together to End Homelessness Summit (Oct 28/2022)
November	<ul style="list-style-type: none"> • Board Chair/Vice Chair Election
December	Farmworker Equity Express Celebration, December 11, 2:00pm-5:00pm 636 Purissima St, Half Moon Bay, CA 94019, USA

BOARD ANNUAL CALENDAR	
Project	Timeframe
UDS Submission – Review	Spring
SMMC Annual Audit – Approve	April/May
Services/Locations Form 5A/5B – Approve	June/July
Budget Renewal - Approve	August/Sept (program)– December/January (grant)
Annual Conflict of Interest Statement	October (and during new appointments)
Annual QI/QA Plan – Approve	Winter
Board Chair/Vice Chair Elections	November/December

Program Director Annual Review	Fall/Spring
Sliding Fee Discount Scale (SFDS)	Spring
Strategic Plan Target Overview	December